

Tender for Vehicle Rental Services Blanket Purchase Agreement

RFQ-10-009-DHK-2019

INTERNATIONAL MEDICAL CORPS, IRAQ

INTERNATIONAL MEDICAL CORPS – DUHOK OFFICE, LOCATED AT:

**IRAQ – KRI – DUHOK – BARZAN HIGHWAY – MEDIA QUARTER – ASIA ROAD 8
ST. 99448**

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ANNEX 1- Tender/RFQ n° 10-009-DHK-2019

1.1 Background

International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is working in Iraq for the last sixteen years, working in KRI and Southern Governorate for deploying mobile medical teams (MMUs), Emergency Response, primary Health Care this includes; general curative consultations, management of communicable and non-communicable diseases, community health and emergency referral services.

In pursuit of its mandate and mission, IMC Iraq/ Duhok Office engages with other partners including suppliers in delivery of goods and services, and Vehicle Rental services is one key category where IMC is major consumer's. IMC Iraq/ Duhok Office would therefore like to have a long-term contractual agreement (Blanket Purchase Agreement- BPA) for Vehicle Rental services if successful, for fixed price for twelve (12) months with a possibility of extension for another twelve months, [twenty four (24) months as a maximum duration]. The estimated volume of business will reach USD **941,700.00** for twenty four (24) months (***the Contract will be for twelve (12) months and a Market Survey will be conducted before the extension for the additional 12 months***).

International Medical Corps is planning to look for your best offer for the vehicle rental services as described below in the Scope of Work in the section 1.4.

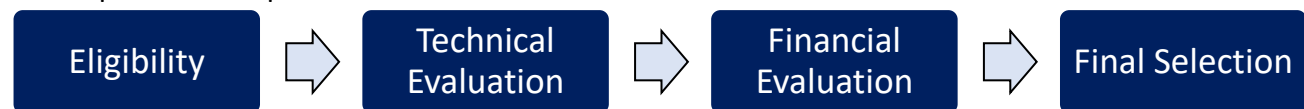
1.2 What is Blanket Purchase Agreement (BPA)?

- BPA is a type of contractual agreement where selected vendors are contracted to provide to IMC Iraq/ Duhok Office with a **determined** set of products or services for **fixed price** during the **fixed** period of time.
- **Terms agreed must remain fixed during the BPA duration of one year with possibility of extension for another year.**
- BPA does NOT mention or commit to the quantity to be purchased – this depends on many factors where IMC Iraq/ Duhok Office works.
- Prices are fixed, but quantity are not. BPA does have a maximum total amount (not to exceed amount) – This amount cannot be exceeded during the contract period, **BUT IMC IRAQ/ DUHOK OFFICE DO NOT MAKE ANY COMMITMENT TO SPEND THE TOTALITY OF THIS AMOUNT.**
- For this solicitation, the volume of business expected is USD **941,700.00**. This represents the anticipated volume of trade estimated for the BPA duration (*12 month + 12 month possible extension*). However, in the contract the Not To Exceed (NTE) amount might differ, in order to allow further flexibility, in case of unexpected needs. Vendors are expected to quote according to the volume of business and not to the NTE.

- In the case the contract is awarded to multiple vendors:
There is an overall shared ceiling price of Not-To-Exceed amount for a duration of 12 months with the possibility to extend for one more year upon the satisfactory performance of this BPA and mutual agreement of the Parties. The maximum aggregate dollar value of orders placed to all BPA awardees cannot exceed the contracted ceiling. This ceiling is not being subdivided among the number of awardees nor is it being multiplied by the number of awardees.
- Purpose of BPA is to avoid repetitive long tendering process every time IMC Iraq/ Duhok Office has a need to source products or services. Instead, when there is a need, International Medical Corps would issue Work Order **directly** to selected vendor upon which vendor would confirm acceptance and just proceed with delivery of the service with invoice to designated email address.
- When a Contract/BPA includes the possibility of an extension and the NTE amount is not reached yet, it is possible to extend the Contract/BPA up to a new period (not more than one year) or up to exhaustion of remaining NTE balance, whichever comes first. In such case, International Medical Corps' team would assess if contracted prices are still competitive (through a market survey) and whether it is to International Medical Corps' advantage to extend the Contract.
- Contract termination; the contract will be valid for a period of minimum one year, with possibility of extensions for additional year or up to exhaustion of the NTE balance, whichever comes first.

1.3 Bid Evaluation Steps

All bids received as a result of this competitive bidding process will be analyzed and scored through a 4-step evaluation process:



ELIGIBILITY	TECHNICAL	FINANCIAL
<p>Purpose: Ensure all bidders have submitted all mandatory documents as specified in the tender advert and documentation</p> <p>Eliminatory: YES</p> <p>Scoring Methodology: YES/NO, 100% yes to pass this phase</p>	<p>Purpose: Ensure bidder have the technical capability to provide the services requested. It may include a visit to vendor's premises</p> <p>Eliminatory: NO</p> <p>Scoring Methodology: Progressive scoring with Weighting System. [Maximum of 40% of Overall Evaluation Process]</p>	<p>Purpose: Assessing financial competitiveness of the bidder for key services</p> <p>Eliminatory: NO</p> <p>Scoring Methodology: Progressive scoring with Weighting System. [Maximum of 60% of Overall Evaluation Process]</p>

FINAL SELECTION

TOTAL MAXIMUM SCORE: 100 points

Contract Award Methodology:

The vendor(s) who will gather the highest score number and offer the most competitive price, will be contracted with IMC Iraq Duhok Office. Secondary contract may be awarded to the 2nd place bidder. This would cover the vehicle rental needs, when the primary vendor cannot cover the IMC demand on a specific period of time. It is also possible different vendors to be selected for the different locations or share same locations.



Criteria	Evaluation phase	Means of verification	Weight
Mandatory documentation- Bidders need to present official & valid documents (Registrations and 2018 tax) as required by local law & IMC.	Eligibility Evaluation	Requested documents to be submitted with the bids.	Yes/No (1 No = disqualification)
a. Minimum Fleet Capacity accepted is <u>Eight (8) vehicles</u> of the requested fleet. Less than <u>Eight (8) vehicles</u> will not pass technically (<i>Will not move to the next step</i>). Maximum weight is 30%	Technical & Capability Evaluation	Bid	(8-11 Vehicles) = 10% (12-15 Vehicles) = 20% (16-20 Vehicles) = 30%
b. Previous confirmed experience with INGOs/NGOs (minimum of 3 years).		Bid	10%
Total/Up-To			40%
Price Competitiveness- Monthly rate according to offered prices, if passed the Technical Evaluation.	Financial-Commercial Evaluation	Bid	The Best (Lowest Price) = 60% The 2nd (Lower Price) = 50% The 3rd (Lower Price) = 40% Higher prices/offers = 30%
Total/Up-To			60%

1.5 Scope of Work

If you are successful in terms of fulfilling requirements set in the following tables and providing best/lowest price offers, a **technical team will visit your location to confirm availability and to conduct an inspection of your vehicles so as to determine the final physical quality, quantity and mechanical fitness of the vehicles to ensure that they meet the required standards.**

Vehicle Type Required	Minimum Requested Specifications/Criteria Must meet criteria or may be disqualified		Qty.
SUV (Duhok Sites)	Fuel:	Diesel or Gasoline	2 Vehicles <i>Six (6) days per week</i>
	Engine capacity:	minimum from 2500 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(6) excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Kurdish, good Arabic and basic English (preferred)	
SUV (Duhok Sites)	Fuel:	Diesel or Gasoline	9 Vehicles <i>Five (5)days per week</i>
	Engine capacity:	minimum from 2500 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(6) excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Kurdish, good Arabic and basic English (preferred)	

Minivan (Duhok Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Six (6) days per week</i>
	Engine capacity:	minimum from 2000 to 3500 cc	
	Transmission type:	2 x 4	
	Seat:	14 excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Central Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Kurdish, good Arabic and basic English (preferred)	
Pickup (Duhok Sites)	Fuel:	Diesel or Gasoline	3 Vehicles <i>Five (5)days per week</i>
	Engine capacity:	minimum from 2700 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(4) excluding driver seat	
	Seatbelts for all passengers		
	Maximum weight capacity/charge: 1,000 kg		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Kurdish, good Arabic and basic English (preferred)	

Vehicle Type Required	Minimum Requested Specifications/Criteria Must meet criteria or may be disqualified		Qty.
SUV (Zummar Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Six (6) days per week</i>
	Engine capacity:	minimum from 2500 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(6) excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Arabic (good Kurdish and basic English are preferred)	
SUV (Zummar Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Five (5)days per week</i>
	Engine capacity:	minimum from 2500 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(6) excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Arabic (good Kurdish and basic English are preferred)	

Minivan (Zummar Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Six (6) days per week</i>
	Engine capacity:	minimum from 2000 to 3500 cc	
	Transmission type:	2 x 4	
	Seat:	14 excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Central Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Arabic (good Kurdish and basic English are preferred))	
Minivan (Zummar Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Five (5)days per week</i>
	Engine capacity:	minimum from 2000 to 3500 cc	
	Transmission type:	2 x 4	
	Seat:	14 excluding driver seat	
	Seatbelts for all passengers		
	Air bag for driver and driver's passenger		
	Central Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Arabic (good Kurdish and basic English are preferred)	

Pickup (Zummar Sites)	Fuel:	Diesel or Gasoline	1 Vehicles <i>Five (5)days per week</i>
	Engine capacity:	minimum from 2700 to 3500 cc	
	Transmission type:	4 x 4	
	Seat:	(4) excluding driver seat	
	Seatbelts for all passengers		
	Maximum weight capacity/charge: 1,000 kg		
	Air conditioning		
	Power steering		
	ABS		
	Gearbox type:	Manual or automatic	
	Left Hand Drive		
	Year of manufacture:	2015 or newer	
	Kilometers on odometer not to exceed (km) on delivery:	80,000	
	Language skills	Fluent Arabic (good Kurdish and basic English are preferred)	

Please ensure to confirm that rented vehicle will have below accessories and documents on board. This will be confirmed and checked at the receipt of the vehicle, during the contract, as well as in the case of the potential renewal of the contract.

No	All vehicles regardless of type must come with following accessories & other documents
1	GPS vehicle tracking device with access by International Medical Corps designated staffs
2	First aid kit (please provide a separate list for content details)
3	Fire extinguisher
4	Jack
5	Spare tire (with tire repair set and portable air compressor)
6	Warning triangle
7	Vehicle insurance to cover all passengers and 3 rd party
8	Comprehensive Insurance (such as theft, damage, loss of life, bodily injury) -please provide confirmation letter from your insurance company with plate number and validity; it will be checked at the receipt of the vehicle and during the contract
9	Unlimited mileage for all vehicle types during rental period (<u>and no in country geographical restriction</u>)

Please, confirm that your drivers meet the below requirements. This will be confirmed and checked at the receipt of the vehicle, during the contract, as well as in the case of the potential renewal of the contract.

No	Driver related requirements
1	Driver to have country standard contract – Provide copy of Vendor-Driver contract template
2	Drivers to have a valid local driving license since at least 5 years – Provide copy of driving licenses
3	Drivers to have minimum three (3) years working experience (NGO and UN preferred)
4	All driver and vehicle details to be provided to the IMC security management 3 weeks before the start of the contract for JCMC and JCC approval
5	All drivers to be available for 5 days training (unpaid) with IMC security staff prior to starting the contract.
6	All drivers to produce a Police/Aysaish clean history of driving with no criminal records for the past 5 years minimum.
7	Drivers are required to work (8) hours per day from 08:00 AM- 04:30 PM (including 30 minutes lunch break) for daily shift drivers.
8	In case of emergency, the driver will be required to stay overnight where International Medical Corps (IMC) will provide the accommodation to the driver.
9	Company to provide a quote for overnight allowance separate in the pricing table in the RFQ.

Please find below the summary of estimated number of vehicles that IMC may request per location:

Location	Vehicle Type	Average expected needs	Buffer
Duhok Sites	SUV (4X4) with drivers (6 days/week)	2	1
	SUV (4X4) with drivers (5 days/week)	9	2
	Pick Up (4X4) with driver (5 days/week)	3	1
	Minivan with driver (6 days/week)	1	1
Zummar Sites	SUV (4X4) with drivers (6 days/week)	1	1
	SUV (4X4) with drivers (5 days/week)	1	1
	Pick Up (4X4) with driver (5 days/week)	1	1
	Minivan with driver (6 days/week)	1	0
	Minivan with driver (5 days/week)	1	0
Total		20	8

1.6 Timeline Tender Process

Phase	Start Date	End Date	Remark
Advertisement period	05-November-2019	19-November-2019	Confirmed
Tender documents available	05-November-2019	19-November-2019	Confirmed
Pre-bid Meeting	07-November-2019	07-November-2019	Confirmed
Bidder Questions & Answers or	05- November-2019	14-November-2019	Confirmed For any queries, questions, clarifications, please send an email to IMC in the following e-mail address during the respective period: pshivan@InternationalMedicalCorps.org In Cc: fyacoub@InternationalMedicalCorps.org
Submission deadline	N/A	19-November-2019 at 16:30 (Iraq time)	Confirmed
Bid Opening	N/A	20-November-2019	Tentative
Bid Evaluation and Vendor's Premises Visit	21- November 2019	26-November 2019	Tentative Technical evaluation (physical visit) may be carried out by International Medical Corps Technical Unit, which will assess and do an evaluation based on quality/specifications set forth in this RFQ. Technical unit will only do an evaluation of vendors that have fulfilled all the mandatory eligibility requirements.
Review and Contracting	N/A	28-November to 10 December 2019	Tentative
Contract	15-December-2019	29- December-2019	Tentative, there is a possibility the starting date of the contract to be modified due to potential delays in the bidding process.

1.7 Submission Instructions

Please note that in case your offer will be sent later than the deadline for submission, IMC Iraq may decide to disqualify your submission and not consider this eligible for further phases of evaluation. This type of decision will be made by the tender committee during the bid opening stage in an objective manner by ensuring a fair treatment to all bidders.

Please note that this is valid regardless of whether your submission has been sent physically or electronically as the deadline for submission will be the same.

Offers that are not meeting the submission requirements as mentioned below may not be considered to proceed to further steps of the evaluation process. **All pages of an offer documents must be filled, signed and stamped.**

In line with the evaluation steps and classification, the following submission and opening methodologies are requested to the applicants.

1.7.1 Physical Submission

All physical bids need to be submitted by the deadline above mentioned in a **SEALED TENDER BOX** upon signature of a tender Log book: this is where we will formally acknowledge that your company has submitted an offer for this Tender. No other type of physical submission will be accepted.

HOW?

- All envelopes have to be submitted sealed and include a copy of the documents.
- The outside of the envelope must clearly note the RFQ reference number.
 - Tender n° **10-009-DHK-2019 BPA Vehicle Rental**
- All documents should be duly filled, signed and stamped.

Note: IMC will not be held responsible if an envelope or an e-mail sent without a clear RFQ reference number or found opened and thus disqualified.

WHERE?

International Medical Corps

International Medical Corps office address is at **Iraq – KRI – Duhok – Barzan Highway – Media Quarter – Asia Road 8 St, 99448.**

Office is open from Sunday to Thursday, and 08:00 am to 04:00 pm.

Telephone # 0773-695-1834

1.7.2 Electronic Submission

WHERE?

Secured Email address **ONLY**
bpa.iraq@internationalmedicalcorps.org

All electronic /email bids need to be submitted by the deadline above mentioned and **UNIQUELY** using the secured email address mentioned in the box.

Please note that the use of any other email address for your submission (as a direct recipient or in copy) may disqualify your offer for further evaluation and this decision can be taken by the Tender Committee at Bid Opening stage.

HOW?

- All documents have to be submitted in a PDF format.
- The subject of the e-mail should clearly note the RFQ reference number.
- All documents should be filled, signed and stamped.

1.8 Reporting of Fraud and Unethical Behavior

International Medical Corps has **ZERO Tolerance to Fraud**. Please report fraud and unethical behavior:

- Make a call to our Ethics phone number: +1-866-879-0419 or
- File a report online at Ethics Point, Inc. (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html>) or
- Contact report@internationalmedicalcorps.org for further instruction.
- Reports may also be made to compliance@internationalmedicalcorps.org or legal@internationalmedicalcorps.org

More details on International Medical Corps and our projects worldwide are available through our web site: www.internationalmedicalcorps.org

1.9 Further Information

Please refer to the IMC RFQ document, for further information regarding:

- Vendor Registration
- False statements in the bids policies
- Defects; Warranty and miscellaneous
- Payment terms

1.10 Contact Details

List down employees contact details who would be involved with International Medical Corps. One employee should be the point person of contact for International Medical Corps business.

#	Company Staff Member Name	Title/Position	Role for IMC Under the Contract	Direct Telephone Number	Email Address
1					
2					

Annex 2 - Mandatory Documents - Checklist

Please fill in the following table to ensure all mandatory documents have been included in the tender file before being submitted. **All the submitted documents should be valid at the time of submission of the bid and at the time of contract agreement. The documentation will have to be updated later on if required.**

In case documents are missing include a comment in the “Comment” column, however please consider that **the following documents are mandatory and a partial submission of them will lead to an exclusion from the bidding process.**

No.	Documents	Yes/ No	Comment
1	Valid Certificate of Incorporation - share a copy		
2	Valid Tax Clearance Certificate – share a copy or receipt of payment		
3	Valid Identification of the Company Owner(s) - share a copy of the ID or Passport		
4	Ability to fix price for the period of the contract – please confirm that your prices will remain fix for the whole period of the contract		
5	Method of payment is Bank Transfer to the registered company account as per bidding documents. – Please confirm the method of payment. The bank details should be provided for the award of the contract.		
6	IMC Code of Conduct, filled & signed (Attached)		
7	IMC Master Terms & Conditions, filled & signed (Attached)		
8	IMC Vendor Registration Form (Attached)		
9	IMC RFQ & Annexes, filled & signed (Attached)		

Company Name:
Name and Surname of representative:
Date:
Signature:
Stamp:

Annex 3 - Technical Criteria - Checklist

3.1 Service Capacity

Please fill in the tables below in order to provide information regarding your company capacity with regard to vehicle rental services.

As mentioned in the Scope of Work (section 1.4), **if your requested vehicles meet the ‘Must to have’ specifications, will be considered in the bidding process, otherwise this may lead to disqualification.** Ability to provide ‘Nice to have’ specifications/ equipment will be part of the selection criteria.

IMC will send a technical team will visit the location of the Successful bidders in terms of fulfilling vehicle requirements and providing best/lowest price offers, to confirm availability and to conduct an inspection of your vehicles so as to determine the final physical quality, quantity and mechanical fitness of the vehicles to ensure that they meet the required standards.

Please tick Yes/No for each requirement and provide proof where required. If response is No, provide comments accordingly.

Vehicle Type Required	Requested Specifications	Must to have/ Nice to have	Yes/ No	Comment if No
SUV	Fuel: Diesel or Gasoline	Must		
	Engine capacity: minimum from 2500 to 3500 cc	Must		
	Transmission type: 4 x 4	Must		
	Seat: (6) excluding driver seat	Must		
	Seatbelts for all passengers	Must		
	Air bag for driver and driver's passenger	Must		
	Air conditioning	Must		
	Power steering	Nice		
	ABS	Must		
	Gearbox type: Manual or automatic	Nice		
	Left Hand Drive	Must		
	Year of manufacture: 2015 or newer	Must		
	Kilometers on odometer not to exceed (km) on delivery: 80,000	Must		

PICK UP	Fuel: Diesel or Gasoline	Must		
	Engine capacity: minimum from 2700 to 3500 cc	Must		
	Transmission type: 4 x 4	Must		
	Seat: (4) excluding driver seat	Must		
	Seatbelts for all passengers	Must		
	Maximum weight capacity/charge: 1000 kg	Must		
	Air conditioning	Must		
	Power steering	Nice		
	ABS	Must		
	Gearbox type: Manual or automatic	Nice		
	Left Hand Drive	Must		
	Year of manufacture: 2015 or newer	Must		
	Kilometers on odometer not to exceed (km) on delivery: 80,000	Must		
Minivan	Fuel: Diesel or Gasoline	Must		
	Engine capacity: minimum from 2000 to 3500 cc	Must		
	Transmission type: 2 x 4	Must		
	Seat: (14) excluding driver seat	Must		
	Seatbelts for all passengers	Must		
	Air conditioning	Must		
	Power steering	Nice		
	ABS	Must		
	Gearbox type: Manual or automatic	Nice		
	Left Hand Drive	Must		
	Year of manufacture: 2015 or newer	Must		
	Kilometers on odometer not to exceed (km) on delivery: 80,000	Must		

Please confirm that all equipment & documents will be provided at the time of receipt of the vehicle during the contract.

All vehicles regardless of type must come with following Accessories & Insurance, and driver' coverage

No.	Needed Items	Must to have/ Nice to have	Yes/ No	Comment if No
1	GPS vehicle tracking device with access by International Medical Corps designated staffs	Must		
2	First aid kit (please provide a separate list for content details)	Must		
3	Fire extinguisher	Must		
4	Jack	Must		
5	Spare tire (with tire repair set and portable air compressor)	Must		
6	Warning triangle	Must		
7	Vehicle insurance to cover all passengers and 3 rd party	Must		
8	Comprehensive Insurance (such as theft, damage, loss of life, bodily injury) -please provide confirmation letter from your insurance company with plate number and validity; it will be checked at the receipt of the vehicle and during the contract	Must		
9	Unlimited mileage for all vehicle types during rental period and <u>no in country geographical restriction</u>	Must		
Driver requirements				
1	Driver to have country standard contract.	Nice		
2	Drivers to have a valid local license since at least 5 years – Copy of licenses	Must		
3	Drivers to have minimum three (3) years working experience (NGO and UN preferred)	Must		
4	All driver and vehicle details to be provided to the IMC security management 3 weeks before the start of the contract for JCMC and JCC approval	Must		
5	All drivers to be available for 5 days training (unpaid) with IMC security staff prior to starting the contract.	Must		
6	All drivers to produce a Police/Ayseish clean history of driving with no criminal records for the past 5 years minimum.	Must		
7	Drivers are required to work (8) hours per day from 08:00 AM- 04:30 PM (including 30 minutes lunch break) for daily shift drivers.	Must		
8	In case of emergency, the driver will be required to stay overnight where International Medical Corps (IMC) will provide the accommodation to the driver.	Must		
9	Company to provide a quote for overnight allowance separate in the pricing table in the RFQ.	Must		

Please fill the number of vehicles that you can offer per location:

Location	Vehicle Type with drivers	Unit	Offered Fleet Capacity (No. of Vehicles)
Duhok Sites	SUV (4X4) with drivers (6 days/week)	Each	
	SUV (4X4) with drivers (5 days/week)	Each	
	Pick Up (4X4) with driver (5 days/week)	Each	
	Minivan with driver (6 days/week)	Each	
Zummar Sites	SUV (4X4) with drivers (6 days/week)	Each	
	SUV (4X4) with drivers (5 days/week)	Each	
	Pick Up (4X4) with driver (5 days/week)	Each	
	Minivan with driver (6 days/week)	Each	
	Minivan with driver (5 days/week)	Each	
Total			

3.2. Signature / Acknowledgment

Company Name:	
Name and Surname of representative:	
Date:	
Signature:	

Annex 4– Financial Offer
4.1 Price per Vehicle/ Location

Please quote inclusive prices of all vehicle including operational and maintenance cost (vehicle rental, vehicle insurance, vehicle maintenance, fuel, driver salary & associated benefits, taxes, discounts)

Location	Vehicle Type	Qty	UoM	Monthly Rate (USD)	Comment
Duhok Sites	SUV (4X4) with drivers (6 days/week)		EA		
	SUV (4X4) with drivers (5 days/week)		EA		
	Pick Up (4X4) with driver (5 days/week)		EA		
	Minivan with driver (6 days/week)		EA		
Zummar Sites	SUV (4X4) with drivers (6 days/week)		EA		
	SUV (4X4) with drivers (5 days/week)		EA		
	Pick Up (4X4) with driver (5 days/week)		EA		
	Minivan with driver (6 days/week)		EA		
	Minivan with driver (5 days/week)		EA		

IMC tender process will follow the timeline mention in the section 1.6. For all the duration of the tender process, the offer need to be valid until the final decision to be taken and the award of the contract(s). Please fill the below table regarding your validity of your offer.

Offer Validity Period	IMC requesting	Vendor Offered
		450 days

4.2. Signature / Acknowledgment

Company Name:	
Name and Surname of representative:	
Date:	
Signature:	

Annex 5– Additional Terms & Conditions

The below Terms & Conditions will be applied in the case of awarding a contract.

Vendor shall be responsible for the following:

- Vendor shall ensure that all vehicles are technically reliable and safe; be of good external appearance, no body damage; working seatbelts, lights, working brakes and power steering, and tire tread depth meeting country law and weather conditions (Sand and rainy tire).
- Include in all vehicles the copies of important vehicle documents, including vehicle insurance coverage, copies of ownership title certificate, and registration certificates, etc.
- The vendor shall cover regular and irregular maintenance for all vehicles without interrupting IMC trips and programs.
- Immediately repair all vehicles issues, breakdowns, or malfunctions.
- Provide vehicles to IMC's office in (or any other location, in Iraq requested by IMC) at any time during contract for technical inspection by its Logistics Department prior to vehicles being sent to the assignment place /field mission.
- On delivery, IMC representative will inspect each vehicle and driver to determine if they meet agreed criteria. Any deviation from agreed criteria may result in rejection of vehicle and/or driver at Vendor's cost.
- Ensure that each vehicle include new/good condition tires, spare tires, and all other safety/maintenance that could allow to undertake this daily tasks and fix minor defects as per local law, if any. If not at IMC discretion to seek for replacement with reasonable justification.
- Penalties that result in driver negligence (for example but not limited to: speeding, red light passing, improper parking) shall be paid by Vendor.
- Company must provide, fully dedicated drivers with proper documents. Drivers have to be trained and IMC will do its own qualification/capacity check.
- Drivers will be required to keep track of mileage (km) and fuel consumption as per IMC standard procedures.