

Prequalification of companies to provide vehicle hire services to World vision Somali, Puntland program

Introduction

World Vision, Puntland Programme Office as part of its programme implementation plan would require, the services of vehicle hire to transport WV Staff, Consultants, and other agency partners to programme sites in Puntland. WV Puntland Programme would like to enter into an arrangement with Vehicle Companies through a competitive bidding process to provide the aforementioned services in the year 2021/2022 on a **fixed price basis**. The prices quoted by the company for the various categories of rental services, when agreed on by WV shall be fixed for 2 years from the date of the agreement.

In this regard, WV, Puntland Programme invites all eligible, and experienced companies in Puntland to apply for the vehicle hire prequalification process detailed below;

Prequalification documents for the vehicle hire services in World vision Somali are free of charge and available online in most popular local websites.

Manner of Submission/Submission Procedure:

Kindly submit your quotations with hard copy to WV Garowe office.

Closing Date: Monday 13th December 2020, 10:00 Hours East African Time.

Important: Offers transmitted in any other manner than those indicated above will not be considered

Guidelines

1. Registration is open to all interested and eligible companies
2. Only successful applicants will be contacted
3. Application for registration documents must be submitted in hard copy in sealed envelopes showing the category and the title applied for and delivered to the below office address:

2. Duration of the Contract

The proposed contract duration shall depend on the project needs on the ground upon a satisfactory performance.

3. Scope of Work

Provision of car rental services with professional drivers as per the following scheduled work:

- a) Vehicle rental (SUV) with fuel option
- b) Vehicle rental (SUV) without fuel option

4. Responsibilities of the Contractor

The contractor will be fully responsible for the following:

- a) The contractor must have owned vehicles for the purpose of this work. The vehicles must be well maintained, comfortable, reliable and road worthy. It should be insured and registered with appropriate Government Agencies to operate rental services in Puntland. The vehicles must be equipped with a good climate control or air conditioning system as well as functional seat belts.
- b) The Contractor shall bear the cost of fuel (unless indicated otherwise), lubricants, maintenance and repairs as well as all road toll fees/levies to the final destination. All other expense(s) which would be incurred on the vehicle and the driver(s) shall be the sole responsibility of the Contractor.
- c) The Contractor shall provide vehicles as required for the contract period, In case of mechanical fault whiles at work, the contractor would be compelled to provide a replacement immediately. The assigned vehicle(s) must at all times be clean and tidy when arriving to pick up the passengers;
- d) The agreed payment rates should be inclusive of any allowance / insurance for contractor's drivers and other involved workers. WV shall not be responsible for any payments to contractor's workers.
- e) The contractor's drivers must be well dressed on duty and have valid identification cards. The drivers and any other personnel of the contractor shall not be entitled to any benefit accrued to WV personnel/staff.
- f) WV is exempt from all direct taxes, customs duties and charges.

Note: Upon request, copies of the registration documents of the vehicles assigned for WV along with the copies of the driving license and company ID card of the drivers to be provided to WV for record

5. Driver's Qualification

The drivers must fulfil following requirements:

- a) Must be fully qualified and licensed in accordance with the applicable Puntland laws for the provision hired vehicles;
- b) Must have at least 3 years of relevant professional experience;
- c) Besides their mother tongue must be able to communicate in English;
- d) Must have a very good knowledge of the road networks in Puntland;
- e) Must have a good driving records;

6. Administration

The Contractor shall provide a liaison officer who will be responsible as focal point and manage the relationship with WV focal person.

8. Criteria for Evaluation of Offers

Proposals received by WV shall be evaluated on their merits by the Procurement Committee. The vehicles would also be subjected to a technical inspection by WV team.

| No | Evaluation Criteria | Parameters |
|----|---------------------|------------|
|----|---------------------|------------|

9. Policy both parties should be aware of:

- a) This Agreement by WV is not a contract. It is a commitment for:
 - i. WV to procure its hired vehicles services from the service providers as and when required without any commitment on minimum value
 - ii. A successful service provider to maintain the prices for the various categories of rental services quoted till the agreement expiry date.
 - iii. **Technical evaluation criteria**

A formal contract would be signed with the service provider as and when a vehicle hire service is required by VW in which case the particular category of the services would be mentioned in the contract with the Agreement price as well as the terms and conditions of the vehicle hire agreement.

Mandatory requirements

The applicants Must attached the valid copies of the following documents

1. Company profile (brief background about the company)
2. Business license issued by the Ministry of Commerce in Puntland
3. Puntland Tender Board Registration
4. Registration Certificate from the local Government
5. Tax Clearance Certificate from the Ministry of Finance
6. Evidence of registration under relevant statutes/bodies. e. g. the ministry of public transport
7. Bank statement for last 6 Months (to show the financial stability of the company)
8. Evidence of similar experience (3 years minimum)
9. Proof about the company's ownership of the vehicles
10. At least three references from previous clients
11. The company should have operational and well established office, which will be subjected to be physically verified during the evaluation process

Please note; Bidders who not meet any of the above required criteria will be disqualified

| | | |
|----------|--------------------------|---|
| 1 | Security Features | i. What are the Protocols for vehicles breakdown/? ii. In case of car accidents, what are your protocols? iii. Do you have a Vehicle tracking platform and how does work? |
| 2 | Drivers | i. What is the process of vetting your drivers? ii. How do your clients identify your drivers?-Uniform and badges iii. Are your drivers trained on Defensive driving? iv. What is Schedule for cleaning your vehicles? v. Do you have means for clients to provide feedback on their trip experience with drivers? vi. Do the drivers have good driving records? |
| 3 | Vehicle Booking | i. What is the turnaround time for booking? ii. Do you have emergencies booking procedures? iii. Do you have emergency Numbers? What is the procedure for emergency calling? iv. How do you manage clients accounts? |
| 4 | Fleet Size | i. How many vehicles does your Company have? ii. How often are the cars serviced? iii. Who owns the cars |

Notes:

All the information requested for pre-qualification of vehicle hire service shall be provided in English Language
World Vision International, reserves the right to accept or reject any application, and is not bound to give reasons for its decision.



VENDOR REGISTRATION FORM

Section 1: Company Details and General Information

Category Applying for:

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| 1. Name of Company: |
|---------------------|

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|--|----------------------------|
| 2. Physical Address: City/Town: Street/Road: | 3. Postal Mailing Address: |
|--|----------------------------|

| | |
|---------------------------|----------------------------|
| 4. Tel: | 5.WWW Address: |
| 6. Cell phone: Person: | 7.Email Address of Contact |

8. Contact Persons Name and Title:

9. Parent Company (Full legal Name (If any)

10. Subsidiaries, Associates and/or Overseas Representative(s) - (attach a List if necessary):

11. Type of Business (Mark one only):

Corporate/☐ Partnership:☐ Other (specify):
Limited:☐

12. Nature of Business:

☐☐☐

Manufacturer: ☐ Authorised Agent: ☐

Other (specify):

13. Year
Established:

14. Number of Full-time Employees:

Section 2: Experience

15. Recent Contracts/Works:

| <u>Organisation:</u> | <u>Value:</u> <u>Year:</u> | <u>Goods/Services Supplied:</u> | <u>Contact</u> |
|----------------------|----------------------------|---------------------------------|----------------|
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16. Certification:

I, the undersigned, hereby confirm that the information provided in this form is correct. I also understand that it is an off wrongful information.

| | |
|-------------------|------------------|
| Name | Functional Title |
| Signature & Stamp | Date |

World Vision International Supplier Code of Conduct

World Vision is a relief, development and advocacy organization dedicated to working with children, families and communities to overcome poverty and injustice. Inspired by our values, we are dedicated to working with the world's most vulnerable people. We serve all people regardless of religion, race, ethnicity or gender.

World Vision is strongly committed to observe the highest ethical and moral standards in all its procurement activities. This Code of Conduct sets out a set of simple principles and behaviors that should guide our suppliers, its sub-contractors, and each of us in the everyday conduct of business, ensuring that internationally recognized procurement ethics are followed. Standard elements of good business practice should also be applied. The Code of Conduct is relevant to World Vision and is intended to reach and be applied by all members of the Supply Chain. To ensure World Vision is donor complaint, we will adhere to donor procurement requirements, where applicable. Suppliers are strongly advised to familiarize themselves and their sub-contractors with the Code of Conduct to ensure successful working relations with World Vision.

World Vision expects its suppliers/contractors to:

1. Improve value for money –
 - a) Actively seek to demonstrate and improve results, and reduce costs through the life of the Long Term Agreement, and/or Purchase Orders.
 - b) Price appropriately and honestly to reflect requirements and risks.
 - c) Proactively pursuing continuous improvement to reduce waste and improve efficiency across the organization and wider supply chain

- d) Earn fair but not excessive rewards
- 2. Act with Professionalism and integrity –
 - a) Be honest and realistic about capacity and capability when bidding.
 - b) World Vision expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they strive to meet the principles of this Code of Conduct, and be able to demonstrate this as and when required.
 - c) Work collaboratively to build professional business relationships, including with World Vision staff.
 - d) Act in a manner that supports the development of a mature and ethical business relationship with World Vision.
 - e) Demonstrate clear, active commitment to Corporate Social Responsibility.
- 3. Be accountable –
 - a) Apply pricing structures that align payments to results and reflect a more balanced sharing of performance risk.
 - b) Expect to be held accountable for delivery and accept responsibility for their role, including being honest when things go wrong so that lessons can be learned.
- 4. Align with World Vision –
 - a) Apply a strong emphasis on building local capacity by seeking ways to develop local markets and institutions, and avoid the use of restrictive exclusivity agreements.
 - b) Be able to operate across all World Vision offices, including in fragile and conflict affected areas.
 - c) Share and transfer innovation and knowledge of best practices to maximize overall development impact.
 - d) Accept we work in challenging environments and act to manage uncertainty and change in a way which protects value for money.
 - e) Reflect World Visions international development goals and demonstrate their commitment to poverty reduction.
- 5. Observe International Labour Conventions –
 - a) World Vision expects its suppliers, and their sub-contractors to observe International Labour Conventions
 - b) Prohibit any use of forced, bonded, or indentured labour or involuntary detention labour. c) Prohibit the use of child labour.
 - d) World Vision does not tolerate any form of discrimination in hiring and employment practices on the ground of race, colour, religion, gender, ethnicity, age, physical disability.

- e) Comply with local law in terms, of wages, working hours, and freedom to association and right to organize and bargain collectively.
- f) World Vision expects its suppliers to support and respect the protection of human rights and to ensure that they are not complicit in the abuse of human rights.
- g) World Vision expects its suppliers to ensure that they operate a safe and healthy workplace or any other place where production or work is undertaken.

6. Have a strong Environmental Policy –

- a) World Vision expects its suppliers to have an effective environmental policy and comply with existing legislation and regulations to protect the environment.
- b) Suppliers are expected to undertake initiatives to promote greater environmental responsibility and encourage the use of environmental friendly technologies.
- c) Suppliers should obtain wherever possible, a certified quality management system.

7. Anti-corruption and Bribery –

- a) World Vision expects its suppliers to adhere to the highest standards of moral and ethical conduct, including extortion, fraud, and bribery.
- b) Disclose any situation that may appear as a conflict of interest.
- c) Apply a zero tolerance approach to corruption and fraud, with top-quality risk management.

Supplier Name

**World Vision Somalia
Garowe, Puntland Somalia**

Print Name

Title of Supplier Representative

Signature _____

Date

Stamp

Ref: Bank Account Payment Details

I/We hereby confirm and certify that the above information is duly provided by the business/ company as detailed above and as per your earlier request.

For and on behalf of:

Name