

# INSO

INTERNATIONAL NGO SAFETY ORGANISATION  
Analysis & Advice for Humanitarians

## Request for Quotation RFQ/2021/003

For **4 Vehicles Rental 4x4 Hardtop inclusive Drivers**

[10 June 2021]

International NGO Safety Organisation

INSO – South Sudan  
Thongpiny, Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road,  
Juba- Central Equatoria State  
South Sudan.

*Fabrice Lunda*  
*10 June 2021*





## 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:

**25<sup>th</sup> June 2021**

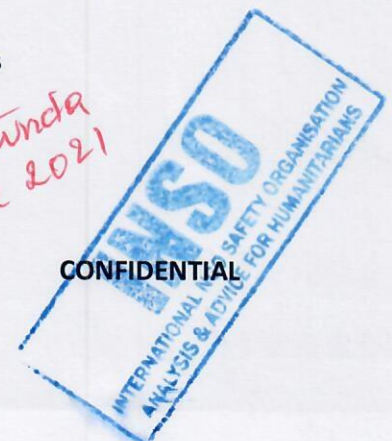
**No later than 16:00 clock (Juba time)**

### 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 (note that the quotation for each vehicle).
- ✓ Notice of any relevant Terms & Conditions related to the provision of said service including the **validity period** of the quotation.
- ✓ Vehicle License, Insurance's 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

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- ✓ For company: certificate of incorporation of the company, registration, and company contracts ... including tax clearance certificate.
- ✓ For private: A copy of ID and the physical address in South Sudan including contacts (phone, email...).
- ✓ Shift of drivers to run four (4) vehicles weekdays knowing that 4 vehicles will be operational daytime (0800hrs to 1700hrs) and 2 vehicles night shift (1700hrs to 2200hrs) and each of the drivers should have at least one day off per a week and should not exceed 195 working hours a month. For weekend, 3 vehicles daytime and 2 vehicles nighttime.

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

### Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

**Attn: INSO South Sudan**

Thongpiny, Airport Road,  
Near Kilimanjaro Apartments,  
Plot Number 479 block 3K-South,  
Florian Road, Juba- Central Equatoria State  
South Sudan

### 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 SSD Logistics Officer: [logistics@ssd.ngosafety.org](mailto:logistics@ssd.ngosafety.org)
- INSO Operations Manager: [ops.manager@ssd.ngosafety.org](mailto:ops.manager@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.

[10-June-21]

*Fabrice Lynda  
10 June 2021*

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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

- A. 4 Toyota Land Cruisers 4x4 Hardtop inclusive divers (4 drivers daytime and 02-night shift for normal working days and for weekends 3 drivers daytime and 02 driver night shift).
- B. The vehicles
- Land-cruiser: 4x4
  - Fuel: Diesel
  - Tank capacity: 130 to 140 Liters
  - Transmission: Manuel or automatic (preferable Manuel)
  - Doors: 5
  - Places: 10
  - Brake: ABS system
  - Protection: Airbags
  - Model: not older than 05 years
  - The vehicle should be in perfect conditions in and out.
  - The vehicle should have soft leather/ seat covers.
- C. Accessories for the vehicle
- Vehicle should be preferably with GPS or GLONASS Tracking system.
  - Original battery.
  - Spare wheel (standards).
  - CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable).
  - Seatbelts working in perfect conditions.
  - Central lock system.
  - 1 Original jack, 1 hilift jack, 1 original jack handle.
  - Complete toolbox.
  - 1 Kit tools driver.
  - 1 fire extinguisher.
  - First aid kit.
  - 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. And all the time the bidder should ensure the vehicles are clean.

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*Febrite Lundu  
10 June 2021*

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## 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 12 months with renewal option.
- ✓ The availability of the vehicles should be no later than 1<sup>st</sup> August 2021.
- ✓ Vehicle to be maintained regularly and qualitatively.
- ✓ Prices and lead times should be firm and valid for the Twelve (12) 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 months 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 workplace 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 based on the above criteria.

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.

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*Fabrice Lunda  
10 June 2021*





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 to 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 and how will you ensure covering the service at no extra cost for INSO in timely manner?	

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*Fabrice Lunela*  
*10 June 2021*





How do you plan to ensure providing INSO qualitative services and what is the maintenance plan of your vehicles?	
<b>3. Financial Proposal</b>	
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?	
<b>4. Business relationships</b>	
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?	

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*Fabrice Lunela*  
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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
<b>5. Adds</b>	
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 vehicles being driven by any other driver than your provided drivers? Please indicate conditions if any.	

*Fabrice Lunda*

Fabrice Lunda  
Operations Manager  
10 June 2021



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