



# International Rescue Committee

## Request for Proposal (RFP) For Provision Of Transport Service (Vehicle Hire & Fleet Services)

IRC Reference #: IRC/RFP/2SDN/MSA/2023/04

Planned Timetable	
Issue Request for Proposal	<i>10 Dec 2023</i>
Questions from Suppliers due date	<i>14 Dec 2023</i>
Answers to Suppliers questions due date	<i>17 Dec 2023</i>
Bid submission due date	<i>24 Dec 2023</i>
Suppliers return signed Intent to Bid forms due date	<i>24 Dec 2023</i>
Bid Opening and Evaluation date	<i>28 Dec 2023</i>
Suppliers visit if applicable	<i>2<sup>nd</sup> Jan 2024</i>
Award of Business	<i>15<sup>th</sup> Jan 2024</i>
Contracts start	<i>1<sup>st</sup> Feb 2023</i>
Planned Timetable	

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**I. INTRODUCTION**

**1. The International Rescue committee**

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

**2. The Purpose of this Request for Proposal (RFP)**

It is the intent of this RFP to secure competitive proposals to select a supplier or vendor for the International Rescue committee to set up a master Service Agreement to or at the following locations Sudan. All eligible Suppliers and Vendors that are qualify and are technically competent for the supply of the goods and services in the price list schedule as per various categories provided are invited to submit their proposals.

Item No	Reference	Description
1	IRC/RFP/MSA/2023/04	Master Service Agreement for Vehicle Hire and Fleet Services in Sudan

The winning bidder(s) will enter into a fixed price Master Service Agreement (MSA) for one (2) year. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in Sudan and a regular taxpayer to offer such goods and services as specified in the tender and shall furnish copy of its operating license/certificate of registration valid for the fiscal year 2023. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

**3. Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**II. THE BIDDING DOCUMENTS:**

**4. The Bidding Documents**

The Bidder is expected to examine all instructions, forms, **terms** and **specifications** in the bidding documents prepared for the selection of authorized suppliers or vendors. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding document in every respect will be at the Bidder’s risk and may result in bid rejection.

- The Bidding documents shall include the following documents:*
- *The Request for Proposal – RFP (this document);*
  - *The categories of goods and services*
  - *Specifications of each item attached.*
  - *Price offering sheet (space provided on the list)*
  - *Annex A Intent to Bid Form*

- *Annex B Vendor Information Form*
- *Annex C IRC Conflict of Interest and Supplier Code of Conduct form*
- *Annex D Scope of work*
- *Annex E Financial Offer*

### **5. Clarification of Bidding Documents**

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [SU-KhartoumProcurement@rescue.org](mailto:SU-KhartoumProcurement@rescue.org). The request for clarification must reach the purchaser not later than 14<sup>th</sup> Dec 2023. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 17<sup>th</sup> Dec 2023. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

## **III. PREPARATION OF BIDS:**

### **6. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English. Any printed literature furnished by the Bidder and written in another language shall be accompanied by translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

### **7. Documents Comprising the Bid**

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- *A Bid detailing the unit price only in the sheet/Price schedule given for the purpose.*
- *Certificate of Business Incorporation*
- *Certified or color copy of trading license in Sudan*
- *Tax Clearance certificate*
- *Vendor information form, signed.*
- *Warranty (Vehicle replacement in case of breakdown) and information on the vehicle insurance.*
- *Intent to bid form, signed.*
- *Conflict of interest form, signed.*
- *Profile of the company (Maximum 5pages)*
- *Registered Power of Attorney (if addressed to IRC should be Original and if general should be certified by Register of Companies or be a color copy)*
- *Cover letter explaining interest to be a contracted vendor or supplier.*
- *Three (3) References from current or past clients (at least in the last three years)*
- *Other important documents bidder feels need to be attached to support his/her bid.*

**8. Bid Prices & Price Changes**

For the purpose of selecting a supplier/vendor and executing the Master Service Agreement, the Bidder shall clearly indicate the unit price of the Services they want to supply. All unit prices shall be clearly indicated in the space provided in the price schedule. The Bidder must sign and officially stamp the price schedule.

During the validity period of the Master Service Agreement, if there is a price change in the market the **supplier can express the change in writing to the Purchaser a month before implementing the change.** The Purchaser also responds to the request in writing within 15 days of receipt of notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the MSA. Price changes will be supported by market survey done by the purchaser.

**9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **United States Dollars (USD).**

**10. Document Establishing Good's Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 8, the bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A **clause-by-clause** commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The bidder shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers designated by the Purchaser in its Technical Specifications OR SCOPE OF WORK are intended to be restrictive. However, the Bidder may substitute alternative standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

**11. Bid Security (Not Applicable)**

**12. Period of Validity of Bids**

Bids shall remain valid for **90 working days** after the date of bid opening prescribed by the Purchaser, a bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- A table containing bid offer: item description, unit price
- A detailed specification of the offered goods and services
- Warranty (if necessary and appropriate);
- Delivery time;
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days).

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.*

## **IV. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit **sealed** bids addressed to:

**The Procurement Committee,  
International Rescue Committee,**

**15ML house No. 1/3 Daim Hamad shareg area, Gedaref, Sudan  
, Gedaref, Gedaref State.**

All bids shall be submitted before 4:00pm on the 24<sup>th</sup> of Dec 2023 (Central African Standard Time). All bids are to be put into the box by the Provider provided for the purpose. **NOTE: Bids submitted after the deadline will not be accepted.**

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

**Format**

The Bidder's proposal shall comprise of technical proposal and financial proposal, in separate sealed envelopes.

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by the Purchaser prior to the deadline prescribed for submission of bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No bid may be modified after the deadline for submission of bids.

**V. BID OPENING AND EVALUATION**

**16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered for the evaluation process with the below scoring criteria.

EVALUATION CRITERIA	Description	Weight (%)
<b>Eligibility</b>	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate, and all registration documents as required by the laws of Sudan .. Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical evaluation and NO will be excluded from Technical and Financial evaluation.	<b>Preliminary to pass to the next stage</b>
<b>Payment terms</b>	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	20%
<b>Availability</b>	Refers to availability for immediate commencement of activities after being contracted or goods in stock demonstrated	20%

	from a physical visit by IRC staff members/ MPA committee.	
<b>Past experience</b>	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with IRC and other INGOs.	10%
<b>Financial proposal</b>	Offer as per Price list	50%
		<b>100%</b>

**18. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

**19. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser will notify the successful bidder in writing or where necessary by phone that his/her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

**VI. CONTRACTING**

**20. Contract award and notification**

The Purchaser will award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid considering price/performance factors, provided further that the Bidder is determined to be qualified to enter into Master Purchase Agreement and perform its obligations satisfactorily.

**21. Warranty**

Not Applicable

**22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser’s sole discretion.

**23. Price Schedules and Location**

Vendors interested in the provision of the Services for vehicle Hire to IRC Country offices should NOTE that all categories apply to Blue Nile, Gedarif, Madani, White Nile and Khartoum.



**24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

**Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**IV. Ethical Operating Standards****1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

**2. Bidder Non Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**Annexes:**

- Annex A Intent to Bid Form
- Annex B Supplier Information form
- Annex C IRC Conflict of Interest and Supplier Code of Conduct form
- Annex D: Scope of Work
- Annex E Price Schedule (Financial Offer)

Bidders must submit their financial offers in accordance with the PRICE SCHEDULE provided under ANNEX E of this RFP document. Bidders who wish to use their own format must ensure that they include the minimum information given in Annex E **Do not use your own format.**

**ANNEX A: Intent to Bid**



**International Rescue Committee, Inc.  
Intent to Bid**

**IRC Reference #: IRC/RFP/2SDN/MSA/2023/04**

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

- 1.  It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2.  This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

ANNEX B: Vendor Information form

IRC/RFP/2SDN/MSA/2023/04



**INTERNATIONAL RESCUE COMMITTEE**  
**Vendor Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC.*

*Please complete all fields.*

**Fields marked (\*) are mandatory.**

**Vendor Information**

*Company\Organization Name		
*For individual vendors, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name:	Last Name:
	Phone Number:	Email Address:
*Number of Staff		

Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

**Financial Information**

*Bank Name and Address	
*Name under which company is registered at bank	
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No
*Bank account number	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Name under which company is registered at bank	
Routing Number	<u>This section is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This section is to be completed upon notification of awarding of order\contract</u>

**Product/Service Information**

List Range of Products/Services Offered	
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Basis For Pricing (Catalog, List, etc.)	
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**Documentations as applicable:**

*Registration	Provided ____  Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes ____ No ____

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

**Vendor Self-Certification of Eligibility**

Company certifies that:

10. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify, or been declared to be in serious breach of contract for failure to

comply with their contractual obligations towards any contracts awarded in the normal course of business.

5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:

- Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

**Annex: C: IRC Conflict of Interest and Supplier Code of Conduct**

IRC/RFP/2SDN/MSA/2023/04

**IRC Conflict of Interest and Supplier Code of Conduct**

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.



- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.

- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

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Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org. These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

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If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethicspoint, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethicspoint toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:

## Annex D: Scope of Work



International Rescue Committee, Inc.  
Scope of Works (SoW) for Provision of vehicle hire Service

IRC Reference #: IRC/RFP/2SDN/MSA/2023/04

This Scope of Work (“SOW”) will be added to the Service Agreement between International Rescue Committee, Inc. (“IRC”) and the “Provider”, (individually, a Party, collectively, the “Parties”) and shall be governed by the terms and conditions of that certain master services agreement between the Parties. To the extent that terms of the SOW and the Services Agreement contradict, the terms of this SOW shall prevail.

### Services

The Provider shall provide to IRC the following services (“Services”) at his/her own cost:

- ✓ Provide fully Comprehensive insured and Road worthy vehicles of various sizes that will be specified in the Purchase Order
- ✓ On time Maintenance/Service and repair of the vehicle(s)
- ✓ Transport IRC Passengers or Cargo in the field sites as per IRC policy and procedure.
- ✓ Pay for any clearance required on the road.
- ✓ IRC will use IRC employed drivers with a valid license.
- ✓ All vehicle models should be 2021 and above.
- ✓ Vehicles service will only be paid for when used as logged in the IRC Vehicle log sheet.
- ✓ Payments will not be done for weekend days when vehicles are parked and not used by IRC.
- ✓ Provide driver with a correct valid driver’s license for the vehicle(s) requested when required. In case the lessor will provide car with drivers. Driver will need to respect IRC policies in terms of security, driving, safeguarding.
- ✓
- ✓ For vehicles fuel provided by IRC, the service provider will bring the vehicle with full fuel tank and IRC will ensure the vehicle is full tank at the time of release (end of contract or replacement)
  1. Fuel for vehicle(s) taken outside the field of operation for service/Repair shall be provided by the service provider.
  2. Whenever provider requests vehicle for repair/maintenance outside the area of operation, IRC will fill the fuel full and the provider will return the

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vehicle when the fuel tank is full. This will be checked by IRC before commencement of work.

- Fuel consumption for vehicles brought for hire shall be test before hiring the vehicle. Any vehicle with high fuel consumption shall be rejected.

<b>Vehicle Details and Fuel type</b>	<b>Vehicle 1</b>		<b>Vehicle 2</b>		<b>Vehicle 3</b>	
Make & year of vehicle						
Vehicle Registration #						
Engine #						
Chassis #						
Current owner of the Vehicle on the vehicle Registration Book (Attach copy of the Logbook) also tick appropriate box if it's leased or owned-If it's leased provides Lease Agreement	Owned		Owned		Owned	
	Leased		Leased		Leased	
Seating or carrying Capacity						

<b>Vehicle Details</b>	<b>Vehicle 4</b>		<b>Vehicle 5</b>		<b>Vehicle 6</b>	
Make & year of vehicle						
Vehicle Registration #						
Engine #						
Chassis #						
Current owner of the Vehicle on the vehicle Registration Book (Attach copy of the Logbook) also tick appropriate box if it's leased or owned-If it's leased provides Lease Agreement	Owned		Owned		Owned	
	Leased		Leased		Leased	
Seating or carrying Capacity						

<b>Vehicle Details</b>	<b>Vehicle 7</b>		<b>Vehicle 8</b>		<b>Vehicle 9</b>	
Make & year of vehicle						
Vehicle Registration #						

Engine #				
Chassis #				
Current owner of the Vehicle on the vehicle Registration Book (Attach copy of the Logbook) also tick appropriate box if it's leased or owned-If it's leased provides Lease Agreement		Owned		Owned
		Leased		Leased
Seating or carrying Capacity				

**Note:** In case you have more vehicles, please make more tables

Rental payment will not be paid for the time in which the vehicle is undergoing mechanical repair or maintenance, or during times when the vehicle is unavailable for use by IRC due to circumstances beyond IRC's control.

All vehicles rented will be subject to inspection by the IRC. Any vehicle found not road worth or in poor mechanical condition at the time of delivery will not be rented/accepted for use by IRC and no payments will be made as a result of delivery of a vehicle that is not road worthy. The owner must give IRC two (2) days' notice when the vehicle is due for service, repair, or maintenance. IRC will not be responsible for any damage, labor, service, or parts that result from overdue servicing or improper maintenance.

The owner is responsible for maintaining proper registration and comprehensive insurance for the vehicle during the period of the service agreement.

If the vehicle owner provides a driver with the vehicle, the owner is responsible for the driver's food, salary, and lodging. Delays in the availability of the vehicle that result from late attendance, unprofessional behavior, or improper/unsafe driving by this driver will be deducted from the rental payment for that period. The driver must have a valid driver's license for the type of vehicle provided. The driver shall be subjected to test drive before commencement of work. Any driver found to be incompetent shall not be accepted by IRC.

Parties will agree and acknowledge that IRC shall not be liable to Provider for any expenses paid or incurred by Provider in connection with the Services, unless otherwise agreed in writing by IRC. Provider shall be solely liable and responsible for payment of any such expenses. Provider agrees to indemnify IRC for any claims, costs, losses, fees, penalties, death, interest, or damages suffered by IRC resulting from Provider's failure to comply with the Agreement. Notwithstanding the foregoing, Provider must present IRC with verifiable receipts in order to be eligible for expense reimbursement (if any).

Sign and stamp this SOW as shown in the table below

Signature:
Print Name:

Title:
Date:

ANNEX E:  
SEE ATTACHED EXCEL SHEET (PRICE SCHEDULE)

Price Schedule 1						
Vehicle Cost <u>without Fuel or Driver, but with comprehensive Insurance / Cost in USD</u>						
Vehicle Type	Model	Cost in Gedaref/day	Cost in Madani/day	Cost in Damazine/day	Cost in Kostiday	Cost in other locations in Sudan
Sedan vehicles	2021 and above					
2x2 light vehicle	2021 and above					
4x4 SUV	2021 and above					
4x4 heavy duty	2021 and above					
mini bus 6 seater	2021 and above					
mini bus 8 seater	2021 and above					
Double cabin pick up 4X4 2.5cc 5 seater or equivalent	2021 and above					
Single cabin pick up or equivalent	2021 and above					
Truck 10Tons	2021 and above					
Truck 15Tons	2021 and above					
Truck 20Tons	2021 and above					
<b>* Vehicles will be used within the above mentioned and may cover other areas of Sudan</b>						

<b>Price Schedule 2</b>						
<b>Vehicle Cost <u>with</u> Driver, Fuel and comprehensive Insurance / Cost provided by the service provider in USD</b>						
<b>Vehicle Type</b>	<b>Model</b>	<b>Cost in Gedaref/day</b>	<b>Cost in Madani/day</b>	<b>Cost in Damazine/day</b>	<b>Cost in Kostiday</b>	<b>Cost in other locations in Sudan</b>
Sedan vehicles	2021 and above					
2x2 light vehicle	2021 and above					
4x4 SUV	2021 and above					
4x4 heady duty	2021 and above					
mini bus 6 seaters	2021 and above					
mini bus 8 seater	2021 and above					
Double cabin pick up 4X4 2.5cc 5 seater or equivalent	2021 and above					
Single cabin pick up or equivalent	2021 and above					
Truck 10Tons	2021 and above					
Truck 15Tons	2021 and above					
Truck 20Tons	2021 and above					
<b>* Vehicles will be used within the above mentioned and may cover other areas of Sudan</b>						
<b>Price Schedule 3</b>						
<b>Vehicle Cost <u>without</u> Fuel but includes, Driver, comprehensive Insurance / Cost in USD</b>						
<b>Vehicle Type</b>	<b>Model</b>	<b>Cost in Gedaref/day</b>	<b>Cost in Madani/day</b>	<b>Cost in Damazine/day</b>	<b>Cost in Kosti/day</b>	<b>Cost in other locations in Sudan</b>
Sedan vehicles	2019 and above					
2x2 light vehicle	2019 and above					
4x4 SUV	2019 and above					
4x4 heady duty	2019 and above					
mini bus 6 seaters	2019 and above					
mini bus 8 seater	2019 and above					
Double cabin pick up 4X4 2.5cc 5 seater or equivalent	2019 and above					

Single cabin pick up or equivalent	2019 and above					
Truck 10Tons	2019 and above					
Truck 15Tons	2019 and above					
Truck 20Tons	2019 and above					
<b>* Vehicles will be used within the above mentioned and may cover other areas of Sudan</b>						