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# INVITATION TO BID

## Provisional of Rental Car Services-South Central Somalia

ITB No.: UNDP/SOM/ITB/2019/ 002/OPS

Country: UNDP Country Office Somalia

Issued on: 11 January 2019

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## SECTION 1. LETTER OF INVITATION

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The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to Bid (ITB) for the above-referenced subject.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation

Section 2: Instruction to Bidders

Section 3: Bid Data Sheet (BDS)

Section 4: Evaluation Criteria

Section 5: Scope of Services

Section 6: Returnable Bidding Forms

- Form A: Bid Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Bid
- Form F: Price Schedule
- Form G: Bid Security Form

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Please acknowledge receipt of this ITB by sending an email to [procurement.so@undp.org](mailto:procurement.so@undp.org), indicating whether you intend to submit a Bid or otherwise by **18<sup>th</sup> January 2019**. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Data Sheet as the focal point for queries on this ITB.

UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

**Approved by:**

**Iryna Malykh,**

**Head of Procurement,**

**UNDP Somalia**

## SECTION 2. INSTRUCTION TO BIDDERS

### GENERAL PROVISIONS

#### 1. Introduction

- 1.1 Bidders shall adhere to all the requirements of this ITB, including any amendments made in writing by UNDP. This ITB is conducted in accordance with the UNDP Programme and Operations Policies and Procedures (POPP) on Contracts and Procurement which can be accessed at <https://popp.undp.org/SitePages/POPPBSUnit.aspx?TermID=254a9f96-b883-476a-8ef8-e81f93a2b38d>
- 1.2 Any Bid submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Bid by UNDP. UNDP is under no obligation to award a contract to any Bidder as a result of this ITB.
- 1.3 UNDP reserves the right to cancel the procurement process at any stage without any liability of any kind for UNDP, upon notice to the bidders or publication of cancellation notice on UNDP website.
- 1.4 As part of the bid, it is desired that the Bidder registers at the United Nations Global Marketplace (UNGM) website ([www.ungm.org](http://www.ungm.org)). The Bidder may still submit a bid even if not registered with the UNGM. However, if the Bidder is selected for contract award, the Bidder must register on the UNGM prior to contract signature.

<p><b>2. Fraud &amp; Corruption, Gifts and Hospitality</b></p>	<p>2.1 UNDP strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of UNDP vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation. UNDP's Anti-Fraud Policy can be found at <a href="http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti">http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html#anti</a></p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to UNDP staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, UNDP:</p> <p>(a) Shall reject a bid if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</p> <p>(b) Shall declare a vendor ineligible, either indefinitely or for a stated period, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNDP contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at <a href="http://www.un.org/depts/ptd/pdf/conduct_english.pdf">http://www.un.org/depts/ptd/pdf/conduct_english.pdf</a></p>
<p><b>3. Eligibility</b></p>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to UNDP whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by UNDP.</p>
<p><b>4. Conflict of Interests</b></p>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by UNDP to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p>

	<p>b) Were involved in the preparation and/or design of the programme/project related to the goods and/or services requested under this ITB; or</p> <p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of UNDP.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to UNDP, and seek UNDP's confirmation on whether or not such conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their Bid their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of UNDP staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this ITB; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the Bid or Bids affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to UNDP's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this ITB, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Bid.</p>
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## B. PREPARATION OF BIDS

5. General Considerations	<p>5.1 In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify the UNDP accordingly.</p>
6. Cost of Preparation of Bid	6.1 The Bidder shall bear all costs related to the preparation and/or submission of the Bid, regardless of whether its Bid is selected or not. UNDP shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Bid, as well as any and all related correspondence exchanged by the Bidder and UNDP, shall be written in the language (s) specified in the BDS.



<b>8. Documents Comprising the Bid</b>	<p>8.1 The Bid shall comprise of the following documents and related forms which details are provided in the BDS:</p> <ul style="list-style-type: none"> <li>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</li> <li>b) Technical Bid;</li> <li>c) Price Schedule;</li> <li>d) Bid Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Bid.</li> </ul>
<b>9. Documents Establishing the Eligibility and Qualifications of the Bidder</b>	<p>9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to UNDP's satisfaction.</p>
<b>10. Technical Bid Format and Content</b>	<p>10.1 The Bidder is required to submit a Technical Bid using the Standard Forms and templates provided in Section 6 of the ITB.</p> <p>10.2 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by the Purchaser, at no expense to the UNDP. If not destroyed by testing, samples will be returned at Bidder's request and expense, unless otherwise specified.</p> <p>10.3 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the equipment offered as well as the cost to the UNDP. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall certify the availability of spare parts for a period of at least five (5) years from date of delivery, or as otherwise specified in this ITB.</p>
<b>11. Price Schedule</b>	<p>11.1 The Price Schedule shall be prepared using the Form provided in Section 6 of the ITB and taking into consideration the requirements in the ITB.</p> <p>11.2 Any requirement described in the Technical Bid but not priced in the Price Schedule, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p>
<b>12. Bid Security</b>	<p>12.1 A Bid Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Bid Security shall be valid for a minimum of thirty (30) days after the final date of validity of the Bid.</p> <p>12.2 The Bid Security shall be included along with the Bid. If Bid Security is required by the ITB but is not found in the Bid, the offer shall be rejected.</p>

	<p>12.3 If the Bid Security amount or its validity period is found to be less than what is required by UNDP, UNDP shall reject the Bid.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their bid and the original of the Bid Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Bid Security may be forfeited by UNDP, and the Bid rejected, in the event of any, or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Bid Validity specified in the BDS, or;</li> <li>b) In the event the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after UNDP has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that UNDP may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<b>13. Currencies</b>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Bids are quoted in different currencies, for the purposes of comparison of all Bids:</p> <ul style="list-style-type: none"> <li>a) UNDP will convert the currency quoted in the Bid into the UNDP preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Bids; and</li> <li>b) In the event that UNDP selects a Bid for award that is quoted in a currency different from the preferred currency in the BDS, UNDP shall reserve the right to award the contract in the currency of UNDP's preference, using the conversion method specified above.</li> </ul>
<b>14. Joint Venture, Consortium or Association</b>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>14.2 After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one Bid.</p>

	<p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entities in the joint venture in delivering the requirements of the ITB, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> <li>1. Those that were undertaken together by the JV, Consortium or Association; and</li> <li>2. Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ol> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials</p> <p>14.7 JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<b>15. Only One Bid</b>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>15.2 Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this ITB; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of another Bidder regarding this ITB process;</li> <li>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</li> </ol>
<b>16. Bid Validity Period</b>	<p>16.1 Bids shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Bids. A Bid valid for a shorter period may be rejected</p>

	<p>by UNDP and rendered non-responsive.</p> <p>16.2 During the Bid validity period, the Bidder shall maintain its original Bid without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<b>17. Extension of Bid Validity Period</b>	<p>17.1 In exceptional circumstances, prior to the expiration of the Bid validity period, UNDP may request Bidders to extend the period of validity of their Bids. The request and the responses shall be made in writing, and shall be considered integral to the Bid.</p> <p>17.2 If the Bidder agrees to extend the validity of its Bid, it shall be done without any change to the original Bid.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Bid, in which case, the Bid shall not be further evaluated.</p>
<b>18. Clarification of Bid (from the Bidders)</b>	<p>18.1 Bidders may request clarifications on any of the ITB documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a UNDP staff member, UNDP shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 UNDP will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 UNDP shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Bids, unless UNDP deems that such an extension is justified and necessary.</p>
<b>19. Amendment of Bids</b>	<p>19.1 At any time prior to the deadline of Bid submission, UNDP may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, UNDP may extend the Deadline for submission of Bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
<b>20. Alternative Bids</b>	<p>20.1 Unless otherwise specified in the BDS, alternative Bids shall not be considered. If submission of alternative Bid is allowed by BDS, a Bidder may submit an alternative Bid, but only if it also submits a Bid conforming to the ITB requirements. Where the conditions for its acceptance are met, or justifications are clearly established, UNDP reserves the right to award a contract based on an alternative Bid.</p> <p>20.2 If multiple/alternative bids are being submitted, they must be clearly marked as</p>

	"Main Bid" and "Alternative Bid"
21. Pre-Bid Conference	<p>21.1 When appropriate, a pre-bid conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on the procurement website and shared by email or on the e-Tendering platform as specified in the BDS. No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
<b>C. SUBMISSION AND OPENING OF BIDS</b>	
22. Submission	<p>22.1 The Bidder shall submit a duly signed and complete Bid comprising the documents and forms in accordance with requirements in the BDS. The Price Schedule shall be submitted together with the Technical Bid. Bid can be delivered either personally, by courier, or by electronic method of transmission as specified in the BDS.</p> <p>22.2 The Bid shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Bid.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Bid, in and of itself, implies that the Bidder fully accepts the UNDP General Contract Terms and Conditions.</p>
Hard copy (manual) submission	<p>22.4 Hard copy (manual) submission by courier or hand delivery allowed or specified in the BDS shall be governed as follows:</p> <p>a) The signed Bid shall be marked "Original", and its copies marked "Copy" as appropriate. The number of copies is indicated in the BDS. All copies shall be made from the signed original only. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>(b) The Technical Bid and Price Schedule must be sealed and submitted together in an envelope, which shall:</p> <ul style="list-style-type: none"> <li>i. Bear the name of the Bidder;</li> <li>ii. Be addressed to UNDP as specified in the BDS; and</li> <li>iii. Bear a warning not to open before the time and date for Bid opening as specified in the BDS.</li> </ul> <p>If the envelope with the Bid is not sealed and marked as required, UNDP shall assume no responsibility for the misplacement, loss, or premature opening of the Bid.</p>

<p><b>Email and eTendering submissions</b></p>	<p>22.5 Electronic submission through email or eTendering, if allowed as specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the Bid must be in accordance with the format and requirements indicated in BDS;</li> <li>b) Documents which are required to be in original form (e.g. Bid Security, etc.) must be sent via courier or hand delivered as per the instructions in BDS.</li> </ul> <p>22.6 Detailed instructions on how to submit, modify or cancel a bid in the eTendering system are provided in the eTendering system Bidder User Guide and Instructional videos available on this link:  <a href="http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/">http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/</a></p>
<p><b>23. Deadline for Submission of Bids and Late Bids</b></p>	<p>23.1 Complete Bids must be received by UNDP in the manner, and no later than the date and time, specified in the BDS. UNDP shall only recognise the actual date and time that the bid was received by UNDP</p> <p>23.2 UNDP shall not consider any Bid that is received after the deadline for the submission of Bids.</p>
<p><b>24. Withdrawal, Substitution, and Modification of Bids</b></p>	<p>24.1 A Bidder may withdraw, substitute or modify its Bid after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Bid by sending a written notice to UNDP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Bid, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of Bids, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 eTendering: A Bidder may withdraw, substitute or modify its Bid by Cancelling, Editing, and re-submitting the Bid directly in the system. It is the responsibility of the Bidder to properly follow the system instructions, duly edit and submit a substitution or modification of the Bid as needed. Detailed instructions on how to cancel or modify a Bid directly in the system are provided in the Bidder User Guide and Instructional videos.</p> <p>24.4 Bids requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened.</p>
<p><b>25. Bid Opening</b></p>	<p>25.1 UNDP will open the Bid in the presence of an ad-hoc committee formed by UNDP of at least two (2) members.</p> <p>25.2 The Bidders' names, modifications, withdrawals, the condition of the envelope labels/seals, the number of folders/files and all other such other details as UNDP</p>

	<p>may consider appropriate, will be announced at the opening. No Bid shall be rejected at the opening stage, except for late submissions, in which case, the Bid shall be returned unopened to the Bidders.</p> <p>25.3 In the case of e-Tendering submission, bidders will receive an automatic notification once the Bid is opened.</p>
<b>D. EVALUATION OF BIDS</b>	
<b>26. Confidentiality</b>	<p>26.1 Information relating to the examination, evaluation, and comparison of Bids, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence UNDP in the examination, evaluation and comparison of the Bids or contract award decisions may, at UNDP's decision, result in the rejection of its Bid and may subsequently be subject to the application of prevailing UNDP's vendor sanctions procedures.</p>
<b>27. Evaluation of Bids</b>	<p>27.1 UNDP will conduct the evaluation solely on the basis of the Bids received.</p> <p>27.2 Evaluation of Bids shall be undertaken in the following steps:</p> <ul style="list-style-type: none"> <li>a) Preliminary Examination including Eligibility</li> <li>b) Arithmetical check and ranking of bidders who passed preliminary examination by price.</li> <li>c) Qualification assessment (if pre-qualification was not done)</li> <li>a) Evaluation of Technical Bids</li> <li>b) Evaluation of prices</li> </ul> <p>Detailed evaluation will be focussed on the 3 - 5 lowest priced bids. Further higher priced bids shall be added for evaluation if necessary</p>
<b>28. Preliminary Examination</b>	<p>28.1 UNDP shall examine the Bids to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Bids are generally in order, among other indicators that may be used at this stage. UNDP reserves the right to reject any Bid at this stage.</p>
<b>29. Evaluation of Eligibility and Qualification</b>	<p>29.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>29.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers, and in UNDP's ineligible vendors'</li> </ul>

	<p>list;</p> <ul style="list-style-type: none"> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;</li> <li>c) They have the necessary similar experience, technical expertise, production capacity, quality certifications, quality assurance procedures and other resources applicable to the supply of goods and/or services required;</li> <li>d) They are able to comply fully with the UNDP General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> </ul>
<b>30. Evaluation of Technical Bid and prices</b>	<p>30.1 The evaluation team shall review and evaluate the Technical Bids on the basis of their responsiveness to the Schedule of Requirements and Technical Specifications and other documentation provided, applying the procedure indicated in the BDS and other ITB documents. When necessary, and if stated in the BDS, UNDP may invite technically responsive bidders for a presentation related to their technical Bids. The conditions for the presentation shall be provided in the bid document where required.</p>
<b>31. Due diligence</b>	<p>31.1 UNDP reserves the right to undertake a due diligence exercise, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or completed contracts, including physical inspections of previous works, as deemed necessary;</li> <li>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that UNDP may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<b>32. Clarification of Bids</b>	<p>32.1 To assist in the examination, evaluation and comparison of Bids, UNDP may, at its discretion, request any Bidder for a clarification of its Bid.</p> <p>32.2 UNDP's request for clarification and the response shall be in writing and no change in the prices or substance of the Bid shall be sought, offered, or</p>



	<p>permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by UNDP in the evaluation of the Bids, in accordance with the ITB.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Bid, which is not a response to a request by UNDP, shall not be considered during the review and evaluation of the Bids.</p>
<b>33. Responsiveness of Bid</b>	<p>33.1 UNDP's determination of a Bid's responsiveness will be based on the contents of the bid itself. A substantially responsive Bid is one that conforms to all the terms, conditions, specifications and other requirements of the ITB without material deviation, reservation, or omission.</p> <p>33.2 If a bid is not substantially responsive, it shall be rejected by UNDP and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<b>34. Nonconformities, Repairable Errors and Omissions</b>	<p>34.1 Provided that a Bid is substantially responsive, UNDP may waive any non-conformities or omissions in the Bid that, in the opinion of UNDP, do not constitute a material deviation.</p> <p>34.2 UNDP may request the Bidder to submit the necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the Bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.</p> <p>34.3 For the bids that have passed the preliminary examination, UNDP shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> <li>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of UNDP there is an obvious misplacement of the decimal point in the unit price; in which case, the line item total as quoted shall govern and the unit price shall be corrected;</li> <li>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and</li> <li>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</li> </ul> <p>34.4 If the Bidder does not accept the correction of errors made by UNDP, its Bid shall be rejected.</p>

## E. AWARD OF CONTRACT

35. Right to Accept, Reject, Any or All Bids	35.1 UNDP reserves the right to accept or reject any bid, to render any or all of the bids as non-responsive, and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for UNDP's action. UNDP shall not be obliged to award the contract to the lowest priced offer.
36. Award Criteria	36.1 Prior to expiration of the period of Bid validity, UNDP shall award the contract to the qualified and eligible Bidder that is found to be responsive to the requirements of the Schedule of Requirements and Technical Specification, and has offered the lowest price.
37. Debriefing	37.1 In the event that a Bidder is unsuccessful, the Bidder may request for a debriefing from UNDP. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future Bids for UNDP procurement opportunities. The content of other Bids and how they compare to the Bidder's submission shall not be discussed.
38. Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39. Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to UNDP. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, UNDP may award the Contract to the Second highest rated or call for new Bids.
40. Contract Type and General Terms and Conditions	40.1 The types of Contract to be signed and the applicable UNDP Contract General Terms and Conditions, as specified in BDS, can be accessed at <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
41. Performance Security	41.1 A performance security, if required in the BDS, shall be provided in the amount specified in BDS and form available at <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Solicitation_Performance%20Guarantee%20Form.docx&amp;action=default</a> within a maximum of fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by UNDP shall be a condition for rendering the contract effective.
42. Bank Guarantee for Advanced Payment	42.1 Except when the interests of UNDP so require, it is UNDP's standard practice to not make advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per the BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment in the form

	<p>available at  <a href="https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default">https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/PSU_Contract%20Management%20Payment%20and%20Taxes_Advanced%20Payment%20Guarantee%20Form.docx&amp;action=default</a></p>
<b>43. Liquidated Damages</b>	<p>43.1 If specified in the BDS, UNDP shall apply Liquidated Damages for the damages and/or risks caused to UNDP resulting from the Contractor's delays or breach of its obligations as per Contract.</p>
<b>44. Payment Provisions</b>	<p>44.1 Payment will be made only upon UNDP's acceptance of the goods and/or services performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of goods and/or services issued by the proper authority in UNDP with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of the contract.</p>
<b>45. Vendor Protest</b>	<p>45.1 UNDP's vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a contract through a competitive procurement process. In the event that a Bidder believes that it was not treated fairly, the following link provides further details regarding UNDP vendor protest procedures:  <a href="http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html">http://www.undp.org/content/undp/en/home/procurement/business/protest-and-sanctions.html</a></p>
<b>46. Other Provisions</b>	<p>46.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar goods and/or services, UNDP shall be entitled to the same lower price. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.2 UNDP is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The UNDP General Terms and Conditions shall have precedence.</p> <p>46.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15  <a href="http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer">http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15&amp;referer</a></p>

### SECTION 3. BID DATA SHEET

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The following data for the goods and/or services to be procured shall complement, supplement, or amend the provisions in the Invitation to Bid In the case of a conflict between the Instructions to Bidders, the Bid Data Sheet, and other annexes or references attached to the Bid Data Sheet, the provisions in the Bid Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Bid	English
2		Submitting Bids for Parts or sub-parts of the Schedule of Requirements (partial bids)	<u>Not allowed.</u>
3	20	Alternative Bids	Shall not be considered
4	21	Pre-Bid conference	N/A
5	16	Bid Validity Period	120 days

6	13	Bid Security	<p><b><u>Required in the amount of USD 10,000.00</u></b></p> <p><b>Bid Security Validity: 150 days from the date of deadline.</b></p> <p><b>IMPORTANT: Please note if the submitted bid security's validity is less than 150 days from the date of bid submission deadline, the bid will be rejected.</b></p> <p>Acceptable Forms of Bid Security</p> <ul style="list-style-type: none"> <li>▪ Bank Guarantee (See Form G for template)</li> </ul> <p>The bidder shall provide a bid security in the form set out in Form G of the ITB and meeting the essential requirements set out therein. The bid security shall be submitted in favor of UNDP Somalia, the attention of UNDP Deputy Country Director-Operations. UNDP reserves the right to reject the bid security should the mentioned conditions be deemed unfulfilled.</p> <p><b>Note: Scan PDF version of Bid security must be submitted with the bid, the original copy must be retained by the Bidder until requested by UNDP:</b></p>
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	<p>Will be imposed</p> <p>Percentage of contract price per week of delay: 2.5%</p> <p>Max. no. of days of delay: 30 days</p> <p>After which UNDP may terminate the contract</p>
9	40	Performance Security	<b>N/A</b>

10	12	Currency of Bid	<p>United States Dollar</p> <p><i>For evaluation purposes bid prices expressed in different currencies shall be converted in: US Dollars</i></p> <p><i>The source of exchange rate shall be: UN Exchange Rate</i></p> <p><i>The date for the exchange rate shall be <b>February 2019.</b></i></p>
11	31	Deadline for submitting requests for clarifications/ questions	<p>5 days before the submission deadline</p> <p><b>Proposers are required to submit their queries in writing. Telephone enquiries will not be accepted.</b></p>
12	31	Contact Details for submitting clarifications/questions	<p>Focal Person in UNDP: Vivian Bonareri</p> <p>E-mail: <a href="mailto:Procurement.so@undp.org">Procurement.so@undp.org</a></p> <p><i>Note: This email address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was officially received.</i></p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the ITB and responses/clarifications to queries	<p>Uploaded in the Below Procurement sites</p> <p>Posting on the UNGM website at <a href="https://www.ungm.org">https://www.ungm.org</a> and the UNDP corporate website at <a href="http://procurement-notices.undp.org">http://procurement-notices.undp.org</a></p> <p>Proposers are advised to frequently check the above-mentioned websites for any addenda/clarifications that may be posted.</p> <p>It is the responsibility of the bidders to view the respective changes and clarifications in the above-mentioned websites.</p>

14	23	Deadline for Submission	Date and Time: <b>February 4, 2019 at 13:00H Somalia time (GMT+3)</b>
14	22	Allowable Manner of Submitting Bids	<input checked="" type="checkbox"/> <b>ELECTRONIC SUBMISSION ONLY</b>
15	22	Bid Submission Address	<input checked="" type="checkbox"/> <a href="mailto:bids.so@undp.org">bids.so@undp.org</a>
16	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> <li>▪ Format: PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Max. File Size per transmission: not limited <ul style="list-style-type: none"> <li>▪ Mandatory subject of email: <b>UNDP/ SOMITB/2019/ 002- Provisional of Rental Car Services-South Central Somalia.</b></li> </ul> </li> <li>▪ Max. No. of transmission: There is no limit on the number of email messages for each Proposal.</li> </ul> <p><input checked="" type="checkbox"/> No. of copies to be transmitted: (one) <b>1</b></p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: <b>ANY</b></p> <p>Bidders are solely responsible for ensuring that any and all files submitted to UNDP are readable, i.e. uncorrupted, in the indicated electronic format, and free from viruses and malware. <b>Failure to provide readable files will result in the proposal being rejected.</b></p> <p><input checked="" type="checkbox"/> Digital Certification/Signature: <b><i>Signed and stamped copy</i></b></p> <p><input checked="" type="checkbox"/> Time Zone to be Recognized: <b><i>Somalia Time (GMT +3)</i></b></p> <p>Since delays in email transmission can occur, Bidders are advised to send electronic submissions well in advance of the deadline. Offers emailed to UNDP and received after the submission deadline will be rejected.</p> <ul style="list-style-type: none"> <li>▪ <b>NB: Only Bids sent to the mandatory designated email address for submission of electronic bids will be considered.</b></li> <li>▪ <b><u>BIDS SENT TO OR COPIED TO PERSONAL UNDP STAFF EMAIL ADDRESSES WILL BE DISQUALIFIED.</u></b></li> </ul>

17	25	Date, time and venue for Public bid opening	UNDP Offices; Nairobi support office 04.02.2019 @1530Hrs  All bidders who submit a bid can register for public bid opening.
18	27, 36	Evaluation Method for the Award of Contract	Lowest priced technically responsive, eligible and qualified bid,
19		Expected date for commencement of Contract	<i>Approximate date for commencement of contract 01 March 2019 (this date is subject to change)</i>
20		Maximum expected duration of contract	Based on the results of this solicitation exercise, UNDP intends to enter into non-binding, non-exclusive Long-term Agreement(s) with one successful bidder for period of one year that can be extended to another two years subject to satisfactory performance.
21	35	UNDP will award the contract to:	One Proposer Only based on technical qualification and offering the lowest price.
22	39	Type of Contract	Long Term Agreement (non-binding) and Purchase order (call-off)  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
23	39	UNDP Contract Terms and Conditions that will apply	UNDP General Terms and Conditions for Contracts  <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
24		Other Information Related to the ITB	Based on the results of this solicitation exercise, UNDP intends to enter into non-binding, non-exclusive Long-term Agreement for the provision of the specified services in support of UNDP's operations.  In the event of UNDP signing a Long-term Agreement, the following shall apply:



			<p>(a) The agreement shall be valid until for 12 months with a possibility of extensions for additional 2 (two) years, subject to satisfactory performance and continued requirement for task;</p> <p>(b) UNDP does not warrant that any quantity of services will be purchased during the term of this arrangement</p> <p>(c) The Contractor shall accord the same terms and conditions to any other organisation within the United Nations System that wishes to avail of such terms.</p>
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## SECTION 4. EVALUATION CRITERIA

### Preliminary Examination Criteria

Bids will first be examined to determine whether they are complete and submitted in accordance with ITB requirements as per below criteria on a yes/no basis

No.	Basic Criteria (Pass/Fail)	Provided	
		Y	N
1	Bid sent via e-mail to: <a href="mailto:bids.so@undp.org">bids.so@undp.org</a> ; as stipulated in the ITB	✓	X
2	Appropriate signatures; All returnable bidding forms signed and stamped by Bidder's authorised representative.	✓	X
3	Power of Attorney (Bidder's authorized representative information)	✓	X
4	Minimum bid documents provided (Submission of all returnable forms A to F completed, signed and stamped together with all supporting documents/information requested therein)	✓	X
5	Acceptance of Bid Validity (120 days) from date of close of ITB	✓	X
6	Acceptance of Bid Security Validity (150 days) from date of close of ITB	✓	X
6	Acceptance of UNDP General Terms and Conditions of Works	✓	X
7	Language of Bid is English	✓	X
<b>Passed for Eligibility and Qualification Check?</b>		✓	X

Only complete Bids will be passed for eligibility and qualification check.

### Minimum Eligibility and Qualification Criteria

**Eligibility and Qualification will be evaluated on a Pass/Fail basis.**

If the Bid is submitted as a Joint Venture/Consortium/Association, each member should meet the minimum criteria, unless otherwise specified.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
<b>Legal Status</b>	Vendor is a legally registered entity; <ul style="list-style-type: none"> <li>Valid Certificate of Registration of the business including Articles of incorporation or equivalent document if Bidder is not a corporation.</li> </ul>	<b>Form B: Bidder Information Form</b> and all documents indicated in the Form. attached
<b>Eligibility</b>	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	<b>Form A: Bid Submission Form.</b>
<b>Conflict of Interest</b>	No conflicts of interest in accordance with ITB clause 4.	<b>Form A: Bid Submission Form.</b>

Subject	Criteria	Document Submission requirement
<b>Bankruptcy</b>	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Bid Submission Form.
<b>Certificates and Licenses</b>	<ul style="list-style-type: none"> <li>Valid Certificate of Registration of the Business including Articles of Incorporation, or equivalent document if Bidder is not a corporation.</li> <li>Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder.</li> <li>Licence(s) to perform the required Car Hire Services under the ITB issued by the relevant government authority</li> </ul>	<b>Form B: Bidder Information Form</b> and all documents indicated in the form attached.
<b>QUALIFICATION</b>		
<b>History of Non-Performing Contracts<sup>1</sup></b>	Non-performance of a contract did not occur as a result of contractor default <b>for the last 3 years.</b>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.
<b>Litigation History</b>	No consistent history of court/arbitral award decisions against the Bidder <b>for the last three (3) years.</b>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>Minimum <b>Three (3) years of relevant</b> experience in Car Hire Services.</li> </ul>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.
	<ul style="list-style-type: none"> <li>Minimum of <b>two (2) contracts</b> for Car Hire Services of similar scope implemented over the last <b>Two (2) years (please submit copies of past contracts).</b></li> </ul> <p><b><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></b></p>	<b>Form D: Qualification Form;</b> Copies of a minimum of three (2) contracts for Car Hire Services of similar scope implemented over the past two (2) years.
	List and value of completed projects performed and completed over the past two years, plus clients' contact details (details (name, email and telephone number) who may be contacted for further information on those contracts in table format	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.
	Statement of satisfactory performance from <b>the top two (2) client's or more</b> in terms of contract value <b>for the past two (2) years.</b>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.

Subject	Criteria	Document Submission requirement									
Financial Standing	<ul style="list-style-type: none"> <li>Minimum average annual turnover of USD 300,000 <b>for the Financial Years 2015, 2016 and 2017.</b></li> </ul> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.									
	<p>Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.</p> <p><i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i></p>	<b>Form D: Qualification Form</b> and all documents indicated in the Form attached.									
Technical Evaluation	<p>The technical bids shall be evaluated on a pass/fail basis for compliance or non-compliance with the technical specifications identified in the bid document;</p> <ul style="list-style-type: none"> <li>✓ Full compliance of Bid to the technical requirements</li> <li>✓ Minimum of <b>Three years</b> of experience in Car Hire Services</li> <li>✓ Minimum of <b>two (2) contracts</b> for Car Hire Services of similar scope implemented over the last <b>two (2) years</b>.</li> <li>✓ Minimum average turnover of <b>not less than USD 300,000 for the Financial Years 2015, 2016 and 2017.</b></li> <li>✓ <b>Suitability and technical qualification of Proposed Staff in relation to their qualification and years of experience.</b></li> </ul> <p>The Bidder shall submit CVs of the following key proposed personnel in the format for CV of proposed key personnel provided in form E of the ITB document:</p> <table border="1"> <thead> <tr> <th>Staff Title</th><th>Minimum Education Qualifications</th><th>Minimum years of experience in similar project</th></tr> </thead> <tbody> <tr> <td>Project manager to directly coordinate with UNDP</td><td>Bachelor's degree in Business Administration</td><td>At least five (5) years' experience</td></tr> <tr> <td>Transport Assistant</td><td>Diploma in Business Administration or Equivalent</td><td>At least three (3) years' experience</td></tr> </tbody> </table>	Staff Title	Minimum Education Qualifications	Minimum years of experience in similar project	Project manager to directly coordinate with UNDP	Bachelor's degree in Business Administration	At least five (5) years' experience	Transport Assistant	Diploma in Business Administration or Equivalent	At least three (3) years' experience	<p><b>Form E: Technical Bid Form</b> and all documents indicated in the Form attached.</p> <p>CVs of key personnel in the format provided in Form E.</p>
Staff Title	Minimum Education Qualifications	Minimum years of experience in similar project									
Project manager to directly coordinate with UNDP	Bachelor's degree in Business Administration	At least five (5) years' experience									
Transport Assistant	Diploma in Business Administration or Equivalent	At least three (3) years' experience									
Financial Evaluation	<ul style="list-style-type: none"> <li>✓ Currency of Bid is USD</li> <li>✓ Detailed analysis of the price schedule based on requirements listed in Section 5 and quoted for by the Bidders in form F</li> <li>✓ Comparison with budget/internal estimates.</li> </ul>	<b>Form F: Qualification Form</b> and all documents indicated in the Form attached.									

## SECTION 5A: SCOPE OF SERVICES

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### **General:**

United Nations Development Programme (UNDP) invites your firm to participate in this competitive solicitation for pricing, delivery and terms on the requested services – Rental Car Services with Drivers.

**Specifications:** Please refer to ANNEX - A

**Vehicle Type:** Please refer to ANNEX - A and Price Schedule

**Estimated Quantity:** Please refer to ANNEX - A and Price Schedule

**UNDP Somalia retains the rights to reject any vehicle(s) regarding this Long-Term Agreement (LTA) requested for any Region, Province and / or district at their own discretion.**

**Delivery Location:** Please refer to annex B

**Expected Service Duration:** LTA shall be issued for one year initially, renewable on a yearly basis based on good performance up to 1 + 1 years., however, UNDP does not warrant that any of requested quantity shall be used during the validity of the Long-Term Agreement.

### **ANNEX – A- Scope of Services**

#### **Introduction:**

The United Nations Development Programme (UNDP) Somalia office is seeking offers from reputable, well established and experienced Car Hire Firms to provide vehicle transportation Services for UNDP Somalia staff members or assigned non-staff; at a fixed price for a period of one-year renewable on a yearly basis based on good performance up to 1 + 1 years.

The Contractor shall provide Car Hire services to accommodate UNDP staff member or assigned non-staff who require transportation services from its premises located in Mogadishu to destinations within Mogadishu city; and to and from any point in Somalia (excluding Puntland and Somaliland). Such services shall be also availed to other UN Agency staff or assigned non- staff based on the discounted prices and terms and conditions of the eventual Long-Term Agreement/Contract.

To support the UNDP Somalia staff and assigned non- staff mobility, UNDP Somalia is seeking services of a company or companies who can provide **Transportation Services: Rental Car Services with Driver** to regional, provincial & district areas as per scope of services detailed below.

#### **REQUIREMENTS:**

UNDP Somalia invites your firm to participate in this competitive solicitation for rent of vehicles, including qualified drivers.

**Main required types of vehicles are as follows:**

- a) Vehicles must be 2X4 light vehicle 1.8l -2.5 l, with a minimum seating capacity for 4 passengers and a separate seat for driver;
- b) Vehicles must be 4X4 light vehicle 2.5l – 3.5l, with a minimum seating capacity for 6 passengers and a separate seat for driver;
- c) Vehicles must be 4X4 Pick-Up Double Cabin with a minimum seating capacity for 4 passengers and a separate seat for driver if the vehicle is without front bench seat.

**UNDP occasionally orders the below types of vehicles on a need basis:**

- a) Mini Van with a minimum seating capacity for 7 passengers and a separate seat for driver,
- b) Mini Van with a minimum seating capacity for 10 passengers and a separate seat for driver.
- c) Bus with a minimum seating capacity for 32 passengers and a separate seat for driver.
- d) Bus with a minimum seating capacity for 55 passengers and a separate seat for driver.

Contractor shall provide UNDP of all registration/logbooks for the vehicles indicating owner/operator and Vehicle Identification Number (VIN).

**Reliability Requirements:**

The Contractor shall be able to ensure that contingency vehicles are available at all times in case of unforeseen breakdowns, accidents etc.

**Staff Requirements:**

- 1) The Contractor's employees shall be trained, fully qualified, and physically able (e.g. sight tested) to perform their duties. At all times, the Contractor's employees shall adhere to acceptable professional behavior standards. Unacceptable behavior includes: harassment or discrimination based on race, creed, color, sex, age, sexual orientation or national origin. In addition, all drivers shall express a client-oriented attitude and provide professional and polite service to all users of the vehicles.
- 2) The Contractor shall have written policies and procedures covering qualifications, training, and drug testing and employee duties for all drivers. The Contractor shall establish and maintain a policy for the testing of drivers for the presence of controlled substances. In addition, the policy shall include a procedure for testing drivers who have been involved in an accident.
- 3) All drivers should have a minimum of secondary education.
- 4) The Contractor shall ensure that all drivers wear a company uniform and wear/display an identification badge/name plate that displays the Contractor's name, employee name and picture of the employee.
- 5) All drivers of the Vehicle(s) shall have a minimum of 3 years' experience with driving commercial passenger vehicles, in addition to meeting all minimum standards as required by Somali Law. The Contractor shall ensure that Drivers possess valid operating credentials and licenses in their possession while the vehicle(s) is being driven.
- 6) The Contractor shall provide assistance to persons being transported while entering and exiting the vehicle if required.

- 7) Drivers must not speak on mobile phones while the vehicle is in motion. The drivers must not communicate to passengers while the vehicle is in motion.
- 8) The Contractor will provide a list of all drivers with copies of clearance from NISA, prior to Contract award.
- 9) The Contractor will provide full details of the driver assigned to each vehicle and will notify UNDP in writing in case of changes.
- 10) The Contractor's employees shall cooperate and comply with instructions on completion of necessary forms (provided by UNDP) necessary to track all trips for purposes of cost control and audit.

#### **Performance measurement and Service Levels:**

Based on the notion that transparent performance measurement mechanisms help establish open lines of communication and develops a cooperative working relationship:

- 1) UNDP will, in consultation with the Contractor, establish a record for performance measurement.
- 2) The Contractor shall allow UNDP to perform random inspection and acceptance of the vehicles to be furnished under the Contract to ensure that the vehicle(s) conform to the terms of the Contract. Any item found not in compliance with specifications shall be rejected.
- 3) Vehicle maintenance scheduling shall need to be an integrated part of Service Level Agreement. Vehicle servicing to be scheduled automatically based on vehicle age, mileage, condition of vehicle and any other measurable data available (e.g. engine performance, oil quality). Service score card shall be updated for each vehicle with focus areas including:
  - 3.1 Detail service report on vehicle to be conducted at each service and results to be submitted to UNDP Somalia in order to assist in tracking the vehicle condition;
  - 3.2 Provide maintenance statistics to allow the monitoring of vehicle servicing;
  - 3.3 Consistent service history available for all vehicles.
- 4) **Punctuality & Safety-** The contractor shall provide the transportation services to the UNDP in a manner that results in the punctual pick-ups and delivery of the staff. It shall carry out these services in the full observance of safety and road traffic regulations of the Government of Somalia.
- 5) **Singularity of Contract** – The Contractor's employees shall not enter into any separate arrangement(s) with UNDP staff members or assigned non-staff, for whom service is directly provided, that is non-compliant with the terms and conditions of this contract entered into by the Contractor and UNDP.

The quote provided must include all and every cost related to and associated with the provision of this service, including fuel, maintenance, food, and accommodation for the driver, etc.

#### **SECURITY:**

The vendor shall accept full responsibility including security of all vehicles supplied including security of the drivers. The vendor will be liable if any security incidents occur that has a relation to its drivers or vehicles.

#### **VEHICLE PROPER DOCUMENTATION:**

All vehicles provided for this service must have proper and current registration from the government of Somalia allowing unrestricted access and ease of movement. In case of any dispute between the driver and local

authorities, the vendor has the responsibility to settle it at its own cost; if not possible the company is obliged to replace this vehicle with another which will enable the UNDP Somalia to continue with its operation.

**DISRUPTION of TRANSPORTATION SERVICE:**

The vendor shall provide continuous transportation services. If for any reason the services are disrupted, e.g. by car break down or driver's illness, the vendor has the responsibility to provide immediate substitution within 24 hours. If transportation service has disrupted and substitution measures are not in place UNDP Somalia retains the right to:

1. Deduct the rental fee as per the contract.
2. Or rent a replacement and deduct the costs incurred from the original contractor's invoice for remaining services.

**DRIVER'S LICENSE:**

It is the responsibility of the vendor to provide a driver for each vehicle and the driver must have a current Somalia driving license and ID, a copy of which must be provided to UNDP Procurement unit prior to commencement of contract.

UNDP Somalia reserves the right to reject any driver(s) that it has any concern about with respect to the driver's(s) driving capabilities, security clearance, or safety. In cases where UNDP Somalia rejects the proposed driver(s) the vendor must replace the said driver(s) immediately.

**WORKING HOURS:**

0700 hrs till 1900 hrs (12 hours on daily basis).

**DESCRIPTION OF USE FOR VEHICLES:**

- To transport UNDP Staff, assigned Non- Staff and materials where possible from the UNDP offices, located in the Capital City, Provincial Capital and District Capital to locations captured under Annex B, or as requested by UNDP.
- The vehicle will remain in that location to support/ move staff and/or materials as requested by UNDP.
- There may be a need to transport UNDP Staff, assigned Non- Staff on an ad hoc basis to locations.
- Where required movement will be done with police escort.
- Selected number of vehicles will be used during the weekends as indicated in the dedicated requirement table below.
- UNDP can request the vehicles with 24-hour notice.
- The contractor is to provide the requested vehicles for inspection as part of the Technical Evaluation.

**CURRENT DEDICATED VEHICLE REQUIREMENT FOR UNDP SOMALIA:**

**Mogadishu/Banaadir:**



<u>Vehicle Type:</u>	<u>Vehicle Model:</u>	<u>Sunday-Thursday</u>	<u>Friday</u>	<u>Saturday</u>
<u>Sedan</u>	2WD, (Diesel/Petrol), 1.8L – 2.5L	<b>07</b>	<b>03</b>	<b>04</b>
	<b>Weekly requirements</b>	<b><u>35</u></b>	<b><u>03</u></b>	<b><u>04</u></b>
	<b>Monthly Requirements</b>	<b>140</b>	<b>12</b>	<b>16</b>
	<b>Total Monthly requirements</b>	<b>168 vehicle-days</b>		
	<b>Total Yearly requirements</b>	<b>2016 vehicle-days</b>		

#### **Other Locations in South Central:**

<u>Vehicle Type:</u>	<u>Vehicle Model:</u>	<u>Location</u>	<u>Sunday-Thursday</u>		
<u>Sedan</u>	2WD, (Diesel/Petrol), 1.8L – 2.5L	Kismayo	<b>03</b>		
		Baidoa	<b>03</b>		
		Jowhar	<b>03</b>		
	<b>Weekly requirements</b>		<b><u>45</u></b>		
	<b>Monthly Requirements</b>		<b>180</b>		
	<b>Total Yearly requirements</b>		<b>2160 vehicle-days</b>		

<u>Vehicle Type:</u>	<u>Vehicle Model:</u>	<u>Location</u>	<u>Sunday-Thursday</u>		
<u>Sedan</u>	4WD, (Diesel/Petrol), 2.5L – 3.5L	Gaalkacyo	<b>03</b>		
		Dhuusamareeb	<b>03</b>		
	<b>Weekly requirements</b>		<b><u>30</u></b>		
	<b>Monthly Requirements</b>		<b>120</b>		
	<b>Total Yearly requirements</b>		<b>1440 vehicle-days</b>		

<u>Vehicle Type:</u>	<u>Vehicle Model:</u>	<u>Location</u>	<u>Sunday-Thursday</u>		
<u>Sedan</u>	4WD, (Diesel/Petrol), Pick Up	Gaalkacyo	<b>03</b>		
		Dhuusamareeb	<b>03</b>		
	<b>Weekly requirements</b>		<b><u>30</u></b>		
	<b>Monthly Requirements</b>		<b>120</b>		
	<b>Total Yearly requirements</b>		<b>1440 vehicle-days</b>		

#### **INSURANCE:**

There is NO insurance provided by UNDP for the vehicles, its contents or for the drivers under any circumstances. Insurance costs is the responsibility of the vendor and should be included in the vendor quote.

**EXPECTED MILEAGE:**

Every vehicle MUST have a Log book to record daily mileage.

**VEHICLE INSPECTION AND MAINTENANCE:**

UNDP has the right to nominate a mechanic to inspect the vehicles. UNDP reserves the right to reject any vehicle/s, and if a vehicle/s is rejected, the vendor must replace the said vehicle/s immediately.

The Vendor will be responsible for the maintenance and repair of the vehicles during the time of service period.

The Vendor will be responsible of all repairs and costs whether deemed as minor/major and responsible for any part replacement/s needed to keep the vehicle/s in proper working condition at all times.

**Vehicles Specification:**

Vehicle Type	Minimum Description
Bus	55 passenger capacity, in good running condition
Bus	32 passenger capacity, in good running condition
Mini bus	4WD(Diesel/Petrol),10 passenger capacity, in good running condition
Mini bus	4WD (Diesel/Petrol),7 passenger capacity, in good running condition
Pick-up Double Cab 4WD	4WD Pick up-Dual Cab (Diesel/Petrol), in good running condition
Sedan	4WD in good running condition-2.5L – 3.5L
Sedan	2WD, (Diesel/Petrol), -1.8L – 2.5 L

### **VEHICLES CONDITION:**

Each vehicle should comply with following conditions:

1. Should be fitted with new tyres, spare/s may be used;
2. Should have windshield, door and rear glass window free from cracks and transparent for safety of driver and passengers;
3. The vehicle should have spare tyre, hand jack for changing flat tyres and basic tools to assist in any minor breakdown;
4. The speedometer and kilometre / mileage counter must be in working condition;
5. Drive-train 4WD.
6. The Hired Vehicle(s) shall be in sound mechanical and physical condition throughout and be maintained in safe operating conditions at all times. The Contractor shall bear full responsibility for the preventive and remedial maintenance of the vehicle.
7. The Vehicles shall not display UNDP/UN name or logo
8. The Contractor shall keep the exterior, windows and interior of the vehicles clean and litter-free at all times
9. A neat “as new” internal decoration (upholstery, ceiling fabric, floor finishes) and external appearance (water-proof roofs and windows, door and emergency exits in excellent operational conditions at all times).
10. The Vehicle shall, as a minimum, be equipped with:
  - Spare-tire, the necessary accessories (spanner, jack, etc.)
  - Emergency/Accident Early Warning Device (EWD)
  - Operational lap and shoulder seat belts for passengers in the most forward seat, and lap-type belts for all other passengers. The Contractor shall maintain seat belts in operating order at all times
  - Fire extinguishers (1Kg dry powder)
  - Heating and cooling system of sufficient capacity and operability to maintain passenger comfort during periods of hot and cold weather
  - FM radio.
  - The Contractor shall at all times display on the windshield the clearance by the Somali Road Authorities as required by Somali Law for Commercial vehicles.
  - The vehicles will be fully registered with the government. Proof of the registration must be provided, with copy of vehicle log book submitted prior to award of Contract.

### **GENERAL CONDITIONS OF USE:**

In addition to above requirements, the vendor must comply with the following general conditions:

1. The vendor shall always keep the vehicles clean inside and outside.
2. The vendor shall provide transportation on official holidays if there is requirement.
3. All drivers shall have cell phone for communication purpose and numbers shall be provided to respective UNDP Somalia Operations staff.

4. All vehicles shall be in good mechanical repair and condition;
5. UNDP Somalia will be responsible for approving/accepting that the vehicle/s are delivered in good mechanical repair and condition;
6. The vehicles and drivers provided to UNDP will be used exclusively for this purpose and will not be engaged in any other work during working hours.
7. All vehicles MUST have a Log book for daily mileage recording for calculations of actual distance covered during the contract.
8. Vehicles shall be available on average, twelve (12) hours per day 5 days a week and some vehicles over weekends as per schedule indicated above. Vehicle hire to other regions, or vehicle hire during critical periods to be determined by UNDP operational requirements, e.g., elections, crisis requirement period, may require the services of the vehicle and driver for longer periods as needs require.
9. The Contractor should have the capacity to meet additional requirements on request.
10. The Contractor shall be available to provide the service on all days irrespective of local/national holidays etc.
11. The Contractor shall have the capacity to provide required modifications on its pick-up vehicles as may be requested by UNDP from time to time, e.g., benches/seats for armed escorts over the cargo bed. Any resulting cost incurred by the Contractor shall be paid by UNDP and agreed separately and shall not form part or reflect on the pricing schedule. Further, UNDP shall not be responsible for any loss of insurance coverage resulting from the improvements on the vehicle(s).
12. The Contractor shall be responsible for providing a replacement vehicle should preventive maintenance of a listed/furnished vehicle extend to a period exceeding one (1) day.

**PAYMENT TERMS:**

1. Payment will be made within 30 days from receipt of invoice and certification of services in accordance with the terms of the contract.
2. UNDP reserves the right to pay the contractor(s) as per number of vehicles requested and the actual days of services being provided, for example; if UNDP requested the vehicles to work less than a month UNDP will pay the contractor for the number of days the vehicles have been used.

**RIGHTS OF CANCELLATION:**

UNDP retains the rights to cancel any vehicle/s in any location at its own discretion without providing justification to the vendor.

**USAGE of LOG BOOK:**

The vendor shall maintain a logbook for each vehicle, which must be filled and signed by the UNDP Operation Staff or any Staff, assigned Non- UNDP Staff that is a passenger after each trip is completed. The original logbook along with the invoice shall be submitted to UNDP by vendor at the end of each month, when submitting a request for payment.

Please refer to Annex – C as sample of the logbook.

## ANNEX-B - Operating Locations

Standard Vehicles		2X4 Light Vehicle	4X4 Light Vehicle	4X4	MINI VAN	MINI VAN	Bus	Bus
		1.8l-2.5l	2.5l – 3.5l	PICK UP	7-seater	10 seaters	32 Seater	55 Seater
<b>Lower Juba - From Kismayo to the districts</b>								
	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up D/Cab	7 S. Van	10 S. VAN	32 Bus	55 Bus
Kismayo	Towns inside Kismayo district (+ up to 100 Km)							
Kismayo	Afmadow (town or shorter distances)							
Kismayo	Towns inside Afmadow district (Beyond Afmadow Town + up to <b>100</b> Km)							
Kismayo	Badhaadhe (town or shorter distances)							
Kismayo	Towns inside Badhaadhe district (Beyond Badhaadhe Town +100 Km)							
Kismayo	Jamaame (town or shorter distances)							
Kismayo	Towns inside Jamaame district (Beyond Jamaame Town +100 Km)							
Kismayo	Afmadow Town							
Kismayo	Badhaadhe Town							
Kismayo	Jamaame Town							
Kismayo Region	Daily rate for vehicles in one town  (60 km max daily usage)							
Kismayo	Mogadishu							
<b>Jubada Dhexe - From Bu'aale to the districts</b>								

From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Bu'aale	Towns inside Bu'aale district (+ up to 100 Km)							
Bu'aale	Jilib (town or shorter distances)							
Bu'aale	Towns inside Jilib district  (Beyond Jilib Town + up to 100 Km)							
Bu'aale	Saakow (town or shorter distances)							
Bu'aale	Towns inside Saakow district  (Beyond Saakow Town + up to 100 Km)							
Bu'aale	Daily rate for vehicles in one town  (60 km max daily usage)							
Bu'aale	Jilib Town							
Bu'aale	Saakow Town							
Bu'aale	Mogadishu							
<b>Gedo- From Garbahaarey to the districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Garbahaarey	Towns inside Garbahaarey district  (+ up to 100 km)							
Garbahaarey	Baardheere (town or shorter distances)							
Garbahaarey	Towns inside Baardheere district  (Beyond Baardheere Town + up to 100 km)							
Garbahaarey	Belet Xaawo (town or shorter distances)							
Garbahaarey	Towns inside Belet Xaawo district  (Beyond Belet Xaawo Town +							

	up to 100 Km)							
Garbahaarey	Ceel Waaq (town or shorter distances)							
Garbahaarey	Towns inside Ceel Waaq district  (Beyond Ceel Waaq Town + up to 100 Km)							
Garbahaarey	Doolow (town or shorter distances)							
Garbahaarey	Towns inside Doolow district  (Beyond Doolow Town + up to 100 Km)							
Garbahaarey	Luuq (town or shorter distances)							
Garbahaarey	Towns inside Luuq district  (Beyond Luuq Town + up to 100 Km)							
Garbahaarey	Daily rate for vehicles in one town  (60 km max daily usage)							
Garbahaarey	Baardheere Town							
Garbahaarey	Belet Xaawo Town							
Garbahaarey	Ceel Waaq Town							
Garbahaarey	Doolow Town							
Garbahaarey	Luuq Town							
Garbahaarey	Mogadishu							
<b>Bakool - From Xuudur to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Xuudur	Towns inside Xuudur district (+ up to 100 Km)							
Xuudur	Ceel Barde (town or shorter distances)							

Xuudur	Towns inside Ceel Barde district  (Beyond Ceel Barde Town + up to 100 Km)							
Xuudur	Rab Dhuure (town or shorter distances)							
Xuudur	Towns inside Rab Dhuure district  (Beyond Rab Dhuure Town + up to 100 Km)							
Xuudur	Tayeeglow (town or shorter distances)							
Xuudur	Towns inside Tayeeglow district  (Beyond Tayeeglow Town + up to 100 Km)							
Xuudur	Waajid (town or shorter distances)							
Xuudur	Towns inside Waajid district  (Beyond Waajid Town + up to 100 Km)							
Xuudur	Daily rate for vehicles in one town  (60 km max daily usage)							
Xuudur	Ceel Barde Town							
Xuudur	Rab Dhuure							
Xuudur	Tayeeglow							
Xuudur	Waajid							
Xuudur	Mogadishu							
<b>Bay- From Baydhaba to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Baydhaba	Towns inside Baydhaba district  (+ up to 100 Km)							
Baydhaba	Buur Hakaba (town or shorter distances)							



Baydhaba	Towns inside Buur Hakaba district  (Beyond Buur Hakaba Town + up to 100 Km)							
Baydhaba	Diinsoor (town or shorter distances)							
Baydhaba	Towns inside Diinsoor district  (Beyond Diinsoor Town + up to 100 Km)							
Baydhaba	Qansax Dheere (town or shorter distances)							
Baydhaba	Towns inside Qansax Dheere district (Beyond Qansax Dheere Town + up to 100 Km)							
Baydhaba	Buur Hakaba Town							
Baydhaba	Diinsoor Town							
Baydhaba	Qansax Dheere Town							
Baydhaba	Mogadishu							
Baydhaba	Daily rate for vehicles in one town  (60 km max daily usage)							
<b>Lower Shabelle - From Marka to the districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Marka	Towns inside Marka district (+ up to 100 Km)							
Marka	Afgooye (town or shorter distances)							
Marka	Towns inside Afgooye district  (Beyond Afgooye Town + up to 100 Km)							
Marka	Baraawe (town or shorter distances)							
Marka	Towns inside Baraawe district  (Beyond Baraawe Town + up to 100 Km)							

Marka	Kurtunwaarey (town or shorter distances)							
Marka	Towns inside Kurtunwaarey district  (Beyond Kurtunwaarey Town + up to 100 Km)							
Marka	Qoryooley (town or shorter distances)							
Marka	Towns inside Qoryooley district  (Beyond Qoryooley Town + up to 100 Km)							
Marka	Sablaale (town or shorter distances)							
Marka	Towns inside Sablaale district  (Beyond Sablaale Town + up to 100 Km)							
Marka	Wanla Weyn (town or shorter distances)							
Marka	Towns inside Wanla Weyn district (Beyond Wanla Weyn Town + up to 100 Km)							
Marka	Baraawe Town							
Marka	Kuntun Waarey Town							
Marka	Qoryooley Town							
Marka	Sablaale Town							
Marka	Daily rate for vehicles in one town  (60 km max daily usage)							
Marka	Mogadishu							
Shabellada Dhexe- From Jowhar to the districts								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Jowhar	Towns inside Jowhar district (+ up to 100 Km)							
Jowhar	Adan Yabaal (town or shorter distances)							

Jowhar	Towns inside Adan Yabaal district  (Beyond Adan Yabaal Town + up to 100 Km)							
Jowhar	Balcad (town or shorter distances)							
Jowhar	Towns inside Balcad district  (Beyond Balcad Town + up to 100 Km)							
Jowhar	Cadale (town or shorter distances)							
Jowhar	Towns inside Cadale district  (Beyond Cadale Town + up to 100 Km)							
Jowhar	Aadan Yabaal Town							
Jowhar	Balcad Town							
Jowhar	Cadale Town							
Jowhar	Daily rate for vehicles in one town  (60 km max daily usage)							
Jowhar	Mogadishu							
<b>Hiraan - From Belet Weyne to the Districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Belet Weyne	Towns inside Belet Weyne district  (+ up to 100 Km)							
Belet Weyne	Bulo Burto (town or shorter distances)							
Belet Weyne	Towns inside Bulo Burto district  (Beyond ABulo Burto Town + up to 100 Km)							
Belet Weyne	Jalalaqsi (town or shorter distances)							
Belet Weyne	Towns inside Jalalaqsi district  (Beyond Jalalaqsi Town + up to							

	100 Km)							
Belet Weyne	Bulo Burte Town							
Belet Weyne	Jalalqsi Town							
Belet Weyne	Mogadishu							
Belet Weyne	Daily rate for vehicles in one town (60 km max daily usage)							
<b>Banaadir - From Mogadishu to the Districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Mogadishu	Mogadishu/Boondheere							
Mogadishu	Mogadishu/Cabdulcasiis							
Mogadishu	Mogadishu/Daynile							
Mogadishu	Mogadishu/Dharkenley							
Mogadishu	Mogadishu/Hawl Wadaag							
Mogadishu	Mogadishu/Heliwa							
Mogadishu	Mogadishu/Hodan							
Mogadishu	Mogadishu/Karaan							
Mogadishu	Mogadishu/Shangaani							
Mogadishu	Mogadishu/Shibis							
Mogadishu	Mogadishu/Waaberi							
Mogadishu	Mogadishu/Wadajir							
Mogadishu	Mogadishu/Wardhiigleey							
Mogadishu	Mogadishu/Xamar Jaabjab							
Mogadishu	Mogadishu/Xamar Weyne							
Mogadishu	Mogadishu/Yaaqshiid							
Mogadishu	Daily rate for vehicles in one town 60 km max daily usage)							

<b>Mudug- From Gaalkacyo to the districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Gaalkacyo	Towns inside Gaalkacyo district (+ up to 100 Km)							
Gaalkacyo	Galdogob (town or shorter distances)							
Gaalkacyo	Towns inside Galdogob district (Beyond Galdogob Town + up to 100 Km)							
Gaalkacyo	Hobyo (town or shorter distances)							
Gaalkacyo	Towns inside Hobyo district (Beyond Hobyo Town + up to 100 Km)							
Gaalkacyo	Jariiban (town or shorter distances)							
Gaalkacyo	Towns inside Jariiban district (Beyond Jariiban Town + up to 100 Km)							
Gaalkacyo	Xarardheere (town or shorter distances)							
Gaalkacyo	Towns inside Xarardheere district (Beyond Xarardheere Town + up to 100 Km)							
Gaalkacyo	Galdogob Town							
Gaalkacyo	Hobyo Town							
Gaalkacyo	Jariiban Town							

Gaalkacyo	Xarardheere Town							
Gaalkacyo	Daily rate in town (60 km max daily usage)							
Gaalkacyo	Mogadishu							
<b>Galgaduud- From Dhuusamareeb to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
<b>From</b>	<b>To (Or Reverse)</b>							
Dhuusamareeb	Dhuusamareeb (town or shorter distances)							
Dhuusamareeb	Towns inside dhuusamareeb district  (+ up to 100km)							
Dhuusamareeb	Cabudwaaq (town or shorter distances)							
Dhuusamareeb	Towns inside Cabudwaaq district  (Beyond Cabudwaaq Town + up to 100 Km)							
Dhuusamareeb	Cadaado (town or shorter distances)							
Dhuusamareeb	Towns inside Cadaado district  (Beyond Cadaado Town + up to 100 Km)							
Dhuusamareeb	Ceel Buur (town or shorter distances)							
Dhuusamareeb	Towns inside Ceel Buur district  (Beyond Ceel Buur Town + up to 100 Km)							
Dhuusamareeb	Ceel Dhere (town or shorter distances)							
Dhuusamareeb	Towns inside Ceel Dhere district  (Beyond Ceel Dhere Town + up to 100 Km)							
Dhuusamareeb	Towns inside Ceel Buur district							

	(Beyond Ceel Buur Town + up to 100 Km)							
Dhuusamareeb	Guriceel (town or shorter distances)							
Dhuusamareeb	Towns inside Guriceel district  (Beyond Guriceel Town + up to 100 Km)							
Dhuusamareeb	Daily rate for vehicles in one town  (60 km max daily usage)							
Dhuusamareeb	Cabudwaaq Town							
Dhuusamareeb	Cadaado Town							
Dhuusamareeb	Ceelbuur Town							
Dhuusamareeb	Ceel Dhere Town							
Dhuusamareeb	Guriceel Town							
Dhuusamareeb	Hobyo Town							
Dhuusamareeb	Galkayo Town							
Dhuusamareeb	Mogadishu							

ANNEX – C Logbook

UNDP Vehicle Daily Log Book

Location:

Date:

Vehicle Plate Number		Time		Trip Details		Speedometer			Driver's Name
Type of Vehicle Provided									
signature	passenger/position	arrived	Left	Destination	From	Total KM	Finish	Start	

Important Note: This is a sample LOGBOOK, the original LOG book will contain 30 rows, each row representing one-day trip



## Delivery Schedule:

Deliverables	Due Date
Detailed Work plan	2 days after award of contract
Deployment of Vehicles to District Level	<p>After issuance of purchase order, the contractor will initiate deployment of vehicles within 24 Hours.</p> <p>During pre-award contract meeting the details will be discussed with successful contractor.</p>

## SECTION 5B: OTHER RELATED REQUIREMENTS

Further to the Schedule of Requirements in the preceding Table, Bidders are requested to take note of the following additional requirements, conditions, and related services pertaining to the fulfillment of the requirements:

Delivery Term [INCOTERMS 2010] <i>(Pls. link this to price schedule)</i>	N/A
Exact Address of Delivery/Installation Location	As per delivery schedule
Mode of Transport Preferred	N/A
UNDP Preferred Freight Forwarder, if any	N/A
Distribution of shipping documents <i>(if using freight forwarder)</i>	N/A
Customs, if required, clearing shall be done by:	N/A
Ex-factory / Pre-shipment inspection	N/A
Inspection upon delivery	Vehicles will be inspected during the Technical Evaluation
Installation Requirements	Yes
Testing Requirements	N/A
Scope of Training on Operation and Maintenance	N/A
Commissioning	N/A
Warranty Period	The contractor during this period is responsible for wear and tear
Local Service Support	Yes
Technical Support Requirements	The contractor during this period is responsible for wear and tear
After-sale services Requirements	The contractor during this period is responsible for wear and tear
Payment Terms <i>(max. advanced payment is 20% as per UNDP policy)</i>	100 % within 30days, after completing deliverables as per payment schedule & acceptance of such services by UNDP
Conditions for Release of Payment	Please refer to Scope of Services
All documentations, including catalogues, instructions and operating manuals, shall be in this language	English

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Bid. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Bid submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Bid, please ensure compliance with the Bid Submission instructions of the BDS 22

### **Technical Bid:**

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Bid Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Bid/Bill of Quantities	<input type="checkbox"/>
▪ Form G: Bid Security Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### **Price Schedule:**

▪ Form F: Price Schedule Form Tables 1 and 2	<input type="checkbox"/>
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Your bid, comprising of requested documents, should be submitted by mail to **bids.so@undp.org**

The solicitation documents are also posted on following websites:

<http://procurement-notices-undp.org/index.cfm>

<https://www.ungm.org/notices/notices.aspx>

It is the responsibility of the Proposers to view the respective changes and clarifications in the system.

## **NOTE TO BIDDERS - SOME COMMON EXAMPLES OF WHY BIDS ARE REJECTED BY UNDP.**

Bids have been rejected at the submission stage or found to be technically noncompliant due to errors in presentation and failure to follow Instructions to Bidders. Below are some common examples of why offers are rejected by UNDP. **The ITB document contains the full list of instructions which must be strictly adhered to.** For your bid to be considered for evaluation, it must include all the documents requested for in the ITB.

1. **The Bid is submitted after the deadline for submission (Date and time).** Bids received after the deadline **WILL BE REJECTED**. Bids submitted just before the deadline may arrive after the deadline and be rejected. Therefore, ensure to submit your Bid well in advance of the submission deadline.
2. **Bid is not submitted in the allowable manner. The only allowable mode of submission for this ITB is email at: [bids.so@undp.org](mailto:bids.so@undp.org) BIDS SENT TO OR COPIED TO OTHER UNDP ADDRESSES WILL BE REJECTED.**
3. Bid does not include the signed and stamped Bid Submission Form (Form A)
4. Bid is not signed in accordance with instructions in the ITB. All returnable Bidding forms in the ITB must be completed, signed, stamped and submitted in accordance with instructions in the ITB.
5. Failure to submit all the required eligibility and supporting documents.
6. Documents provided are not translated in English **(translated legal documents must be notarized)**.
7. Documents provided do not directly address each point of the evaluation criteria
8. Bid is more like a brochure for the firm without specifically addressing the specific evaluation criteria in the ITB and Schedule of Requirements and Technical Specifications/Bill of Quantities
9. Bid does not offer goods or services which have been specifically requested by UNDP in the Terms of Reference/Scope of Works
10. The Bidder proposes a major deviation to ITB technical requirement and specifications
11. Failure to regularly check the UNDP and UNGM websites for possible changes to the ITB listed therein prior to the submission deadline which need to be incorporated in the ITB
12. Bid contains viruses and/or corrupted files. Bidders should ensure that submitted Bids DO NOT contain viruses and/or corrupted files. Such Bids will be rejected.

**IMPORTANT NOTE: if a Bidder declines or offers major deviations to the UNDP Contract Terms and Conditions, Bids might be rejected at any stage.**

## Form A: Bid Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to supply the goods and related services required for [Insert Title of goods and services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Bid. We hereby submit our Bid, which includes this Technical Bid and Price Schedule.

Our attached Price Schedule is for the sum of [Insert amount in words and figures and indicate currency] for Lot Bidded.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.

We declare that all the information and statements made in this Bid are true and we accept that any misinterpretation or misrepresentation contained in this Bid may lead to our disqualification and/or sanctioning by the UNDP.

We offer to supply the goods and related services in conformity with the Bidding documents, including the UNDP General Conditions of Contract and in accordance with the Schedule of Requirements and Technical Specifications.

Our Bid shall be valid and remain binding upon us for the period specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Bid you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Bid and bind it should UNDP accept this Bid.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

## Form B: Bidder Information Form

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you a UNDP vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UNDP vendor number]
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent)</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment?</b> <i>(If yes, provide a Copy of the valid Certificate):</i>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy?</b> <i>(If yes, provide a Copy)</i>	[Complete]

<b>Does your organization demonstrates significant commitment to sustainability through some other means, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues</b>	[Complete]
<b>Is your company a member of the UN Global Compact</b>	[Complete]
<b>Contact person that UNDP may contact for requests for clarifications during Bid evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to services being procured;</li> <li>▪ Valid Certificate of Registration of the Business including Articles of Incorporation, or equivalent document if Bidder is not a corporation;</li> <li>▪ Bidder's authorized representative information;</li> <li>▪ Tax Registration/payment certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations in accordance with National Law or Certificate of Tax Exemption if any such privilege is enjoyed by the Bidder;</li> <li>▪ Audited Financial Statement (Income Statement and Balance Sheet) as required by the law of the Bidder's country, for the financial years 2015, 2016 and 2017;</li> <li>▪ List and value of projects performed over the last two years, plus clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format;</li> <li>▪ Statement of satisfactory performance from the top two (2) client's or more in terms of contract value for the past two (2) years;</li> </ul>

## Form C: Joint Venture/Consortium/Association Information Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To be completed and returned with your Bid if the Bid is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information <i>(address, telephone numbers, fax numbers, e-mail address)</i>	Proposed proportion of responsibilities (in %) and type of goods and/or services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b>  (with authority to bind the JV, Consortium, Association during the ITB process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below referenced document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

☐ Letter of intent to form a joint venture      **OR**      ☐ JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to UNDP for the fulfillment of the provisions of the Contract.

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Name of partner: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_



### Form D: Eligibility and Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### History of Non- Performing Contracts

<input type="checkbox"/> Non-performing contracts did not occur during the last 3 years			
<input type="checkbox"/> Contract(s) not performed in the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in US\$)	Contract Identification	Total Contract Amount (current value in US\$)
		Name of Client:  Address of Client:  Matter in dispute:  Party who initiated the dispute:  Status of dispute:  Party awarded if resolved:	

## Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 2 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by UNDP.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

*Bidders may also attach their own Project Data Sheets with more details for assignments above.*

☐ Attached are the Statements of Satisfactory Performance from the Top 2 (two) Clients or more.

## Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	2015	2016	2017
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			

Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

☐ Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above (2015,2016,2017) complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

## FORM E: FORMAT OF TECHNICAL BID

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's Bid should be organized to follow this format of the Technical Bid. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 1.2 Relevance of specialized knowledge and experience on similar engagements done in the region/country.
- 1.3 Quality assurance procedures and risk mitigation measures.

### SECTION 2: Scope of Supply, Technical Specifications, and Related Services

This section should demonstrate the Bidder's responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications. All important aspects should be addressed in sufficient detail.

- 2.1 A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 Explain whether any work would be subcontracted, to whom, how much percentage of the requirements, the rationale for such, and the roles of the proposed sub-contractors and how everyone will function as a team.
- 2.3 The bid shall also include details of the Bidder's internal technical and quality assurance review mechanisms.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.

## Technical Compliance Sheet

Services to be Supplied and Technical Specifications	Your response		
	Comments		Comments
	Compliance with technical specifications		
	Yes, we comply	No, we cannot comply (indicate discrepancies)	
A minimum of three years experience in the field of construction			
Full compliance of Bid to ITB Technical Requirements			
Bid Validity (120 days)			
Minimum of two similar project in nature, complexity and value completed by the Bidder in the past two years			
Minimum average annual turnover of USD 300,000 for the years (2015, 2016 and 2017)			
Acceptance of all Provisions of the UNDP General Terms and Conditions for Professional services: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>			
Suitability and technical qualification of the technical personnel proposed to the project in relation to their qualification and years of experience as per CVs submitted.			
Payment Terms-30 days NET from invoice			

### Confirmation:

No Deviations / Deviations to the Scope of Services per item listed above are clearly identified and noted.	Authorised Signature:  .....
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### SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.

## Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1:</p> <p>[Insert]</p> <p>Reference 2:</p> <p>[Insert]</p>

I, the undersigned, certify that to the best of my knowledge and belief, the data provided above correctly describes my qualifications, my experiences, and other relevant information about myself.

---

Signature of Personnel

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Date (Day/Month/Year)

## FORM F: Price Schedule Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	[Insert ITB Reference Number]		

To facilitate price comparison, bidders are requested to complete the Price Schedule Sheet below.

Bidders are requested to print the price schedule sheet and sign/stamp and submit with bids. The below figures in Table 1 are the estimated total current requirements for the rental vehicles which may increase/decrease based on actual requirements. UNDP will only be obliged to pay as per the actual requirements based on the unit rates provided by Proposers. The financial evaluation, for the purposes of this tender, will be done based on the below estimates which represent current needs.

However, the Proposers are required to also complete the rates for all destinations given UNDP programme expansion into regions listed in full in Table 2 and the new destinations/routes being likely to be requested over the course of the next 3 years, in the Table 2. These will not be part of the financial evaluation, however, will be included into LTA and ordered on “as needed” basis.

In the event that the price of a Propser selected for contract award for any of the destinations/routes that will be requested by UNDP on an “as and when required” basis and therefore will not be part of the financial evaluation exceeds 20% of another responsive Proposer’s price for the same, UNDP reserves the right to negotiate these prices to more reasonable rates.

Interested bidders are welcome to send any queries they may have with regard to Price Schedule Sheet completion instruction through email [[procurement.so@undp.org](mailto:procurement.so@undp.org)] up to 5 days prior to the last date for submission of bids.

It is the responsibility of the bidders to verify the accuracy of the information, prices and calculations in the price schedule sheet.

**TABLE 1-Price Schedule to be evaluated.**

For evaluation purposes, UNDP will only use Table 1 which the Proposer should complete. Only columns marked blue need to be filled in. Columns marked N/A should not be completed.

**Price Schedule Vehicles 1.8L-2.5L,2.5L-3.5L, Double Cab Pickup.**

Standard Vehicles (Price indicated should be in US\$).		Qty	Daily Unit Price in US\$	2X4 Light Vehicle Total daily price, USD	4X4 Light Vehicle Total daily price, USD	4X4 Total daily price, USD	Total Annual Cost.  Please multiply the daily unit rate by the number of days a year indicated below
				1.8L-2.5L	2.5L – 3.5L	PICK UP-D/CAB	
<b>From</b>	<b>To (Or Reverse)</b>						
Kismayo	Towns inside Kismayo district (+ up to 100 Km)	3			N/A	N/A	X 260 days
<b>From</b>	<b>To (Or Reverse)</b>						
Baidoa	Towns inside Baidoa district (+ up to 100 Km)	3			N/A	N/A	X 260 days
<b>From</b>	<b>To (Or Reverse)</b>						
Jowhar	Towns inside Jowhar district (+ up to 100 Km)	3			N/A	N/A	X 260 days
<b>From</b>	<b>To (Or Reverse)</b>						
Mogadishu	Towns inside Mogadishu district (+ up to 100 Km) <b>Sunday- Thursday</b>	07			N/A	N/A	X 260 days
Mogadishu	Towns inside Mogadishu district (+ up to 100 Km) <b>Fridays</b>	03			N/A	N/A	X 52 days
Mogadishu	Towns inside Mogadishu district (+ up to 100 Km)  <b>Saturday</b>	04			N/A	N/A	X 52 days
<b>From</b>	<b>To (Or Reverse)</b>						
Gaalkacyo	Towns inside Gaalkacyo district (+ up to 100 Km) 4X4 Light Vehicle 2.5L-3.5L	3		N/A		N/A	X 260 days
Gaalkacyo	Towns inside Gaalkacyo district (+ up to 100 Km)	3		N/A	N/A		X 260 days



	100 Km) Pick up 4X4 D/CAB						
<b>From</b>	<b>To (Or Reverse)</b>						
Dhuusamar eeb	Towns inside dhuusamareeb district (+ up to km) 4X4 Light Vehicle 2.5l-3.5l	3		N/A		N/A	X 260 days
Dhuusamar eeb	Towns inside dhuusamareeb district (+ up to km) Pick up 4X4 D/CAB	3		N/A	N/A		X 260 days
	<b>TOTAL ANNUAL COST</b>						

**Bidders are advised, that, under Table Two below, Vehicles are currently not required on constant basis. Services will be ordered when there is a requirement.**

**TABLE 2-** In addition to the above main financial proposal, Proposers are also requested to provide their rates for the below locations. These rates will not be factored in the evaluation, but UNDP will include these rates in the LTA to be used on “as and when required” basis by UNDP

Standard Vehicles		2X4 Light Vehicle	4X4 Light Vehicle	4X4	MINI VAN	MINI VAN	Bus	Bus
		1.8l-2.5l	2.5l – 3.5l	PICK UP	7-seater	10 seaters	32 Seater	55 Seater
<b>Lower Juba - From Kismayo to the districts</b>								
	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up D/Cab	7 S. Van	10 S. VAN	32 Bus	55 Bus
Kismayo	Towns inside Kismayo district (+ up to 100 Km) in US\$							
Kismayo	Afmadow (town or shorter distances)							
Kismayo	Towns inside Afmadow district (Beyond Afmadow Town + up to <b>100</b> Km)							
Kismayo	Badhaadhe (town or shorter distances)							
Kismayo	Towns inside Badhaadhe district (Beyond Badhaadhe Town +100 Km)							
Kismayo	Jamaame (town or shorter distances)							

Kismayo	Towns inside Jamaame district (Beyond Janaame Town +100 Km)							
Kismayo	Afmadow Town							
Kismayo	Badhaadhe Town							
Kismayo	Jamaame Town							
Kismayo Region	Daily rate for vehicles in one town (60 km max daily usage)							
Kismayo	Mogadishu							
<b>Jubada Dhexe - From Bu'aale to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Bu'aale	Towns inside Bu'aale district (+ up to 100 Km)							
Bu'aale	Jilib (town or shorter distances)							
Bu'aale	Towns inside Jilib district (Beyond Jilib Town + up to 100 Km)							
Bu'aale	Saakow (town or shorter distances)							
Bu'aale	Towns inside Saakow district (Beyond Saakow Town + up to 100 Km)							
Bu'aale	Daily rate for vehicles in one town (60 km max daily usage)							
Bu'aale	Jilib Town							
Bu'aale	Saakow Town							
Bu'aale	Mogadishu							
<b>Gedo- From Garbahaarey to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Garbahaar	Towns inside Garbahaarey district (+ up							

ey	to 100 km)							
Garbahaar ey	Baardheere (town or shorter distances)							
Garbahaar ey	Towns inside Baardheere district (Beyond Baardheere Town + up to 100 km)							
Garbahaar ey	Belet Xaawo (town or shorter distances)							
Garbahaar ey	Towns inside Belet Xaawo district (Beyond Belet Xaawo Town + up to 100 Km)							
Garbahaar ey	Ceel Waaq (town or shorter distances)							
Garbahaar ey	Towns inside Ceel Waaq district (Beyond Ceel Waaq Town + up to 100 Km)							
Garbahaar ey	Doolow (town or shorter distances)							
Garbahaar ey	Towns inside Doolow district (Beyond Doolow Town + up to 100 Km)							
Garbahaar ey	Luuq (town or shorter distances)							
Garbahaar ey	Towns inside Luuq district (Beyond Luuq Town + up to 100 Km)							
Garbahaar ey	Daily rate for vehicles in one town (60 km max daily usage)							
Garbahaar ey	Baardheere Town							
Garbahaar ey	Belet Xaawo Town							
Garbahaar ey	Ceel Waaq Town							
Garbahaar ey	Doolow Town							

Garbahaarey	Luuq Town							
Garbahaarey	Mogadishu							
<b>Bakool - From Xuudur to the districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Xuudur	Towns inside Xuudur district (+ up to 100 Km)							
Xuudur	Ceel Barde (town or shorter distances)							
Xuudur	Towns inside Ceel Barde district (Beyond Ceel Barde Town + up to 100 Km)							
Xuudur	Rab Dhuure (town or shorter distances)							
Xuudur	Towns inside Rab Dhuure district (Beyond Rab Dhuure Town + up to 100 Km)							
Xuudur	Tayeeglow (town or shorter distances)							
Xuudur	Towns inside Tayeeglow district (Beyond Tayeeglow Town + up to 100 Km)							
Xuudur	Waajid (town or shorter distances)							
Xuudur	Towns inside Waajid district (Beyond Waajid Town + up to 100 Km)							
Xuudur	Daily rate for vehicles in one town (60 km max daily usage)							
Xuudur	Ceel Barde Town							
Xuudur	Rab Dhuure							
Xuudur	Tayeeglow							
Xuudur	Waajid							
Xuudur	Mogadishu							

Bay- From Baydhaba to the districts								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Baydhaba	Towns inside Baydhaba district (+ up to 100 Km)							
Baydhaba	Buur Hakaba (town or shorter distances)							
Baydhaba	Towns inside Buur Hakaba district (Beyond Buur Hakaba Town + up to 100 Km)							
Baydhaba	Diinsoor (town or shorter distances)							
Baydhaba	Towns inside Diinsoor district (Beyond Diinsoor Town + up to 100 Km)							
Baydhaba	Qansax Dheere (town or shorter distances)							
Baydhaba	Towns inside Qansax Dheere district (Beyond Qansax Dheere Town + up to 100 Km)							
Baydhaba	Buur Hakaba Town							
Baydhaba	Diinsoor Town							
Baydhaba	Qansax Dheere Town							
Baydhaba	Mogadishu							
Baydhaba	Daily rate for vehicles in one town (60 km max daily usage)							
Lower Shabelle - From Marka to the districts								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Marka	Towns inside Marka district (+ up to 100 Km)							
Marka	Afgooye (town or shorter distances)							

Marka	Towns inside Afgooye district (Beyond Afgooye Town + up to 100 Km)							
Marka	Baraawe (town or shorter distances)							
Marka	Towns inside Baraawe district (Beyond Baraawe Town + up to 100 Km)							
Marka	Kurtunwaarey (town or shorter distances)							
Marka	Towns inside Kurtunwaarey district (Beyond Kurtunwaarey Town + up to 100 Km)							
Marka	Qoryooley (town or shorter distances)							
Marka	Towns inside Qoryooley district (Beyond Qoryooley Town + up to 100 Km)							
Marka	Sablaale (town or shorter distances)							
Marka	Towns inside Sablaale district (Beyond Sablaale Town + up to 100 Km)							
Marka	Wanla Weyn (town or shorter distances)							
Marka	Towns inside Wanla Weyn district (Beyond Wanla Weyn Town + up to 100 Km)							
Marka	Baraawe Town							
Marka	Kuntun Waarey Town							
Marka	Qoryooley Town							
Marka	Sablaale Town							
Marka	Daily rate for vehicles in one town (60 km max daily usage)							
Marka	Mogadishu							
Shabellada Dhexe- From Jowhar to the districts								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus

Jowhar	Towns inside Jowhar district (+ up to 100 Km)							
Jowhar	Adan Yabaal (town or shorter distances)							
Jowhar	Towns inside Adan Yabaal district (Beyond Adan Yabaal Town + up to 100 Km)							
Jowhar	Balcad (town or shorter distances)							
Jowhar	Towns inside Balcad district (Beyond Balcad Town + up to 100 Km)							
Jowhar	Cadale (town or shorter distances)							
Jowhar	Towns inside Cadale district (Beyond Cadale Town + up to 100 Km)							
Jowhar	Aadan Yabaal Town							
Jowhar	Balcad Town							
Jowhar	Cadale Town							
Jowhar	Daily rate for vehicles in one town (60 km max daily usage)							
Jowhar	Mogadishu							
<b>Hiraan - From Belet Weyne to the Districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Belet Weyne	Towns inside Belet Weyne district (+ up to 100 Km)							
Belet Weyne	Bulo Burto (town or shorter distances)							
Belet Weyne	Towns inside Bulo Burto district (Beyond ABulo Burto Town + up to 100 Km)							
Belet Weyne	Jalalaqsi (town or shorter distances)							

Belet Weyne	Towns inside Jalalaqsi district (Beyond Jalalaqsi Town + up to 100 Km)							
Belet Weyne	Bulo Burte Town							
Belet Weyne	Jalalaqsi Town							
Belet Weyne	Mogadishu							
Belet Weyne	Daily rate for vehicles in one town (60 km max daily usage)							
<b>Banaadir - From Mogadishu to the Districts</b>								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
Mogadishu	Mogadishu/Boondheere							
Mogadishu	Mogadishu/Cabdulcasiis							
Mogadishu	Mogadishu/Daynile							
Mogadishu	Mogadishu/Dharkenley							
Mogadishu	Mogadishu/Hawl Wadaag							
Mogadishu	Mogadishu/Heliwa							
Mogadishu	Mogadishu/Hodan							
Mogadishu	Mogadishu/Karaan							
Mogadishu	Mogadishu/Shangaani							
Mogadishu	Mogadishu/Shibis							
Mogadishu	Mogadishu/Waaberi							
Mogadishu	Mogadishu/Wadajir							
Mogadishu	Mogadishu/Wardhiigleey							
Mogadishu	Mogadishu/Xamar Jaabjab							
Mogadishu	Mogadishu/Xamar Weyne							
Mogadishu	Mogadishu/Yaaqshiid							



Mogadishu	Daily rate for vehicles in one town 60 km max daily usage)							
<b>Mudug- From Gaalkacyo to the districts</b>								
<b>From</b>	<b>To (Or Reverse)</b>	<b>1.8l-2.5l</b>	<b>2.5l – 3.5l</b>	<b>Pick up</b>	<b>7 S. Van</b>	<b>10 S. VAN</b>	<b>32 Bus</b>	<b>55 Bus</b>
Gaalkacyo	Towns inside Gaalkacyo district (+ up to 100 Km)							
Gaalkacyo	Galdogob (town or shorter distances)							
Gaalkacyo	Towns inside Galdogob district (Beyond Galdogob Town + up to 100 Km)							
Gaalkacyo	Hobyo (town or shorter distances)							
Gaalkacyo	Towns inside Hobyo district (Beyond Hobyo Town + up to 100 Km)							
Gaalkacyo	Jariiban (town or shorter distances)							
Gaalkacyo	Towns inside Jariiban district (Beyond Jariiban Town + up to 100 Km)							
Gaalkacyo	Xarardheere (town or shorter distances)							
Gaalkacyo	Towns inside Xarardheere district (Beyond Xarardheere Town + up to 100 Km)							
Gaalkacyo	Galdogob Town							
Gaalkacyo	Hobyo Town							
Gaalkacyo	Jariiban Town							
Gaalkacyo	Xarardheere Town							
Gaalkacyo	Daily rate in town (60 km max daily usage)							
Gaalkacyo	Mogadishu							

Galgaduud- From Dhuusamareeb to the districts								
From	To (Or Reverse)	1.8l-2.5l	2.5l – 3.5l	Pick up	7 S. Van	10 S. VAN	32 Bus	55 Bus
From	To (Or Reverse)							
Dhuusamareeb	Dhuusamareeb (town or shorter distances)							
Dhuusamareeb	Towns inside dhuusamareeb district (+ up to 100km)							
Dhuusamareeb	Cabudwaaq (town or shorter distances)							
Dhuusamareeb	Towns inside Cabudwaaq district (Beyond Cabudwaaq Town + up to 100 Km)							
Dhuusamareeb	Cadaado (town or shorter distances)							
Dhuusamareeb	Towns inside Cadaado district (Beyond Cadaado Town + up to 100 Km)							
Dhuusamareeb	Ceel Buur (town or shorter distances)							
Dhuusamareeb	Towns inside Ceel Buur district (Beyond Ceel Buur Town + up to 100 Km)							
Dhuusamareeb	Ceel Dhere (town or shorter distances)							
Dhuusamareeb	Towns inside Ceel Dhere district (Beyond Ceel Dhere Town + up to 100 Km)							
Dhuusamareeb	Towns inside Ceel Buur district (Beyond Ceel Buur Town + up to 100 Km)							
Dhuusamareeb	Guriceel (town or shorter distances)							

Dhuusamar eeb	Towns inside Guriceel district  (Beyond Guriceel Town + up to 100 Km)							
Dhuusamar eeb	Daily rate for vehicles in one town  (60 km max daily usage)							
Dhuusamar eeb	Cabudwaaq Town							
Dhuusamar eeb	Cadaado Town							
Dhuusamar eeb	Ceelbuur Town							
Dhuusamar eeb	Ceel Dhere Town							
Dhuusamar eeb	Guriceel Town							
Dhuusamar eeb	Hoby Town							
Dhuusamar eeb	Galkayo Town							
Dhuusamar eeb	Mogadishu							

## FORM G: Form of Bid Security

**Bid Security must be issued using the official letterhead of the Issuing Bank.  
Except for indicated fields, no changes may be made on this template.**

To: UNDP

*[Insert contact information as provided in Data Sheet]*

WHEREAS [Name and address of Bidder] (hereinafter called "the Bidder") has submitted a Bid to UNDP dated [Click here to enter a date.](#) to execute goods and/or services [Insert Title of Goods and/or Services] (hereinafter called "the Bid"):

AND WHEREAS it has been stipulated by you that the Bidder shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security if the Bidder:

- a) Fails to sign the Contract after UNDP has awarded it;
- b) Withdraws its Bid after the date of the opening of the Bids;
- c) Fails to comply with UNDP's variation of requirement, as per ITB instructions; or
- d) Fails to furnish Performance Security, insurances, or other documents that UNDP may require as a condition to rendering the contract effective.

AND WHEREAS we have agreed to give the Bidder such Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Bidder, up to a total of *[amount of guarantee]* *[in words and numbers]*, such sum being payable in the types and proportions of currencies in which the Price Bid is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of guarantee as aforesaid]* without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid up to 30 days after the final date of validity of bids.

### SIGNATURE AND SEAL OF THE GUARANTOR BANK

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Bank \_\_\_\_\_

Address \_\_\_\_\_

*[Stamp with official stamp of the Bank]*