

## REQUEST FOR QUOTATION (RFQ)

RFQ Reference: CAI-001-23

Date: 04 January 2023

### **SECTION 1: REQUEST FOR QUOTATION (RFQ) for Renting Vehicles Services**

International Organisation for Migration (IOM) kindly requests your quotation for the provision of services as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Terms of Reference and Evaluation Criteria

Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

IOM Egypt

## SECTION 2: RFQ INSTRUCTIONS AND DATA

<b>Deadline for the Submission of Quotation</b>	<b>28/02/2023</b> If any doubt exists as to the time zone in which the quotation should be submitted, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> .
<b>Method of Submission</b>	Quotations must be submitted as follows: <input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> <b>Email</b> <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other <a href="#">Click or tap here to enter text.</a> Bid submission address: <i>iomgbids@iom.int</i> <ul style="list-style-type: none"> <li>▪ File Format: PDF</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Mandatory subject of email: <b>CAI-001-23- Renting Vehicles Services</b></li> <li>▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”.</li> <li>▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible.</li> <li>▪ The proposer should receive an email acknowledging email receipt.</li> </ul>
<b>Cost of preparation of quotation</b>	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
<b>Supplier Code of Conduct</b>	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: <a href="http://ungm.org">Supplier Code of Conduct (ungm.org)</a> .
<b>Conflict of Interest</b>	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
<b>General Conditions of Contract</b>	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at <a href="https://www.iom.int/do-business-us-procurement">https://www.iom.int/do-business-us-procurement</a> .
<b>Eligibility</b>	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
<b>Currency of Quotation</b>	Quotations shall be quoted in <b>EGP</b>
<b>Duties and taxes</b>	All prices shall: <input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes
<b>Language of quotation and documentation including catalogues, instructions and operating manuals</b>	<b>English</b>
<b>Documents to be submitted</b>	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed <input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1

	<input checked="" type="checkbox"/> Other- Registration Documents: Recent commercial registration ,Tax Card and VAT Certificate (if any)
<b>Quotation validity period</b>	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
<b>Price variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
<b>Partial Quotes</b>	<input checked="" type="checkbox"/> <b>Not permitted</b>
<b>Payment Terms</b>	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation.
<b>Contact Person for correspondence, notifications and clarifications</b>	Focal Person: Mr.Ahmed Hammad E-mail address: <a href="mailto:ahammad@iom.int">ahammad@iom.int</a> , <a href="mailto:mmohammed@iom.int">mmohammed@iom.int</a> <b>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</b>
<b>Clarifications</b>	Requests for clarification from bidders will not be accepted any later than 5 days before the submission deadline. Responses to request for clarification will be communicated by email to <a href="mailto:iomegbids@iom.int">iomegbids@iom.int</a> until 01/02/2023
<b>Evaluation method</b>	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer
<b>Evaluation criteria</b>	<input type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others ( <i>for ex, environmental criteria/considerations, etc</i> )
<b>Right not to accept any quotation</b>	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
<b>Right to vary requirement at time of award</b>	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
<b>Type of Contract to be awarded</b>	FRAMEWORK VEHICLE LEASE AGREEMENT
<b>Expected date for contract award.</b>	20 March 2023
<b>Policies and procedures</b>	This RFQ is conducted in accordance with Policies and Procedures of IOM
<b>UNGM registration</b>	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at <a href="http://www.ungm.org">www.ungm.org</a> . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

## **ANNEX 1: A-Terms of Reference**

### **Background**

IOM Egypt is planning to sign a Long-Term Arrangement for Services (LTA) with car rental companies to provide transportation services for its staff and passengers in Egypt. The successful service provider shall perform the required services in line with IOM and UN standards in high level of quality and shall follow all applications and directives as identified by this ToR. The transportation services include: Core Services: This includes provision of car and fixed driver rental services on weekly or monthly basis, quarterly, biannual and annual basis, as well as ad-hoc drivers & cars on daily and weekly basis when the office has a large demand on transport services.

Ancillary Services: Other transportation services should be available upon IOM or other UN Agencies request, and involve point to point transfer services as described in the Pricing table.

### **Description of the assignment**

The service provider is expected to provide the following services:

Vehicles rental services on daily, weekly, monthly, quarterly, bi annual and annual basis. All rented vehicles should have comprehensive insurance coverage (passenger and Vehicle) .

Drivers rented on daily, weekly, monthly, quarterly, bi annual and annual basis. The drivers should be appointed on long term contract basis and should receive their monthly salary along with benefits such as the social security, medical insurance plans.

Point to point transportation services as explained in the ancillary services and short term rented drivers and vehicles:

Such services should include the driver, the vehicle, the and fuel cost.

All vehicles should be maintained and cleaned by the successful service provider on regular basis.

All drivers should be monitored by the service provider for their driving behaviour, speed acceleration, harsh braking, alcohol and drugs use, criminal records. IOM or other UN Agencies does not appoint drivers with criminal records nor alcohol and drug use.

All drivers will be required to complete on daily basis the vehicle's log book which include the destination, the date, the name of the driver, the car plate number, the start and end time per trip the overtime hours if applicable, and the mileage.

### **Deliverables**

All vehicles assigned to IOM or other UN Agencies should be in excellent condition. The assigned vehicles should be of year 2018 and onwards. IOM or other UN Agencies is not liable for the maintenance of the company's vehicles. The car rental company will be responsible for its vehicles maintenance and cleaning services.

The contractor is expected to have a fleet of vehicles

(minimum of 4 four seaters for sole proprietor and for other businesses 4 seater, 2 seven seater ,1 minibus and 1 bus) to cater for IOM and other UN Agencies need for transportation.

The services to be provided are on a call basis hence the vehicle and driver must be available for 7 days a week from 8am to 6pm and after hours whenever required by IOM or other UN Agencies. Vehicles shall be available within 1 hour for short runs and 6 hours for long runs upon call to service.

The contractor shall provide vehicles which are/has:

- Clean inside and out and free from any unpleasant odor
- Road worthy and in good condition such as seat belt in working condition, no torn seats, LTA approved tint etc.
- Equipped with necessary safety items such as fire extinguisher, seat belts, spare tires, mechanical jack and basic hand tools, tow ropes, and reflective triangle.
- First Aid kit of appropriate type and capacity as per below specifications:
  - 1 Plastic case with handle
  - 1 scissors
  - 1 Forceps
  - 1 Hypoallergenic woven tape
  - 10 sterile cotton balls
  - 2 sterile gauze sponge
  - 5 cotton buds
  - 1 elastic bandage
  - 2 sterile eye pads
  - 20 Band-Aids (plasters)
  - 20 alcohol swabs
  - 1 pair of gloves
  - 2 triangular bandages
  - 12 safety pins
  - 1 sterile wound dressing
- Fire extinguishers (recharged)
- Registered for operation during the period of this contract
- Working Air con in all fleets
- **Vehicles' Insurance- Both Vehicles' and passengers' comprehensive Liability Insurance policy and coverage are mandatory and should be valid throughout the duration of the long-term agreement.**

#### Location and Duration

Multiple locations from 01 February 2023 till 28 February 2025 with further extension.

#### Qualification requirements

The service provider must have at least 3 years of experiences The quality control must be in place.

Drivers must have a clear Criminal history, clear alcohol records, clear drugs records and clear sexual harassment records. IOM or other UN Agencies has the right to request proof of such records and has the right to interview the driver. The service shall attach CVs of drivers.

Maintains a good track record in serving clients such as international organizations, embassies and multinational corporations; provide list of corporate clients during the past three years should be provided;

At least 3 reference letter from major clients/companies/organizations, whom your company/ firm is providing vehicle hire services for the past 3 years;

Willing and able to guarantee the delivery of services in accordance with the performance standards required by this Terms of Reference;

Drivers have basic spoken English proficiency.

**ANNEX 1: B- EVALUATION CRITERIA**

TECHNICAL Criteria	Points
Completeness of the proposal and responsiveness to the TOR	5
Vendor is a legally registered entity	10
Minimum 3 years of relevant experience.	10
Have adequate and appropriate personnel and capable management staff to supervise the services.  Number of vehicles with adequate conditions.	15
Relevant experiences with international/UN organization, governmental entities or private sector	15
Quality of the proposed methodology - the proposal should detail the proposed approaches based on the TOR requirements.	15
Total score	70

**Pass scoring:** Minimum technical scoring required is 70% (49) from the overall technical scoring

**30% Financial Criteria**

The contract will be awarded to the lowest price substantially compliant offer.

## ANNEX 2: QUOTATION SUBMISSION FORM

*Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Technical and Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	CAI-001-23- Renting Vehicles Services	Date: Click or tap to enter a date.

### VENDOR INFORMATION SHEET<sup>1</sup>

**Please fill and sign the below VIS form and submit it with the bidding documents.**



Vendor Information  
Sheet (VIS) - update

### BIDDER’S DECLARATION OF CONFORMITY<sup>2</sup>

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.

<sup>1</sup> [Vendor Information Sheet.xlsx](#)

<sup>2</sup> This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at <a href="https://www.ungm.org/Public/CodeOfConduct">https://www.ungm.org/Public/CodeOfConduct</a> .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: \_\_\_\_\_

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)



**ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES**

*Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.*

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	CAI-001-23- Renting Vehicles Services	Date: Click or tap to enter a date.

**Technical Offer**

*Provide documents to prove the following:*

- *Submission of ANNEX 2: QUOTATION SUBMISSION FORM*
- *Submission of ANNEX 3: TECHNICAL AND FINANCIAL OFFER - SERVICES*
- *Scanned copy of Recent commercial registration*
- *Scanned copy of Tax Card*
- *Scanned copy of VAT Certificate (if any)*
- *List of major clients during the past three years and at least 3 reference letter from corporate client*
- *List of fleets of vehicles (Brand, model and model year)*
- *List of the proposed divers name with their driving licences details*
- *Vehicles' Insurance – valid copy of 3rd party or confirmation of submitting it after receiving contract award.*

**Financial Offer**

**Currency of Quotation: EGP inclusive of VAT and other applicable indirect taxes**

**PRICE LIST**

From - to (Per trip)	Sedan Car (4 Seats)	Mini Bus H1 (11 Seats)	Mini Bus Hi- Ace (14 Seats)	Coaster (26 Seats)	Bus (45-50 Seats)
Cairo - Matrouh					
Cairo - Alexandria					
Cairo - Fayuom					
Cairo - Al Menyeya					
Cairo - Assuit					
Cairo - Damietta					
Cairo - Al Beheira					
Cairo -Al Menoufia					
Cairo Al Gharbyea					
Cairo - Benha					
Cairo - Ismailia					
Port said					
Cairo - Sues					
Cairo-Al Mansoura					
Cairo-Kafr Al Shekh					
Cairo-Rashid					
Cairo- Airport					
Cairo - Al Mahla					
6 of October - Cairo Airport					
Full Day within Cairo					

**Compliance with Requirements**

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.	
<i>Exact name and address of company</i> Company Name: Click or tap here to enter text. Address: Click or tap here to enter text. Click or tap here to enter text. Phone No.: Click or tap here to enter text. Email Address: Click or tap here to enter text.	Authorized Signature: Date: Click or tap here to enter text. Name: Click or tap here to enter text. Functional Title of Authorised Signatory: Click or tap here to enter text. Email Address: Click or tap here to enter text.

