

Terms of Reference

Background

An earthquake of magnitude 7 SR with the epicenter at 15 km depth and 18 km north-west of East Lombok, West Nusa Tenggara on Sunday, 5 August 2018 at 18.46 Western Indonesia Time. There have been a number of aftershocks, with the largest being 6.9 SR. the earthquake was felt in Lombok island, Sumbawa island, Bali Island and up to the eastern part of East Java. Many buildings were damaged in Lombok, including in the capital of Mataram City and Sumbawa. Another earthquake with magnitude 7.7 SR has shaken the territory of Palu and Donggala, Central Sulawesi on September 28, 2018 at 17.02 Western Time Indonesia (WIB), 10:02 UTC. The epicenter of the earthquake was 10 km deep some 27 km east of the coast from Donggala, Central Sulawesi. The earthquake also triggered a tsunami that struck the west coast of Sulawesi. UNDP assist the Government of Indonesia to deliver interventions for early recovery needs and develop long-term recovery support initiatives.

To strengthen coordination and support of national level Ministries and the government of Central Sulawesi Province in aligning rehabilitation reconstruction plan (RRR) with development plan in the future, one of UNDP support activities by providing some activities in assisting preparation of the rehabilitation reconstruction program in Central Sulawesi, and open the office to support the UNDP programs namely UNDP – PETRA Office in Jalan Elang No. 1A, Birobuli Utara, Palu Selatan, Palu, Sulawesi Tengah.

In regard to the above information and also as a part of MOSS compliance, then it is necessary to provide the means transportation to support the programme in Central Sulawesi on a monthly rental basis. Based on the following stated above that we have planned to process the vehicle rental with the available local vendors in Palu, with minimum requirement will be as follows:

Minimum requirements for the car rental:

No.	Description	Quantity
1	<p>Rental Vehicle Specification of vehicle:</p> <p>a) Multi-Purpose Vehicles (MPV), Toyota Innova or its equivalent.</p> <ul style="list-style-type: none"> • Toyota Innova Type G with minimum year of manufacture 2017 or its equivalent. • Minimum 2400 cc, M/T, and gasoline engine. • Double Blower AC, Radio Tape, and equipped with necessary safety equipment (seat-belt, spare tire, mechanical jack, basic hand tools, flash lights, safety triangle and car first aid kit). • The Vehicles should be Covered by “All Risk” vehicle insurance inclusive passenger and third parties. • Officially registered for operation during the period of the Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law (e.g. STNK) 	2 units

	<p>b) Double Cabin 4x4</p> <ul style="list-style-type: none"> • Minimum year of manufacture 2017. • Minimum 2500 cc, M/T, and gasoline engine. • AC, Radio Tape, and equipped with necessary safety equipment (seat-belt, spare tire, mechanical jack, basic hand tools, flash lights, safety triangle and car first aid kit). • The Vehicles should be Covered by "All Risk" vehicle insurance inclusive passenger and third parties. • Officially registered for operation during the period of the Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law (e.g. STNK) <p>c) Drivers Rental (2 persons) Services of 2 (two) drivers that will assigned on a daily basis, with qualification and operational working hours stated below</p>	<p>1 unit</p> <p>2 persons</p>
2	<p>Qualification of Drivers:</p> <ul style="list-style-type: none"> • Has a valid driving license with clean record; • Has ability to understand English (passive); • Healthy to perform their duties, free from all communicable diseases, drugs and in good general health without physical defects or abnormalities, which would interfere with the performance of driver duty; • Has valid health insurance coverage (provided with the insurance card/policy); • Drug dependency and medication: Shall not be dependent on alcohol or other drugs; if using prescribed medication, it shall not hinder the performance of assigned driver duties; • Properly trained in the operation and maintenance of vehicles; • Possess excellent knowledge of local roads in Palu, Sigi, Donggala and Parigi Moutong; • Possess good knowledge and capability in vehicle safety driving; • Possess good manners and interpersonal skills; • No limitation on gender: either male or female qualified drivers are acceptable. <p>The salaries for driver should include BPJS Ketenagakerjaan & Kesehatan, Lebaran allowance/THR, meal allowance and mobile phone voucher.</p> <p>The selected company has to agree and comply to pay the drivers' salary in timely manner on a monthly basis at the informed and specified date. Failure to comply may result in payment suspension or contract termination.</p>	
3	<p>Working Hours for drivers on a monthly basis: during workdays (Monday – Friday) start from 08.00 – 17.00 WITA (9 Hours/day incl. 1 hour for lunch).</p> <p>The 9 working hours shall be adjusted within the day. Working outside the working hours, including on weekend, as well as during Indonesian Government's official holidays shall be considered as overtime, which shall be charged per hourly basis.</p>	
4	<p>Vendor must fully comply with Indonesian Road Traffic and Transportation Law No. 22/2009 (UU Lalu Lintas dan Angkutan Jalan No. 22/2009).</p>	
5	<p>Vehicles may be used in Central Sulawesi districts with Duty Station in Palu.</p>	
6	<p>All vehicles should be Covered by "All Risk" vehicle insurance inclusive passenger and third parties. As a mandatory obligation, drivers shall ensure any non-UNDP passengers to sign the waiver of liability form that will be provided by UNDP operation staff.</p>	

7	Call center for complaint management and 24-hour on-call.
8	Vehicles should be properly maintained and following the service period of the service centre. Mechanism for backup plan in case of sick leave (driver) or the car broke down during the period of service. Replacement vehicle if the rented car broke down for more than 4 hours.
9	Officially registered for operation during the period of the Contract with registration documentation in the vehicle and registration/plates numbers affixed to the vehicle as required by law (e.g. STNK).
10	Contract Duration: 10 months (October 2020 – August 2021) with possibility of extension upon satisfactory performance and depending on the availability of budget.

The conditions for the selected vendor are stated below:

Description
<ul style="list-style-type: none"> • Vendor to ensure that every vehicle provided to UNDP is in good working condition (road worthy) such as to ensure the safety of passengers and has all the necessary tools and equipment that may be needed in times of emergency. • Vendor is the legal owner of the vehicles to be leased, and that the vehicles are each properly registered, as evidenced by a Certified True Copy of each vehicle's registration papers. • Vendor is responsible for management and financing every vehicle tax and its extension. • Vendor to ensure that all drivers are in good condition of health and can perform their duties (during period of Contract/PO) without any risk to the end-user/customer. • Vendor to ensure that all drivers are covered with valid health insurance, provided with the health insurance card/policy. • Vendor to ensure that all drivers are properly trained in terms of driving the MPV (Multi purposes vehicle) and Double Cabin 4x4, possess excellent knowledge of local roads in Palu, Sigi, Donggala and Parigi Moutong, possess good knowledge and capability in vehicle safety driving, and possess good manners and interpersonal skills. • Vendor to ensure that all drivers holds all the valid applicable permits (driving license) and fully understands the applicable Laws, rules and regulations of the jurisdiction wherein it is providing services. • Vendor to ensure that all drivers at least understand English verbal communications and fluently speaking is preferable. • Vendor to ensure that all drivers must wear formal pants and shoes during the operational working hours. • Vendor to ensure the driver's compensations/benefit is in full compliance with all applicable employment Law, rules and regulations including but not limited to minimum wage regulations in Palu 2020/21. • Vendor shall provide (if requested by the end user/customer) all the documentation related to driver's Contract and compensation/benefit. • Vendor shall apply the mechanism for backup plan in case of failure of presence for car unit as well as drivers in any condition without additional cost to the end-user/customer.

Quotation received after the deadline for submission shall not be considered. It is the exclusive responsibility of the bidder to ensure that (a) the quotation and other required documents are submitted on a timely manner, before the closing date/time, to the specified email address and (b) all documents shall be in PDF format.