

**ANNEX A for RFQ No. RFQ/HCR/ROK/2020/022**  
**TERMS OF REFERENCE**

**TRUCK RENTAL FOR UNHCR SUDAN OPERATIONS**

The UNHCR Sudan Office is looking for Trucks rental of capacity 10MT, 20MT ,30MT and 50MT for an initial period of 3 months extendable 3 months period to support the transport of UNHCR's Programme Core Relief Items (CRI) from the main warehouses to Refugee compass and other partner locations. This include Darfur, Kordofan, White Nile and the East. UNHCR office therefore requires the services of reputable, well established and reliable firm for hiring the trucks as it may require.

**1. Truck specifications:-**

- a) Excellent condition and not older than 2015 model.
- b) Capacity: 10 MT, 20 MT , 30MT and 50 MT.
- c) Valid registration license
- d) Spare wheels
- e) Towing rope
- f) Complete toolkit,
- g) Wheel change kit,
- h) Battery jumper cable,
- i) First Aid box,
- j) Fire extinguisher,
- k) Fully operational A/C system

**2. Replacement of Vehicle in Case of Breakdown:**

The rental company will be responsible to ensure that the cars provided to UNHCR are fully maintained and are physically in absolute perfect condition & fit for travelling within Sudan (From Khartoum, to Darfur , Kordofan , White Nile and Estern Sudan cities and refugee camps.). However, in an event that a truck breaks down, the rental company will arrange for its immediate replacement without delays within 12 to 48 hours. In case of remote site/area, reasonable travel time (not more than 72 hours) will be allowed to the car rental company to send the replacement, otherwise no payment of rental fees will be applicable until such time when replacement car reach the destination.

**3. Fuel**

UNHCR will ensure refueling of truck (s). However, other options will be considered if proposed by the service provider. Two rental price options are required;

1. All inclusive rate
2. Cost without fuel but with divers salary

**4. Insurance**

All trucks must be comprehensively insured.

**5. Driver (s)**

The following conditions of engaged driver (s) with the trucks must be ensured:

- i. Knowledge of spoken English.
- ii. Must have a valid and appropriate driving license Minimum 5 years of relevant driving experience
- iii. Able to read and write English and Arabic.
- iv. Familiar with the local routes and traditions/customs/language of area of travel.
- v. The company will ensure that the driver is fully conversant with the intended location/ area before embarking on the journey.
- vi. The firm will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.

- vii. Company must ensure the physical fitness of the driver. The driver must possess a mobile phone with sufficient credit at all times to ensure communication.

#### **6. Logbook**

Firm must maintain a logbook for each travel containing the complete travel details with mileage and locations. The daily travel must be signed by UNHCR employee in the logbook. These details must be provided to UNHCR along with monthly invoice. No invoice shall be entertained without copy of duly signed logbook.

#### **7. Areas of Service**

The areas of service include Khartoum, Darfur , Kordofan , White Nile and Eastern Sudan

#### **8. Responsibility for losses**

UNHCR Sudan will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

The company will be responsible for any damage or lose of transported items. Driver will sign on receipt of items upon loading and the same quantity and quality is expected to be delivered to destination.

#### **9. Term of Agreement**

The term of the contract awarded to successful bidder(s) shall be valid for the period of three months (extendable with mutual consent) from the date of the signing of the contract.