**REQUEST FOR PROPOSAL (RFP)**

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| **RFP #:** | **TENDERFY23001** |
| **Services Requested:** | **REQUEST FOR VEHICLE RENTAL SERVICES** |
| **Contract Type:** | **Fixed price and fixed quantity basis** |
| **Issuance Date:** | **22/03/2023** |
| **Closing date:** | **04:00 pm, 04/04/2023** |
| **Question due:** | **12:00 pm, 29/03/2023** |
| **Anticipated Award Date:** | **23/04/2023** |
| **RFP Contents and Attachments** | 1. **Introduction** 2. **Scope of work & Background** 3. **Instruction to Bidders** 4. **Technical and Financial Proposal Evaluation**  * **Annexes** * **Attachment A- Small Business Certification Form** * **Attachment B- Proposal Cover Page** * **Attachment C- Budget Template** * **Attachment D- NDAA Vendor Compliance Form** * **Disclosure 1** * **Disclosure 2** |

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| **Corus Procurement Ethics**  Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.  Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.  A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>. |

1. ***INTRODUCTION:***

Founded in 1945, Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Headquartered in Baltimore, Maryland, LWR has an annual operating budget of $50 million, with funding from Lutheran individual and congregational donors, U.S. Agency for International Development (USAID), the United States Department of Agriculture (USDA), the Bill & Melinda Gates Foundation, the Margaret A. Cargill Philanthropies, and others.

LWR   team in Yemen has provided on-the-ground assistance since 2018, focusing on food security, health, and livelihoods, particularly for the most vulnerable populations which include indigent and Internally Displaced Persons (IDPs). Our record in delivering assistance to difficult to access places in partnership with national organizations has given us the reach and trust in difficult to access and implement areas.

**2. SCOPE OF WORK & BACKGROUND**

LWR invites qualified suppliers to submit offers for the supply of project vehicles according to the quantities and specifications listed below. The closing date of this RFQ is **29th, of March 2023, 4:00 PM Yemen Time zone +3:00**.

Expression of intent to quote and any questions pertaining to this RFQ must be submitted by **March 23rd, 2023, 12:00 pm, Yemen Time zone +3:00.** Otherwise extended, no questions will be accepted after this date. Questions received will be compiled and responses will be sent to all participating offerors**.**

Offers MUST be received prior to the closing date of the RFQ. No late Offers will be considered. Questions and offers should be submitted to procurement designated email address

**With consideration of the following important requirements and specifications; please fill in the table carefully.**

**Timeline and Reporting:**

Title or proposed position/work: **VEHICLE RENTAL SERVICES**

Location: **Aden with the possibility of traveling to the governorates of the Republic of Yemen**

Reporting to: **Country Finance & Admin Manager**

Anticipated Start Date: **01/05/2023**

Anticipated End Date: **30/04/2024**

Individual or Firm? **Firm**

**Corus International is procuring:**

**With consideration of the following essential requirements and specifications; please fill the table carefully.**

* **Definition of Rates:**

|  |  |
| --- | --- |
| **RATE TYPE** | **PERIOD OF TIME** |
| Daily Rate | One day only |
| Weekly Rate | 2-7 Days |
| Biweekly Rate | 8-14 Days |
| Monthly Rate | Full month |

1. **DESCRIPTION OF VEHICLES (Please mention the description of the vehicles in the PRODUCT column).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **PRODUCT** | Daily Rate | Weekly Rate | Biweekly Rate | Monthly Rate |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **8.** |  |  |  |  |  |

1. **TRANSPORT BETWEEN CITIES/GOVERNORATES: (ONE WAY TRIP, AND ROUND TRIP).**

**Please add attachments for all Cities and Governorates covered by your company.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ITEM** | **PRODUCT** | Aden to Taiz | | Aden to Marib | |
| One way | Round trip | One way | Round trip |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |
| **7.** |  |  |  |  |  |
| **8.** |  |  |  |  |  |

Additional Driver services:

|  |  |  |
| --- | --- | --- |
| **From – to /Where** | **Unit** | **Cost in USD** |
| Driver fees for 1 working day (8 hours). | Per Day |  |
| Driver fees for 1 working week (8 hours per a day 7 days) | Per week |  |
| Driver fees for 1 working month (8 hours per a day- 22 to 26 days) | Per Month |  |
| Driver Per Diem covers accommodation and food in case of traveling for more than one day | Lump Sum night |  |
| Overtime per Hour during normal working days | Per Hour |  |
| Overtime per Hour during weekends and holidays | Per Hour |  |

Deliverables/Commodity list with specifications:

|  |
| --- |
| **SPECIFICATIONS [EXAMPLE ONLY; REVISE AS NEEDED!]** |
| 1. Seating capacity 4 passengers 2. Air conditioning 3. Off Road capabilities 4. Off Road tires |

Prices for all Rental vehicles are inclusive of delivery to:

1. Physical:

Aden – Al-Mansoorah, Remi, Al-Ahlam Dream suites, LWR office.

1. Email:

To send the email with subject of “Reply to LWR Vehicles rental services tender”

The email must be sent to:

* [Rmohammad@lwr.org](mailto:Rmohammad@lwr.org)
* [BAhmed@lwr.org](mailto:BAhmed@lwr.org)
* [aali@lwr.org](mailto:aali@lwr.org)

Objective: **VEHICLE RENTAL SERVICES**.

Expected Tasks & Preferred Qualifications and Competencies

* **Specifications:**

1. The driver and fuel costs are included in the offer. Driver or drivers should cover 14 hours per day starting 6:00 am to 8:00 pm according to instructions.
2. The car Model starts from 2018.
3. Car has a comprehensive insurance policy
4. Car is registered and have original plates. (If not, please mention the plate details)
5. Car should be 4 X 4
6. Services/Maintenance: The above vehicles will be maintained by the offeror regularly and upon request from LWR.
7. Vehicle should be replaced immediately in case of broken
8. Vehicles must meet all requirements of the Government of the Yemen
9. Payment terms will be negotiated with the successful Offeror.
10. Car has all emergency and first aid kits
11. Drivers should be able to perform under a proper working hour according to the Yemen Labor law
12. Driver always has a working phone
13. Driver should be replaced immediately if can’t work for any reason
14. Please list all applicable cars in the below table:

**Working Conditions and other specifications:**

Highlight any specific working conditions, travel, duty station, if travel and M&IE are included as part of the consultancy.

***PARTICIPATION***

LWR reserves the right to negotiate any or all RFQ terms and conditions, and to cancel, amend or resubmit this RFQ in part or entirety at any time.

This RFQ is not an offer to contract but represents a definition of specific requirements and an invitation to qualified companies to submit Offers. Issuance of the RFQ, preparation and submission of a quotation, and subsequent receipt and evaluation by LWR does not commit LWR to award a contract to any respondent. All costs of participation including your quotation and subsequent activity in the selection phase are at the offeror’s risk and any such costs, whether direct or indirect, will not be reimbursed by LWR.

Nothing in this document shall be construed as an offer by LWR and no terms, discussions or proposals shall be binding on either party prior to execution of a definitive agreement.

The Offeror shall indemnify and hold harmless LWR, its officers, members, partners, agents and employees from and against all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon LWR and against all loss, liability judgment, claims, suits, demands or expenses which LWR may sustain, suffer or be put to resulting from or arising out of the company’s failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service, required hereunder to be performed or rendered by the company, its agents, officials and employees.

1. ***INSTRUCTIONS TO BIDDERS***

***RFP:*** This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

***NOTIFICATION OF INTENT:*** Each prospective Bidder(s) receiving a copy of this RFP shall, within 2 weeks and not later than **4th April 2023**. All applications to be submitted to procurement designated email address as it follows:

* [Rmohammad@lwr.org](mailto:Rmohammad@lwr.org)
* [BAhmed@lwr.org](mailto:BAhmed@lwr.org)
* [aali@lwr.org](mailto:aali@lwr.org)

The proposal must include:

LWR invites qualified suppliers to submit offers for the supply of project vehicles according to the quantities and specifications listed below. The closing date of this RFP is **4th April 2023, 4:00 pm Yemen Time zone +3:00.**

Expression of intent to quote and any questions pertaining to this RFP must be submitted by **29th March 2023, 4:00 pm Yemen Time zone +3:00.** Otherwise extended, no questions will be accepted after this date. Questions received will be compiled and responses will be sent to all participating offerors**.**

* Offers MUST be received prior to the closing date of the RFP. No late Offers will be considered. Questions and offers should be submitted to the procurement-designated email address ([Rmohammad@lwr.org](mailto:Rmohammad@lwr.org), [BAhmed@lwr.org](mailto:BAhmed@lwr.org), [aali@lwr.org](mailto:aali@lwr.org))

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email ([Rmohammad@lwr.org](mailto:Rmohammad@lwr.org), [BAhmed@lwr.org](mailto:BAhmed@lwr.org), [aali@lwr.org](mailto:aali@lwr.org)) no later than close of business on **29th March 2023, 4:00 pm Yemen Time zone +3:00.** Questions will be compiled, and responses sent to all Bidders by **2nd April 2023, 4:00 pm Yemen Time zone +3:00**.

All Proposals must be in English, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., as templates, brochures, media, etc.

* In order to be considered, the proposals must be received by email to the RFP contact email ([Rmohammad@lwr.org](mailto:Rmohammad@lwr.org), [BAhmed@lwr.org](mailto:BAhmed@lwr.org), [aali@lwr.org](mailto:aali@lwr.org) ) **no later than 4th April 2023, 4:00 pm Yemen Time zone +3**

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **NINETY (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated based on the following:

1. ***TECHNICAL AND FINANCIAL PROPOSAL EVALUATION:***

***4.1. Technical***

|  |  |
| --- | --- |
| **Evaluation Category** | **Rating - Points** |
| The earliest possible date of delivery | 10 |
| Experience with INGOs | 20 |
| Availability of car replacement | 15 |
| Availability of drivers and proper working hours per driver | 15 |
| Status as a small business | 10 |
| Value for Money | 30 |
| **Total** | **100** |

***4.2. FINANCIAL***

Rates for proposed approach to tasks in scope of work at Monthly flat rate for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder’s management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

**Bidders should provide the following:**

Evidence of Bidder’s legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.

Audited financial statements for the previous fiscal year.

Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

**Financial Proposal shall be stated in US Dollars.**

All bidders should be registered in SAM and have a UEI number. This information should be submitted to Corus as part of the proposal.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

**The following procedures are established to resolve protests effectively:**

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.

***4.3. Technical Proposal Outline***

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.

|  |  |
| --- | --- |
| Section 1: Cover Page | (limit of one page, use the provided form) |
| Section 2: Experience | (limit of two pages) |
| Section 3: Proposed Approach | (limit of eight pages) |
| Section 4: Management-Implementation | (limit of four pages) |
| Section 5. Key Personal Resume | ( limit of 2 page) |
| Section 6. Organization Chart |  |