

17 July 2023

## Request for Quotation

The International NGO Safety Organisation is issuing this RFQ to invite suitable bidders to submit bids for a long-term agreement from 1 August 2023 to 31 July 2024 for the:

### PROVISION OF VEHICLE RENTAL SERVICES

**RFQ No: UKR/274/KYI/2023**

**Critical Dates:**

**RFQ Issuing Date: 17 July 2023**

**RFQ Closing Date: 26 July 2023 Time 23:59 CET**

#### Confidentiality Statement

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## 1. Background

The [International NGO Safety Organisation \(INSO\)](#) is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in Ukraine since 2015.

INSO is exclusively funded by institutional donors and provides a range of services to NGOs in more than 16 countries operating in conflict-affected areas, including security information and advice, training, and crisis management support.

The INSO vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

The INSO mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

## 2. Tender Requirements

INSO has a requirement for contracting vehicle rental services for the delivery of its programme and activities throughout Ukraine.

## 3. Detailed Requirements

### 3.A RFQ Requirements

#### RFQ

This RFQ is for the provision of vehicle rental services as listed in Subsection 3.B and in Annex B to be available for 1 (one) year duration from 1 August 2023 to 31 July 2024.

All bidders are also required to complete Annex A - INSO Supplier Registration Form.

The bid price should be quoted excluding VAT, but if VAT is charged, the percentage must be stated in the proposal.

All bids must be in Ukrainian hryvnia (UAH).

#### Bid Evaluation

All bids will be reviewed by a Tender Evaluation Committee and will be subjected to a technical evaluation and a financial evaluation.

#### Technical Evaluation

- Bids will be evaluated against the description and specifications listed in Subsection 3.B and Annex B.

- Only Bids that comply with requested specifications (Subsection 3.B and Annex B) will be classed as 'responsive' (acceptable).
- Only Bids classed as 'responsive' (acceptable) will progress onto the 'Financial Evaluation'. 'Non-responsive' bids (not-acceptable Bids) will no longer be under consideration at this stage.
- Supplier's ability to provide cars as per indicated requirements is critical and will be an important consideration in the technical evaluation.

#### Financial Evaluation

- Only those bids that pass the technical evaluation will move to the financial evaluation.
- The financial evaluation will be based on the best value for money, taking into consideration the overall lowest acceptable offer.

Contract award will be given to 1 (one) supplier based on the total value of the offer.

#### RFQ Contents

This RFQ has the following Annexes:

- Annex A: INSO Supplier Registration Form
- Annex B: Vehicle Rental Services Bid Form

Both Annexes A and B must be duly completed and submitted.

#### 3.B Vehicles' Requirements

The tentative dates of contract duration: 1 August 2023 – 31 July 2024 (12 months).

Vehicle types and needs per location:

- INSO requires a total of 10 (ten) vehicles:
  - C-SUV type vehicle for rent, incl. third party insurance. No driver. Total: 9 vehicles (2 for Kyiv office, 2 for Dnipro office, 1 for Odesa office, 4 for Lviv office).
  - SUV type vehicle for rent, incl. third party insurance. No driver. Total: 1 vehicle for Odesa office.

#### Mandatory vehicles' specifications:

1. The **C-SUVs** offered must meet the minimum mandatory vehicles' requirements as mentioned below.

Specifications:

- Cross-over (C-SUV type)
- Fuel: gasoline, diesel
- Transmission: automatic
- Doors: 5
- Places: 5
- Brake: ABS system

- Protection: Airbags
- Model: not older than 2020 year

Accessories for the vehicle:

- Vehicle should be preferably with GPS Tracking system
- Original battery
- Spare wheel (standards)
- CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable)
- Seatbelts working in perfect conditions
- Central lock system
- 1 original jack, 1 hilift jack, 1 original jack handle
- Complete toolbox
- 1 driver's tool kit
- 1 fire extinguisher
- First aid kit
- Breakdown warning (safety triangles)

2. The **SUVs** offered must meet the minimum mandatory vehicles' requirements as mentioned below.

Specifications:

- SUV type
- Fuel: diesel
- Transmission: automatic
- Doors: 5
- Places: 5
- Brake: ABS system
- Protection: Airbags
- Model: not older than 2020 year
- All wheel drive
- Ground clearance of 260-270 mm

Accessories for the vehicle:

- Vehicle should be preferably with GPS Tracking system
- Original battery
- Spare wheel (standards)
- CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable)
- Seatbelts working in perfect conditions
- Central lock system
- 1 original jack, 1 hilift jack, 1 original jack handle
- Complete toolbox
- 1 driver's tool kit
- 1 fire extinguisher
- First aid kit
- Breakdown warning (safety triangles)

## 4. Bid Submission Requirements

### Bid Validity

All bids must be valid for a period of 30 (thirty) days. The bid validity period must be stated in the financial proposal.

### Bid Documentation Requirements

The Bid is to include the Technical and Financial Proposals, and all documents identified below.

All bids must include the following documents:

- ✓ Annex A – Supplier Registration Form duly completed, signed, and stamped by a senior representative of the company. To include:
  - Copy of the senior representative ID
  - Copy of the company registration, including tax registration certificate
- ✓ Annex B: Vehicle Rental Services Bid Form – duly completed
- ✓ A separate document/table listing the name, model, year of make and 1 (one) photo of each vehicle being offered
  - Any limitations, restrictions, and/or considerations that INSO must be aware of.
- ✓ Notice of any relevant Terms & Conditions required for any resulting contract
- ✓ Customer references/testimonials as relevant

**All bid documents must be in pdf file and attached to the bid email. Links to documents stored on cloud hosts will not be evaluated and may result in the bid not being accepted.**

### Bid Submission Deadline

**The tender closes at 23:59 CET on 26 July 2023.**

Bids received after this time will not be accepted or evaluated.

### Method of Submitting Bids

All bid submissions must be submitted electronically in pdf document(s) to the INSO Electronic procurement tender box at

[rfq@ngosafety.org](mailto:rfq@ngosafety.org)

In the email subject line please include the following “RFQ UKR274KYI2023 Vehicle rental services bid”

**No other method of bid submission or INSO email address will be accepted.**

### Tender Questions and Answers and Notice of Intention to submit a Bid

**Please send an email to the address below advising us of your intention to bid.** Any request for clarification regarding the RFQ must be received by INSO in writing by 23:59 CET Friday 21 July 2023. All questions and answers will be shared with all bidders.

[ops.manager@ukr.ngosafety.org](mailto:ops.manager@ukr.ngosafety.org)

Bids sent to this email address will not be accepted.

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## 5. Tender Evaluation Process

All bids will be kept unopened until after the tender closing date. A Tender Evaluation Committee will open all bids and apply the following process:

- ✓ Administration Compliance check: to ensure all tender requirements have been complied with, and all required documentation has been received.
- ✓ Technical Evaluation: A comprehensive evaluation of all Technical Proposals received against the criteria stated in Part 3 'Detailed Requirements'.
  - The Technical evaluation may include an interview with the short-listed suppliers.
- ✓ Financial Evaluation: A comprehensive financial evaluation of only the Technical Proposals deemed acceptable at the Technical Evaluation stage. The evaluation is on the Financial Proposal and the criteria that will be applied is 'best value for money'.

### Notification of Tender Result

All bidders will be informed of the outcome of their proposal within 20 (twenty) calendar days of the tender closing date.

## 6. Conditions for Submission of Bids

### **Submission of Bids**

Bidders are solely responsible for ensuring that the full Bid is received by INSO in accordance with the RFQ requirements, prior to the specified date and time above (Section 4). INSO will consider only those Bids received prior to the closing date and time specified and any Bids received after that time will not be considered.

Only bids submitted in pdf format will be acceptable at the Administration Compliance check.

INSO reserves the right to correct any incorrect calculations on the Bid Form. The unit price will be the main bid price, not the total price.

### **Currency**

The currency of the Bid must be in Ukrainian hryvnia (UAH).

### **Language**

All correspondence and documents related to the Tender must be in English. Official supporting documents can be provided in their original language.

### **Presentation**

Bids should be typewritten, if handwritten they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All Bids must be signed by a duly authorized representative of the Bidder.

### Acceptance

INSO reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc; c) not received in the correct tender email address ; and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

### Award of Contracts

This RFQ does not commit INSO to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by INSO. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of INSO and the successful Bidder.

INSO will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. INSO reserves the right to cancel any RFQ, to reject any or all Bids in whole or in part, and to award any contract.

### Collusive Bidding and Anti-competitive Conduct

Bidders and their employees, officers, advisers, agent, or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

in respect of this RFQ or procurement process, or any other procurement process being conducted by INSO in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to INSO, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

### Improper Assistance

Bids that, in the sole opinion of INSO, have been compiled:

- With the assistance of current or former employees of INSO, or current or former contractors of INSO in violation of confidentially obligations or by using information not otherwise available to the public, or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal INSO information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to INSO, or
- Contrary to these terms and conditions for submission of a Bid,

shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from INSO, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months

immediately preceding the date of issue of this RFQ was an official, agent, servant, or employee of, or otherwise engaged by, INSO and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFQ relates.

#### **Corrupt Practices**

All INSO Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the INSO Code of Conduct which will be an integral part of any contract award between the INSO and the Bidder.

#### **Conflict of Interest**

A Bidder must not, and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of INSO and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any INSO contract a conflict of interest arises, or appears likely to arise, the Bidder must notify INSO immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of INSO, or cases in which any INSO official, employee or person under contract with INSO may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as INSO may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of INSO.

#### **Withdrawal/Modification of Bids**

Requests to withdraw a Bid shall not be honoured. If the selected Bidder withdraws its Bid, INSO shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, INSO shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the INSO suppliers List.

A Bidder may modify its Bid prior to the RFQ closure. Any such modification shall be submitted in writing to the RFQ bid email address, marked with the original Bid number stating 'Modification' in the Subject line. No modification shall be allowed after the RFQ closure.