



## **RFQ SERVICE FOR CAR RENTAL SERVICES REF: RFQ 04/03-26( CENTRAL EQUATORIA)(JUBA ,**

### **BACKGROUND/INTRODUCTION**

Islamic Relief is an independent humanitarian and development UK-based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic relief began its humanitarian operation in South Sudan in 2004 focusing on providing lifesaving aid and implementing developmental Programmes to support people affected by the flood, drought, and Conflict establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap. A satellite office in Yei and the Main office in Juba.

#### **Our vision:**

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

#### **Our mission:**

Exemplifying our Islamic values, we will mobilize resources, build partnerships, and develop local capacity, as we work to:

Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.

Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.

Support the marginalized and vulnerable to voice their needs and address root causes of poverty.

We allocate these resources regardless of race, political affiliation, gender or belief, and without expecting anything in return.

## **INTRODUCTION**

### **1. Background**

Issuance Date	09 <sup>th</sup> March 2026
Closing Date	11 <sup>th</sup> March 2026 – 4PM CAT
Activity Title	Car Rental Services
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this Tender must be priced on a fixed-price basis in accordance with the specifications provided in Annex 1 – Detailed Technical Specifications.
Evaluation Criteria	The award will be given to the offeror that meets the minimum criteria and technical specificity for an acceptable award at the lowest reasonable cost or price.
Award Type	For specific days
Submission Deadline	Quotations must be received No-Later-Than 1:00 PM CAT, Wednesday, 11 March 2026

Submission Email Address	Bids submitted in email only
Submission Email Address/Bids submitted in email only	Interested bidders are required to strictly follow the specified criteria and <b>submit all documents online</b> to the following email address: <a href="mailto:Tendering.IRSS@islamic-relief.com.ss">Tendering.IRSS@islamic-relief.com.ss</a> with the subject of the email as <b>REQUEST FOR QUOTATION (RFQ) – FOR CAR HIRE FOR RAMADAN 2026</b> . Late submissions or failure to adhere to the submission requirements will result in disqualification.

For any issues relating to the tender or its contents please email directly to; [IRSS.Tender@islamic-relief.com.ss](mailto:IRSS.Tender@islamic-relief.com.ss)

## **OT 1: BILL OF QUANTITY FOR CAR RENTAL SERVICES.**

N°	To be filled in by IRSS				To be filled in by the Bidder	
	Items description & technical specifications	Place	Unit	Quantity (1)	Unit Price including all costs & taxes	Total Price including all costs & taxes
					USD	USD
2	(5 Door Land cruiser ) with driver (various locations within Juba area (Fuel provided by Supplier)	Juba, CES	Per-Day 2	8		
	GRAND TOTAL					

### **Vehicle Types and Specifications:**

#### **1. Safety and Emergency Equipment**

- **First Aid Kit:** A fully stocked first aid kit is essential for any emergencies. It should include bandages, antiseptics, pain relievers, wound dressings, and other basic medical supplies.
- **Fire Extinguisher:** A portable fire extinguisher (ABC class) to handle minor fire outbreaks, especially in remote areas where emergency services may be far.
- **Emergency Warning Triangle:** A reflective warning triangle to alert other drivers in case of a breakdown or emergency situation.
- **Tow Strap/Recovery Rope:** A durable tow strap or recovery rope for pulling the vehicle out of mud, snow, or difficult terrain.
- **Jumper Cables:** For jump-starting the vehicle or assisting another vehicle in case of battery failure.
- **Vehicle Flares:** Flares can be essential for signaling distress, especially in low-visibility

#### **2. Off-Road Performance Equipment**

- **Spare Tire and Tire Changing Tools:** Ensure the vehicle is equipped with a full-size spare tire, jack, lug wrench, and other necessary tools to change a tire in the field.
- **High-Lift Jack or Bottle Jack:** A high-lift jack (or heavy-duty bottle jack) is essential for lifting the vehicle in tough off-road conditions, particularly when the vehicle is bogged down or stuck in deep terrain.
- **Tire Repair Kit:** A basic tire repair kit with puncture plugs, tire patches, and tools for temporary repairs on-site.
- **All-Terrain Tires:** Make sure the vehicle has high-quality, durable all-terrain or off-road tires suited to the terrain you'll be driving on (sand, mud, rocks, etc.).

- **Snatch Block or Winch:** A winch mounted on the front or rear of the vehicle for self-recovery or pulling other vehicles out of trouble.

### 3. Vehicle Maintenance and Support Equipment

- **Tool Kit:** A well-equipped toolkit containing basic tools such as screwdrivers, pliers, wrenches, socket sets, and duct tape for minor repairs in the field.
- **Engine Oil and Fluids:** Carry extra engine oil, brake fluid, coolant, and windshield washer fluid to ensure that any maintenance needs can be addressed immediately.
- **Air Compressor:** A portable air compressor for reinflating tires, especially if tire pressure drops in extreme conditions like sand or high-altitude driving.
- **Battery Jump Starter Pack:** A portable battery jump starter pack in case of a dead battery, reducing the need for external assistance.

### 4. Lighting and Visibility Equipment

- **LED Light Bar or Additional Spotlights:** For improved visibility during night driving or in poorly lit areas, adding a LED light bar or additional spotlights can help with off-road navigation.
- **Headlamps and Flashlights:** Headlamps and flashlights for the crew for working or operating at night or in low-light situations.
- **Reflective Tape or Stickers:** Adding reflective tape or stickers to the vehicle can improve visibility for others, especially in low visibility conditions.

### 5. Personal Protection Equipment

- **Protective Gear:** Ensure the vehicle is equipped with personal protective equipment (PPE) such as gloves, safety vests, and helmets if needed for your specific operational environment.
- **Sun Protection Kit:** Items like sunscreen, sunglasses, and hats are important for long hours spent in the sun, especially in desert or tropical environments.

### 6. Miscellaneous Equipment

- **Shovel and Spade:** These tools are useful for digging out the vehicle in case it gets stuck in sand, mud, or snow.
- **Rain and Dust Covers:** Rain covers or dust covers for the vehicle or equipment in the event of heavy rain or extreme dust storms.
- **Windshield Cover/Protection:** A protective cover for the windshield can shield the vehicle's windows from harsh sunlight, dust, and debris, extending the life of the vehicle.

#### Terms and conditions.

#### Selection criteria

SCORE CRITERIA SUPPLY AND DELIVERY OF NUTRITION NFIS		
	<b>Total</b>	100
<b>A</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	Pass/Fail
	Certification of Incorporation	Pass/ Fail
	Tax Clearance Certificate. Must be valid and updated.	Pass/ Fail
	Operation License - Must be valid and updated.	Pass/ Fail
	ID/Passport copy of the director.	Pass/ Fail
	Memorandum of Understanding (MOU)	Pass/ Fail
	South Sudan membership certificate (Chamber of Commerce)	Pass/ Fail

Pass Mark		
<b>NOTE:</b>	<b>Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation</b>	
<b>B</b>	<b>TECHNICAL ANALYSIS</b>	<b>100</b>
<b>1</b>	<b>Value of Similar Work Experience in last 3 years</b> (Contract/Completion Certificates)	
	No similar past work experience (Contract/Completion Certificates)	0
	One (1) similar past work experience (Contract/Completion Certificates)	10
	Two (2) similar past work experience (Contract/Completion Certificates)	10
	Three (3) similar past work experience (Contract/Completion Certificates)	10
	Four (4) similar past work experience (Contract/Completion Certificates)	10
<b>2</b>	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	20
<b>3</b>	Number of Years in Operation at least 10 years. (1yr -4, 2yrs-8, 3yrs-12, 4yrs-16, 10yrs&above-20}.	20
<b>4</b>	List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)	10
<b>6</b>	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	10
	Pass mark -70%N/B: Bids who will not score 70% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation	
<b>C</b>	<b>c). FINANCIAL ANALYSIS</b>	<b>100</b>
<b>1</b>	No Certified Bank statement.	0
	Certified Bank statement of last three months (1 <sup>st</sup> Dec 2025 to 31 <sup>st</sup> Jan 2026 ) with closing balance to sufficiently cover for the value of the tender.	50
<b>2</b>	Within Budget	30
	No within Budget	0
<b>3</b>	Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.	20
	Pass mark 70%.	

We have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price **USD (\$)**

**In words** [ \_\_\_\_\_ ]

Bidder's Signature

Stamp

Date

**Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp**

## Supplier Code of Conduct

### 1 Islamic Relief's Supplier Code of Conduct

### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

#### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour;

and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility;

and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.