International Call for Tender – Instructions to bidders ACTED Yemen

Date: 12-05-2022
Tender №: 15MULTI/YEM/LOG/VEHICLE_RENTAL/12-05-2022/01

ACTED is inviting suppliers to submit an offer for the establishment of a 12-month Framework Agreement (FWA) for:

Vehicle Rental Services

WORKS SPECIFICATIONS:

1. Description: Vehicle Rental Services
2. Product class/category: Services
3. Delivery Conditions: As described in the table below.

<table>
<thead>
<tr>
<th>Lot</th>
<th>Description</th>
<th>Delivery Conditions</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vehicle Rental Services</td>
<td>DDP to all Acted offices in (Sana’a, Dhamar, Hudaydah, Saadah, Raymah, Aden, AlDhalee, Marib)</td>
<td>1 day after sending Purchase Order.</td>
</tr>
</tbody>
</table>

Responsibilities of the Contractor:

1. Date of delivery: As mentioned in the above table
2. Validity of the offer: Minimum Six Months (Recommended)

مواردنا: 1. الوصف
 serviço de aluguer de veículos:
 2. فئة المشروع/التصنيف:
 3. شروط التوصيل:

<table>
<thead>
<tr>
<th>مرحلة</th>
<th>وصف</th>
<th>شروط التوصيل</th>
<th>موعد التسليم النهائي</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>خدمات تأجير المركبات</td>
<td>شامل التوصيل والضرائب وكافة الرسوم الجمركية وتكلف التوصيل إلى جميع مكاتب آكند في (صنعاء، ذمار، حيدية، صعدة، ريمة، عدن، الضالع، لحج، مأرب)</td>
<td>بعد ارسال أمر الشراء يوم واحد</td>
</tr>
</tbody>
</table>
The answer to this tender should include the following elements:

1. Offer Form, filled, initialed and stamped by the supplier (compulsory)
2. Bidder’s Ethical Declaration, filled, initialed and stamped by the supplier (compulsory)
3. Bidder’s Questionnaire, filled, initialed and stamped by the supplier (compulsory)
4. Bidder’s Checklist, filled, initialed and stamped by the supplier (compulsory)
5. Instruction to Bidders, filled, initialed and stamped by the supplier (compulsory)
6. Full General Conditions of Purchase, filled, initialed and stamped by the supplier (compulsory)
7. Proof of past experience implementing a similar service for NGO’s/INGO’s through previously signed contracts (recommended)
8. Proof of qualifications and experience of key staff e.g. C.V’s, University degrees, training certificates, etc.. (recommended)
9. A Copy of the following documents included:
   a. Copy of ID or passport of legal representative (compulsory)
   b. Copy of VALID Company Tax ID (compulsory)
   c. Copy of VALID Company Registration (compulsory)
   d. Copy of VALID Company Zakah ID (compulsory)

GÉNÉRALES CONDITIONS:

1. The Closing Date of this International Call for Tender is fixed on 06-06-2022 at 10:00 AM (Yemen time). Offers must be submitted to ACTED Sana’a Office at the following address: Sana’a Office, Haadah, Behind Al-azani - Sana’a - Yemen in a sealed envelope with the text "15MULTI/YEM/LOG/VEHICLE_RENTAL/12-05-2022/01– not to be opened before the 06-06-2022".

OR via email submission to yemen.tender@acted.org with tender@acted.org in CC with the above mention subject. Late Bids will automatically be rejected.

<table>
<thead>
<tr>
<th>The answer to this tender should include the following elements:</th>
<th>يجب أن تشمل إجابات هذه المناقصة العناصر التالية:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Offer Form, filled, initialed and stamped by the supplier (compulsory)</td>
<td>عرض السعر كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>2. Bidder’s Ethical Declaration, filled, initialed and stamped by the supplier (compulsory)</td>
<td>البيان الأخلاقي كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>3. Bidder’s Questionnaire, filled, initialed and stamped by the supplier (compulsory)</td>
<td>قائمة التحقق من المرفقات، كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>4. Bidder’s Checklist, filled, initialed and stamped by the supplier (compulsory)</td>
<td>تعليمات لمقدي المطلوبات، كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>5. Instruction to Bidders, filled, initialed and stamped by the supplier (compulsory)</td>
<td>التعليمات للمقدم العطاءات، كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>6. Full General Conditions of Purchase, filled, initialed and stamped by the supplier (compulsory)</td>
<td>الشروط العامة للشراء، كتبته، توقيعها وختمها من قبل المورد (إجباري)</td>
</tr>
<tr>
<td>7. Proof of past experience implementing a similar service for NGO’s/INGO’s through previously signed contracts (recommended)</td>
<td>إثبات وخبرات مشابهة أو عقود سابقة (موصى بها)</td>
</tr>
<tr>
<td>8. Proof of qualifications and experience of key staff e.g. C.V’s, University degrees, training certificates, etc.. (recommended)</td>
<td>إثبات مؤهلات الموظفي ن، مثل شهادة C.V، والشهادات الجامعية، وشهادات التدريب، وما إلى ذلك. (موصى بها)</td>
</tr>
<tr>
<td>9. A Copy of the following documents included:</td>
<td>يجب على مقدم العطاءات إرفاق الوثائق القانونية التالية ولن يتم اعتماد العروض التي لا تحتوي على وثائق قانونية سارية</td>
</tr>
<tr>
<td>a. Copy of ID or passport of legal representative (compulsory)</td>
<td>نسخة من بطاقة الشخصية أو جواز السفر مالك الشركة(إجباري)</td>
</tr>
<tr>
<td>b. Copy of VALID Company Tax ID (compulsory)</td>
<td>نسخة سارية المفعول من شهادة تسجيل الشركة (إجباري)</td>
</tr>
<tr>
<td>c. Copy of VALID Company Registration (compulsory)</td>
<td>نسخة سارية المفعول من البطاقة الضريبية للمشتركة (إجباري)</td>
</tr>
<tr>
<td>d. Copy of VALID Company Zakah ID (compulsory)</td>
<td>نسخة سارية المفعول من البطاقة الزكوية للشركة (إجباري)</td>
</tr>
</tbody>
</table>

الشروط العامة:

1. The Closing Date of this International Call for Tender is fixed on 06-06-2022 at 10:00 AM (Yemen time). Offers must be submitted to ACTED Sana’a Office at the following address: Sana’a Office, Haadah, Behind Al-azani - Sana’a - Yemen in a sealed envelope with the text “15MULTI/YEM/LOG/VEHICLE_RENTAL/12-05-2022/01– not to be opened before the 06-06-2022”.

OR via email submission to yemen.tender@acted.org with tender@acted.org in CC with the above mention subject. Late Bids will automatically be rejected.
2. A Pre-Tender Information Meeting will be organized on [25-05-2022] at [11:00 AM] in ACTED Sana’a Office- Haddah Street -Yemen. All bidders are encouraged to attend but attendance is not compulsory.

This meeting provides interested bidders the opportunity to request further information about the tender process or to enquire about the technical specifications described in the tender documents prior to the submission deadline to better understand the supplies/services/works provided.

3. ACTED will hold a Tender Opening Session at ACTED Office – Sana’a Office, Haadah, Behind Al-azani -S -Sana’a- Yemen on 06-06-2022 at 11:00 AM (Yemen time). The presence of bidders’ representatives is permitted, for that you need to submit your contact details to the email address yemen.tender@acted.org cc tender@acted.org before the 06-06-2022 at 10:00 AM (Yemen time). ACTED Yemen will not accept to receive any bids after the time mentioned above and the opening session will be hold at the same time and place.

The Tender Opening Session involves the opening of all offers in front of all any bidders who attend and conducting a document check, whereby all the documents provided by each bidder are checked and compared to the Bidder’s Checklist, where the list of mandatory documents is provided. Only bidders who provide all requested mandatory documents can be deemed eligible and proceed to the next stage of the tender process.

4. Unsealed envelopes and late offers WILL NOT BE CONSIDERED.

5. All documents shall be submitted in English. Certificates and official documents shall be submitted in Arabic and/or English.

6. ACTED reserves the right to request any further information, details, breakdown or prices confirmation for delivery at any time of the tendering process.

7. Bidder’s must submit a price for each line item in a lot in order to be considered. ACTED reserves the right to reject a bidder who did not offered a price for each line.

8. All the prices in the Offer Form shall be in USD.
9. Should there be any confusion between the Unit Price and Total Price for each line item, ACTED will consider the Unit Price for evaluation purposes.

10. An offer for this tender is not a guarantee of being awarded a contract.

11. ACTED reserves the right to request a bank guarantee of $2,000 prior to signing a contract with a winning supplier.

12. Offers will not be accepted via Google Drive, Dropbox, WeTransfer links, or any similar links, and if the attachments required permission or password.

13. Each page of tender documents must be stamped. Any pages requesting a signature must be signed and stamped.

14. Bidders are requested to fill in, sign, stamp and return the Offer Form, using the provided ACTED forms ONLY. Bids that do not use the ACTED forms will not be considered.

15. All questions or requests for tender documents should be directed to ACTED Yemen Logistics department at yemen.tender@acted.org with tender@acted.org in CC.

16. ACTED will not be responsible for any costs or expenses incurred by the Bidders in connection with the preparation and submission of their bids to ACTED.

17. To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors’ compliance requirements, all contract offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED’s anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on contractor, its board members, staff, volunteers, consultants, financial service providers and sub-contractor.

NOTE: ACTED adopts a zero-tolerance approach towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, ACTED has adopted a participatory approach to promote and ensure transparency within the organization and has set up a Transparency focal point (Transparency Team supervised by the Director of Audit and Transparency) via a specific e-mail address. As such, if you witness or suspect any unlawful, improper or unethical act or business practices (such as soliciting, accepting or attempting to provide or accept any kickback) during the tendering process, please contact the following phone number and/or send an e-mail to Transparency@acted.org.
Specific Conditions

1. The quantity is not defined. The winning supplier agrees to a unit price for each line item that will remain unchanged for the full length of this Framework Agreement (12 months).

2. A Purchase Order will be raised as needed which will define specific quantities of some or all of the line items listed in the Framework Agreement.

3. The costs of items in the B.O.Q shall be fairly estimated in line with market prices, ACTED has the right to reject any quotations whose prices are not within price ranges identified through market surveys without any notification.

4. The contract unit prices are fixed. No compensation will be paid for Fuel or materials price rises.

5. ACTED reserves the right to cancel any item mentioned in the B.O.Q without any compensation of any kind before contract signature.

Evaluation Method

Summary:

The Financial Offers provided by each bidder will be evaluated first. Each bidder will move on to the Technical Evaluation Stage where each supplier will be evaluated based off the technical criteria listed below:

- Number of Years as an established Car Rental company
- Past Experience
- Branch Locations
- No. of Vehicles
- Delivery Deadline
- SOP – Driving in a complex environment
- ToR - Driver
- Environmental Strategy
- Financial Capacity

The criteria in the Technical Evaluation Stage will be assessed through a Scoring Methodology.

A detailed description of each stage and criteria is provided below.
Financial Evaluation Stage

➢ Price 50pts

The Financial Offer will be the first criteria to be considered. Points will be awarded through a proportional scoring method, with the lowest-priced supplier receiving the maximum number of points and the remaining bidders receiving points based on the difference in price compared to the lowest priced supplier. Bidders must quote prices in USD as the contract currency shall be USD.

Technical Evaluation Stage

➢ Number of Years as an established Car Rental company (5pts)

Proof of this criteria should be given in the form of a Certificate of Incorporation showing when the company was established and specifying the company as a Car Rental Provider.

➢ Past Experience (15pts)

Past experience will be evaluated based on a bidder proving their previous experience providing car rental services to an INGO. Proof should be provided in the form of signed Procurement Contracts/Framework Agreements and the points will be awarded as follows:
➢ 3 or more procurement contracts/Framework Agreements (6 months minimum) providing Car Rental Services to an INGO = 15pts

➢ 1 to 2 procurement contracts/Framework Agreements (6 months minimum) providing Car Rental Services to an INGO = 5pts

➢ Branch Locations (5pts)

Bidders must have the ability to operate in all areas of Yemen. As such a bidder must have multiple branches throughout the country. Proof of said branches must be shown through the submission of company registration documents listing the location for each office.

➢ Number of Registered Vehicles (15pts)

To meet the organization’s needs, bidders must provide proof of having a minimum number of vehicles. Proof should be submitted of the number of vehicles registered to the company in the form of a database with all relevant driver & vehicle information. In addition, proof must be provided of the license plates and proof of ownership showing each vehicle is registered to the bidder.

The points will be awarded in the following manner:

- 100 or more registered vehicles = 15pts
- 50-99 registered vehicles = 7pts
- 0-49 registered vehicles = 0pts

➢ Delivery Deadline (5pts)

The Delivery Deadline will be evaluated with a comparison between the deadline detailed in the tender documents in comparison to the deadline stated by each bidder. Points will be awarded based off a bidder’s ability to meet the delivery deadline stated in the tender documents.

Points will be awarded in the following manner:

- Ability to meet the deadline described in the tender documents (1 working day after sending Purchase Order) = 5pts
- More than 1 working day after sending Purchase Order = 0 points

➢ Proof of training staff how to drive safely in complex environments (5pts)

This section relates to the training provided by a company to drivers. This includes having a clear ToR and SOP’s on Driver Safety, Passenger Safety, Road Awareness, Checkpoints, etc.…

Points will be awarded as follows:

- Submission of SOP covering how to operate in a complex environment = 4pts
- Submission of standard driver ToR clearly specifying the tasks of a driver = 1pt

➢ Proof of an Environmental Strategy (10pts)

In order to encourage bidders to consider the environmental impacts, there is a bonus of 10pts available for bidders who provide proof of implementing an environmental strategy within their company. Such proof should provide in the form of an official company environmental strategy and/or through the submission of proof of having hybrid/electric vehicles registered with the company.
Submission of Official Company Environmental Strategy = 5pts
Submission of registration documents proving the use of hybrid/electric vehicles = 5pts

➢ عدد السنوات التي تم فيها تأسيس شركة تأجير سيارات (5 نقاط)

بوجب تقديم دليل على هذه المعايير في شكل شهادة التأسيس التي توضح تاريخ إنشاء الشركة وتحديد الشركة كمزود تأجير السيارات.

➢ الخبرة السابقة (15 نقطة)

سيتم تقييم الخبرة السابقة بناءً على المقدم الذي يثبت خبرته السابقة في تقديم خدمات تأجير السيارات إلى منظمة دولية غير حكومية. يجب تقديم الدليل في وثائق شاهرة موافقة / اتفاقيات إطارية وسيتم منح النقاط بنحو النحو التالي:

- 3 عقود شراء / اتفاقيات إطارية أو أكثر (6 أشهر كحد أدنى) توفر خدمات تأجير السيارات لمنظمة دولية غير حكومية = 15 نقطة
- عقد شراء من 1 إلى 2 / اتفاقيات إطارية (6 أشهر كحد أدنى) تقدم خدمات تأجير السيارات إلى منظمة دولية غير حكومية حكومية = 5 نقاط

➢ مواقع الفروع (5 نقاط)

يجب أن يكون لدى مقدمي العطاءات القدرة على العمل في جميع مناطق اليمن. على هذا النحو يجب أن يكون لكل مقدم العطاء عروض متعددة في جميع أنحاء البلاد. يجب إبراز ما يثبت الفروع المذكورة من خلال تقديم مستندات توضح الشركة التي توضح موقع كل مكتب.

➢ عدد المركبات المسجلة (15 نقطة)

لتلبية احتياجات المنظمة، يجب على مقدمي العطاءات تقديم دليل على عدد المركبات المسجلة للشركة في شكل قائدة بيانات مع جميع معلومات السائق والمركبة ذات الصلة. بالإضافة إلى ذلك، يجب تقديم دليل على لوحات الرخص والوثائق الملكية التي يوضح أن كل مركبة مسجلة لدى الشركة.

سيتم منح النقاط بالطريقة التالية:

- 100 مركبة مسجلة فأكثر = 15 نقطة
- 50-99 مركبة مسجلة = 7 نقاط
- 49-0 مركبة مسجلة = 0 نقطة

➢ موعد التسليم (5 نقاط)

سيتم تقييم الموعد النهائي للتسليم بناءً على قدرة مقدم العطاء على إرسال طلب الشراء قبل كل مقدم عطاء. سيتم منح النقاط بناءً على قدرة مقدم العطاء على إرسال طلب الشراء موعد التسليم المحدد في وثائق المنافصة.

سيتم منح النقاط بالطريقة التالية:

- القدرة على الوفاء بالموعد النهائي الموضح في وثائق المنافصة = 5 نقاط
دليّل على تكريم الموظفين على القيادة بأنّماً في البيئات المعقدة (5 نقاط)

يرجّى تمكّن النظام باستخدام تدريب الموظفين الذي يشمل المهام المسؤولة في البيئات المعقدة. يتضمن ذلك وجود احتياجات واضحة وإجراءات تشغيلية واضحة بشأن سلامة السائق، وسلامة الركاب، والتوجيه على الطريق، ونقاط التفتيش، وما إلى ذلك...

سيتمّ منح النقاط على النحو التالي:

- تقديم نطاق الإجراءات الذي يغطي كيفيّة العمل في بيئة معقدة = 4 نقاط
- تقديم الشروط المرجعية التي تحتوي على مهام السائق = 1 نقطة

اثبات استراتيجيّة بيئية (10 نقاط)

من أجل تشجيع مقدمي العطاءات على الاعتبار في الآثار البيئية، هناك مكافأة قدرها 10 نقاط متاحة لتمكّن مقدمي العطاءات الذين يقدمون دليلاً على تكليف

استراتيجيّة بيئيّة داخل شركاتهم. يجب تقديم هذا الدليّل في شكل إسثرباطيّة بيئيّة رسميّة للشركة و/أو من خلال تقديم دليّل على وجود مركبات هجينة / كهربائيّة مسجلة لدى الشركة.

- تقديم الاتّسترباطيّة البيئيّة الرسميّة للشركة = 5 نقاط
- تقديم مستندات التسجيل التي تثبت استخدام المركبات الهجينة/الكهربائيّة = 5 نقاط

FOR BIDDER’S USE

 undersigned __________________________, the Bidder, agree with the instructions and general conditions of this Call for Tender.

أنا الموقع أدناه، مقدم العطاء، أوافق على التعليمات والشروط العامة لعطاء العطاء هذا.

Company Name: __________________________

أَسْمَهَا اسْتَضْمَأَتْهَا

Authorized Representative Name: __________________________

أَسْمَهَا اسْتَضْمَأَتْهَا

Signature: __________________________

تَوَقُّعُهُ اسْتَضْمَأَتْهَا

Stamp: __________________________

تختمه