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REQUEST FOR PROPOSAL

TO:

<Name and address>	Date of issue:	26 th March 2026
	RFP no.:	4008
	Contract title:	Hire of Land Cruiser for NCA office in Twic County Warrap State
	Closing date:	10 th April 2026; 4:00 PM
	Contracting Authority:	Norwegian Church Aid, Buluk, Juba, South Sudan Programme Contact person: Taban Charles Tel: 0924366001 Fax: NA Email: Cc: Taban.Charles@nca.no
	Please note that the Proposals may be delivered to the Contracting Authority at the above address in a sealed envelope clearly marked with the above RFP Number and the name of the submitting company or by email to: procurement.ncass@nca.no	

NORWEGIAN CHURCH AID INVITES YOU TO SUBMIT A PROPOSAL FOR HIRING OF THREE (03) LAND CRUISER AT NCA OFFICE IN TWIC COUNTY LAKE STATE FOR A PERIOD OF SIX (6) MONTHS

Dear Sir/Madam,

The Service is required for the hire of land cruiser at NCA office in Twic County an intervention to implement integrated response to humanitarian crisis.

Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

Annex 1: Terms of Reference

Annex 2: Proposal Submission Form (to be completed by the Candidate)

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD format for electronic completion. It is forbidden to make alterations to the text.

We should be grateful if you would inform us by email of your intention to submit or not a proposal.



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A. INSTRUCTIONS

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Agreement as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The purpose of this Request for Proposal is to establish a Car hire between the Service Provider (Contractor) and the Contracting Authority. Specific requirements for services covered by this Agreement will be established through separate Purchase Orders between the Service Provider and the Contracting Authority when necessary and as required.

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit the following documents with the proposal:

- a. Proposal Submission Form (Annex 3) duly completed and signed by the Candidate
- b. CV. highlighting the Candidate's experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed
- c. Copies of any registration certificates as required by national legislation or competent authorities including company registration certificates, tax registration, VAT registration and membership certificates of any relevant professional bodies.



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The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in United States Dollars (USD) in the Proposal Submission Form in Annex 3. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Candidate shall be deemed to have satisfied themselves as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.

A.7. Validity

Proposals shall remain valid and open for acceptance for 60 days after the closing date.

A.8. Submission of proposals and closing date

Proposals must be received at the address mentioned on the front page in a sealed envelope not later than the closing date and time specified on the front page.

A.9. Evaluation of Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals, a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of <60>% for the Technical Proposal; and <40>% for the offered price. Each proposal's overall score shall therefore be: $St \times <60>\% + Sf \times <40>\%$.



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Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Availability of Land Cruiser vehicles on site	20
2	Back-up land cruiser vehicles availability in case of any breakdown	20
3	Experienced driver for at least 3 years	15
4	Experience working in remote areas	15
5	Legal documents for the company	10
6	Proven experience in vehicle hire services, minimum 3 years .	20
Total Technical Score		100

Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.10. Award criteria

The Contracting Authority will award the Agreement to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.



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A.11. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 5 days of receipt of the Agreement, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Agreement and return it to the Contracting Authority. On signing the Agreement, the successful Candidate will become the Contractor, and the Agreement will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Agreement within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.12. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

A.13. Data Protection and Privacy

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidder's consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.



ANNEX 1: TERMS OF REFERENCE

Toyota Land Cruiser Vehicle Hire Services

1. Background

The purpose of this ToR is to outline the requirements for the provision of a hired **Land Cruiser vehicle** to support operational, administrative, and field activities. The vehicle will facilitate timely movement of staff, transportation of materials, and implementation of project activities within the designated operational areas.

2. Objectives of the Assignment

The objective is to engage a qualified service provider to supply a **reliable, fully serviced, and roadworthy Toyota Land Cruiser** for official use, ensuring safety, efficiency, and uninterrupted mobility.

3. Scope of Work

The service provider shall:

1. Provide a **Toyota Land Cruiser (Hardtop or equivalent)** meeting specifications below.
2. Ensure the vehicle is **well-maintained and in excellent mechanical condition**.
3. Provide a **qualified and experienced driver** with a valid driving license
4. Maintain **comprehensive insurance**, including third-party liability.
5. Ensure the vehicle is available for **use 24/7**, depending on organizational needs.
6. Guarantee **timely replacement** of the vehicle in case of breakdown or mechanical issues.
7. Cover **all maintenance costs**, including servicing, repairs, and spare parts.
8. Provide support for **logbook and mileage reporting**, if required.
9. Fuel will be under full responsibility of the service provider
10. The service provider should have to replace the vehicle once detected with some mechanical issue and no payment shall be affected for the down time
11. The contractor is obliged to pay all the local taxes to the state Government

4. Vehicle Specifications

The vehicle should meet the following minimum requirements:

- Toyota Land Cruiser (4x4)
- Model year: **2010 or newer** (modifiable as needed)
- Seating capacity: **10-or 13-seater** depending on model, **and 2-seater for the pickup**
- Engine: **Diesel**, minimum 4.2L or equivalent
- Transmission: Manual



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- 4x4 capability suitable for rough terrain
- Air conditioning and functional windows
- Fully equipped with:
 - Spare tire
 - Jack and toolkit
 - First-aid kit
 - Fire extinguisher
 - Valid road license and insurance

5. Deliverables

The service provider shall deliver:

1. A fully functional Land Cruiser, inspected and verified by the organization.
2. Copies of relevant documents:
 - Insurance certificate
 - Logbook / Vehicle registration
 - Roadworthy certificate
3. Monthly invoice supported by:
 - Mileage log sheets
 - Fuel consumption report (if required)

6. Duration of Contract

The contract duration will be **6 months**, with no extension unless otherwise,

7. Expected Service Provider Qualifications

- Proven experience in vehicle hires services, minimum **3 years**.
- Ability to provide **emergency support** and rapid vehicle replacement.
- Evidence of **reliable fleet management**.
- Valid business registration and tax compliance documents.
- Availability of a company stamp

8. Payment Terms

- Payment will be made **monthly** upon submission of valid invoices aligned with contract terms.
- No additional payments will be made for routine maintenance, Fuel, repairs, or normal wear and tear.



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9. Performance Standards

The service provider must ensure:

- Zero gaps in vehicle availability.
- Quick replacement in the event of breakdown (**within 24 hours**).
- Safe driving practices (if driver-provided).
- Professional conduct at all times.

10. Reporting

The service provider shall report directly to the **Admin and Finance Department**, and provide:

- Monthly reports (if requested)
- Incident reports within **12 hours** of any accidents or major issues

11. Termination Clause

The organization reserves the right to terminate the contract with **30 days' written notice** due to:

- Poor performance
- Breach of contract
- Safety concerns
- Misconduct or fraud

Immediate termination may occur in cases of gross negligence or misuse.



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ANNEX 2: PROPOSAL SUBMISSION FORM

My financial proposal for my services is as follows:

IMPORTANT NOTE: VAT OR ANY OTHER SALES TAX SHOULD ONLY BE INCLUDED IF THE CANDIDATE IS REGISTERED FOR TAX PURPOSES IN THE COUNTRY IN WHICH THE SERVICES ARE TO BE RENDERED

Price schedule

Item no:	Description	Unit of Measure	Quantity	Unit price USD	Total Price USD
Land Cruiser hire inclusive of driver, fuel and maintenance cost					
1	Hire Land Cruiser 3 doors inclusive of driver, fuel and Maintenance for a period of 6 months	Month	6		
2	Hire Land Cruiser 5 doors inclusive of driver, fuel and Maintenance for a period of 6 months	Month	6		
16	Hire Land Cruiser Pickup 2 doors inclusive of driver, fuel and Maintenance for a period of 6 months	Month	6		
	Total Price (USD)				

VAT Obligation Statement

Clearly state whether you are legally obligated to charge VAT for goods and/or services.

Tick appropriate box

<input type="checkbox"/> YES – I AM legally obligated to charge VAT	<input type="checkbox"/> NO – I am NOT legally obligated to charge VAT
State country of tax liability, if any	
State applicable VAT rate	

CANDIDATE OR COMPANY INFORMATION

Candidate or Company (legal name)	
Street name and no.	



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City	
Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

REFERENCES				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate's assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 60 days after the closing date in accordance with the article A.9. Validity.

After having read your Request for Proposal no. **4008** for the hire of Land Cruiser at NCA office in TWIC County dated **26th March 2026**, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts.
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors.

The above declarations will become an integrated part of the Agreement and misrepresentation will be regarded as grounds for termination.



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Any subsequent Purchase Order related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Service Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

Signed by:

The Candidate	
Name of the company	
Address	
Telephone no.	
Email	
Name of contact person	