

**WORLD VISION INTERNATIONAL
PUNTLAND PROGRAM
INVITIES FOR QUOTATIONS FOR HIRING VEHILCES (4X4 VEHICELS LAND
CRUSER) IN EYL**

To provide services to the organization.

Ref: PNTB/163//2020

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; Therefore World Vision invites Sealed Quotation from all potential and eligible companies to provide vehicle hire services on monthly rental basis to the Organization under the following terms and conditions

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

: Terms and conditions:

1. Vehicle should be in good condition and manufacturing date should not be before' 1996.
2. The Vehicle should have valid Commercial Registration with up to date insurance, fitness, permit as the case may be.
3. It shall be the responsibility of the Service Provider to pay all taxes and levies to the Government from time to time and ensure to keep all documents like Road Permit, Insurance,. up-to-date.
4. Vehicle should be provided with driver with considerable experience
5. The fuel charges of the vehicle shall be borne by the Organization.
6. Vehicle shall be provided on all days including Fridays & Saturdays and other declared Holidays/ vacation until & unless any instructions given verbally or in writing by any designated official of the Organization.
7. Bid must include the salary of driver including taxes (VAT and other taxes as per rate applicable) and any other maintenance expenditure in respect of the vehicle provided.
8. No person below the age of 18 years shall be engaged for working in the vehicles.

9. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works. During the period of maintenances / repairs, Service Provider has to provide alternative vehicle for running.
10. In case of any accident, Service Provider shall be responsible to settle the case.
11. The bidder shall submit a set of copies of the all the relevant documents like Vehicle Registration Certificate for commercial use, Log Book, Insurance Policy Document, Identification Proof (ID or certificate of residence etc.), Driver's License / Firm Registration.
12. In case of breakdown of the vehicles/ sickness of the drivers replacement of the Vehicles/Drivers should be provided immediately so that Organization's work is not hampered. In case of failure to provide service once in a week for a period of a month charges shall be deducted from the monthly bill.
13. In case the service provider decides to withhold or is unable to provide services for any reason they may do so with a written intimation of 1 months prior to the date of discontinuation of services. Any deviation from this period will attract a penalty one third of the month pill will be deducted.
14. The successful bidder shall have to enter into an agreement with the Organization embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
15. Successful bidder will have to provide vehicle within 3 days from the date of receipt of the order along with a signed copy of agreement.
16. Under Any circumstances Organization shall not be responsible for any type of accident, or non-payment of taxes, insurance or any legal complicity.
17. The period of contracts will be determined by the need of the organization. In case of unsatisfactory services, the Organization reserves the right to cancel the contract, issuing a prior notice of one month.
18. Subject to satisfactory performance, hiring of the Vehicle may be extended for further period as per requirement of the Organization at the same/revised rate under same terms & conditions.
19. The name on the vehicle book should tally with the name of the bidding company (if they are not reading the same it will be rejected)

20. Interested bidders may submit their quotations in a sealed envelope subscribed as ***“Quotation for providing (4x4 vehicles)”*** on the top of the envelope as per **Annex-I & II** along with the relevant papers & documents on or before **10th** December 2020 to the following address :

**World vision Somalia,
Puntland program,
Alnasar Street.**

21. The Organization reserves the right to accept or reject any bid without assigning any reason whatsoever.

Manner of Submission/Submission Procedure:

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

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

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

Annex-I

TECHNICAL BID

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE
INTERESTED COMPANIES:**

1. Name of the company :
Provider/Agency
2. Address of the company :
(Including Phone/Mobile no.)
3. Vehicle Registration No (plate number). :
4. Record of Past similar Experiences : :
5. True certified copy of the driver's license (valid) :
6. Bank A/C Number with Bank Name & : :
7. Copy of the owner's passport/ID: :
8. The validity of the offered prices/ rates must remain valid up to two years period : :
9. The name of the company must tally with the name in the vehicle's look book and other ownership documents : :
10. The CV for the driver : :
11. Copy of vehicle's look book: :
12. Valid tax clearance for 2021: :

Tender Documents for providing Vehicle (4x4) on hire

13. Company profile : :

Declaration:

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Notice Inviting the sealed quotations and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above are true.

Date: _____

Signature: _____

Name : _____

Mobile No : _____

Annex-II**FINANCIAL BID****TENDER FOR HIRING OF VEHICLE for World vision ORGANIZATION**

*The financial bid should include **HIRING CHARGES** payable and other taxes payable etc. Charges/Rates are to be quoted on monthly basis.*

Sl/No.	Type of vehicle	Year of Manufacturing		Monthly rent (inclusive of all taxes & other maintenance cost)
		Month	Year	
1.	four wheel drive vehicles land curser without fuel			
2	four wheel drive vehicles land curser with fuel option			

N.B. : *The monthly rent quoted should be excluding the Service Tax as the educational institutions are exempted from service tax.*

Date: _____

Signature: _____

Name: _____

Mobile No: _____