

**WORLD VISION INTERNATIONAL
SOMALIA PROGRAM
INVITATION FOR PROPOSALS AND QUOTATIONS FOR MOTOR VEHICLES HIRING
(4X4 VEHICLES LAND CRUSER) IN MUDUG REGION UNDER PUNTLAND STATE**

To provide motor vehicle hire services to the organization.

Ref:

Background;

World vision international Somalia office is seeking offers from reputable, well established and experienced car hire firms/companies duly incorporated under the law of Puntland state of Somalia to provide vehicle hire services to WVS operations in Mudug region.

World vision Somalia intends to enter into a framework with successful companies on Vehicle hire services through a competitive bidding process to provide the required services for limited period time based on the need at hand.

The prices quoted by the company for the vehicles hire services, when agreed upon by WV shall be fixed for 2years from the date of the agreement.

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

Prequalification documents for motor vehicle hire services are free of charge and available online on most popular local websites in Puntland.

Terms and conditions;

1. Vehicles should be in good condition and manufacturing date should be at least 1994 and after.
2. The Vehicles should have valid Commercial Registration with up to date insurance, have standard accessories, and Road Tax clearance.
3. It shall be the responsibility of the Service Provider to pay all taxes and levies to the Government from time to time and be sure to keep all documents like Road tax Permits, updated Insurance.
4. Vehicle should be provided with driver with considerable experience.
5. The fuel charges for the vehicles shall be borne by the by World Vision only for the authorized journeys.

6. Vehicles shall be made available on all days including Fridays & Saturdays and other declared Holidays/ vacations until & unless any instructions given verbally or in writing by any designated official of the Organization.
7. The Bid price 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 an alternative vehicle to continue running the services.
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 including; Vehicle Registration Certificate for commercial use, Log Book, Insurance Policy Document, Proof of Identification (ID or certificate of residence etc.), Driver's License / Firm Registration.
12. In case of breakdown of the vehicles/ sickness of the driver's replacement of the Vehicles/Drivers should be provided immediately so that Organization's work is not hampered. In case of failure to provide service for 3days or more in a given calendar month, the number of days not worked 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 and one third of the monthly bill will be deducted.
14. The successful bidder shall have to enter into an agreement with the World Vision 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 requesting for a motor vehicle to be provided.
16. In all circumstances, World Vision shall not be responsible for any type of accident, or non-payment of taxes, insurance or any legal noncompliance with applicable laws and regulations.
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 Vehicles may be extended for further periods as per requirements of the Organization at the same rates under same terms & conditions.
19. The names on the vehicle books 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 18th March 2024 to the following address:

World Vision Somalia office in Garowe.

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 proposals and quotations as hard copy to the WVS office in Garowe

Closing Date: Monday 25th March 2024, 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 Nos (plate numbers for each vehicle).
4. Record of Past similar Experiences: :
5. True certified copy of the driver's license (valid) :
6. The validity of the offered prices/ rates must remain valid up to two years period:
7. The name of the company must tally with the name in the vehicle's look book and other ownership documents: :
8. The CV for the driver: :
9. Copy of vehicle's look book:
10. Valid tax clearance for 2024:
11. 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	Daily Rates within Mudug region.	Monthly rent (inclusive of all taxes, driver and other maintenance costs)
1.	Four-wheel drive vehicles Landcruiser without fuel.		

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: _____