



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation

For **2 Vehicles Rental 4x4 Hardtop Including Drivers**

[27 August 2018]

International NGO Safety Organisation

INSO – South Sudan
Tong Piny Area, off Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria (Jubek)
South Sudan.

Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted **on paper in a sealed envelope and delivered to our office or by email**, as stated below, no later than:

15 September 2018

No later than 16:00 clock (Juba time)

The submission must include:

- ✓ A cover letter from a senior representative of your company and required certifications or Cover letter from the owner of the vehicles (for private).
- ✓ The quotation for the service noted in the detailed specifications below.
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ Vehicle License, Insurances copy, the copy of drivers' licenses.
- ✓ Photos of the vehicle in and out including engine area.
- ✓ Annex1: **Bidder Questionnaire** as stated in this RFQ.
- ✓ Client references/testimonials as relevant with full contact details
- ✓ For company: certificate of incorporation of the company, registration and company contracts ...

- ✓ For private: A copy of ID and the physical address in South Sudan including contacts (phone, email...).

Note: the selected bidder will be required to provide the driver's certificate of good conduct or police clearance.

Submission Delivery Address

The delivery address to be used for all submissions is:

Attn: INSO South Sudan

Tong Piny Area, off Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria (Jubek)
South Sudan

Email: director@ssd.ngosafety.org
hram@ssd.ngosafety.org

Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line "**RFQ Rental vehicle INSO SSD**" to deliver simultaneously to the two following emails addresses:

- INSO Country Director: director@ssd.ngosafety.org;
- INSO HR & Administration Manager: hram@ssd.ngosafety.org

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

Detailed Specifications

- INSO is requesting tenders for use of 2 Toyota Land Cruiser 4x4 Hardtops and 3 drivers (2 drivers day-time and 1 for night shift for normal working days and 1 driver day-time and 1 driver night shift during weekends). If you cannot provide for the full request 2 vehicles and 3 drivers, we will accept quotes for one vehicle and 1.5 drivers to cover during normal working hours and partially during off-hours.

A. The vehicles

- a. 2 Landcruisers: 4x4
- b. Fuel: Diesel
- c. Tank capacity: 130 to 140 Liters
- d. Transmission: Manuel or Automatic
- e. Doors: 5
- f. Seats: 10
- g. Brake: ABS system
- h. Protection: Airbags
- i. Model: not older than 10 years
- j. The vehicle should be in perfect conditions in and out.

B. Accessories for the vehicle

- a. Vehicle should be preferably with GPS or GLONASS Tracking system
- b. Original battery
- c. Spare wheel (standards).
- d. CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable)
- e. Seatbelts working in perfect condition
- f. 1 Original jack, 1 hilift jack, 1 original jack handle
- g. Complete tool box
- h. 1 Kit tools driver
- i. 1 fire extinguisher
- j. First Aid Kit
- k. Breakdown Warning (safety triangles).

Note: Bidder should have a possibility to offer at no extra cost another vehicle in case of breakdown or maintenance service to not affect operations.

Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the owner of the vehicle – i.e. the name on the logbook or name of the company.
- ✓ Contract will be initially for 06 months with renewal option.
- ✓ The availability of the vehicle should be no later than 15 September 2018.
- ✓ Vehicle to be maintained regularly and qualitatively.
- ✓ Prices and lead times should be firm and valid for the six (06) months duration of the agreement starting from the deadline of the tender.
- ✓ The price should be in Dollars (USD) and be provided either at the unit price of daily or monthly. provided that all the month are averaged at 30 days.
- ✓ The prices quoted by the Bidder shall be fixed.
- ✓ No price negotiations will take part after the tender.
- ✓ The major and minor maintenances are at the Lessor's responsibility.
- ✓ The contract shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

Principles

It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in work place and will not do business with companies who employ those under the age of 16.

Selection Criteria

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote.

Quotations will be evaluated (in no particular order) on (i) fulfillment of specified criteria (ii) price (iii) quality (iv) reliability of supplier (v) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date.

Annex1: **Bidder Questionnaire**

Name:.....

1. Management Proposal	
Outline your proposal to manage your drivers to ensure efficiency and the quality of work without INSO involvement.	
Will INSO have a single point of contact within your organisation? Who is s/he?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How often do you suggest review meeting be held with INSO?	
2. Cost Reduction Programmes (cost benefit)	
How do you guarantee the lowest costs?	
What service guarantees are being offered and in case of breakdown of your vehicle or one of your vehicles how will you ensure covering the service at no extra cost for INSO?	

How do you plan to ensure providing INSO qualitative services and what is the maintenance plan of your vehicle?	
3. Financial Proposal	
Outline details of your financial proposal to INSO. What payment terms are you able to offer INSO?	
What is your actual bank and preferred method of payment?	
4. Business relationships	
Do you have any agreements in place with other organisations? If yes, which one?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you contract, or are you contracted with, anyone whose core business may be opposition to INSO's aims?	

Do you have any relative or friend working directly or indirectly with INSO? If yes, please give the details (name and position)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Adds	
Please detail any other benefits you feel your company or you can offer INSO which will assist in INSO's decision making process that relate to this RFQ, but which have not been covered above.	
Can your vehicle (s) offer transportation to any destination or location within South Sudan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you allow your vehicle being driven by any other driver than your provided driver? Please indicate conditions if any.	