**INVITATION TO TENDER**

**SAVE THE CHILDREN INTERNATIONAL - SUDAN**

**ITT REF NO. SCI/SDN/ITT/FLEET/2024/008**

**25th Of June 2024**

**Provision of Vehicle Rental Services Across Sudan**

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# **PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | **Provision of Vehicle Rental Services Across Sudan** |
| **Outcome of Tender** | **Fixed Price Framework Agreement** – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement. |
| **Duration of Award** | **2 Years** |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | **25/06/24** |
| Deadline for questions from Bidders | **30/06/24** |
| Deadline for Bid Submission | **05/07/24** |
| Bid Clarifications | **08/06/24** |
| Award Contract/Framework Agreement | **11/06/24** |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can **ONLY** be submitted through:

**Electronic Submission via Email**

* Email should be addressed to [**Sudan.Bids@savethechildren.org**](mailto:Sudan.Bids@savethechildren.org)

Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.

* The subject of the email should be “ITT No. SCI/SDN/ITT/FLEET/2024/008 Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

**Paper Submission will NOT be accepted.**

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **05/07/24 (4:00PM).**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to: (**But not Bid Submissions**)

|  |  |
| --- | --- |
| **Name** | **Omer Suliman** |
| **Email** | [Omer.Suliman@savethechildren.org](mailto:Omer.Suliman@savethechildren.org) |
| **Position** | **Fleet Manager** |
| **Phone** | **0900933379** |

|  |  |
| --- | --- |
| **Name** | **Waddah Essamuldeen** |
| **Email** | [Waddah.Essamuldeen@savethechildren.org](mailto:Waddah.Essamuldeen@savethechildren.org) |
| **Position** | **Procurement Coordinator** |
| **Phone** | **0900105134** |

Please be advised local working hours are **8:00AM to 4:00PM (Sunday to Thursday).** Please allow up to **2 Days** for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

* **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualificatons / experience.
* **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

1. **REQUESTED VEHICLE FOR RENTAL**

|  |  |
| --- | --- |
| **#** | **Requested Vehicle Description** |
| **1** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **2** | **Toyota corolla model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **3** | **Hyundai Accent model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **4** | **KIA Morning model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **5** | **Toyota Hiace model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **6** | **Toyota land cruiser hardtop model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **7** | **Toyota land cruiser model 2017 or above with fuel, driver, full insurance, and valid registration license** |
| **8** | **Truck 10 Tons with fuel, driver, full insurance, and valid registration license** |

1. **SERVICE LOCATION**
2. **Under this tender, Save the Children is currently looking to engage the service of Vendors to provide vehicle rental across the Sudan State as below:**

|  |
| --- |
| **SUDAN STATE** |
| **Red Sea State in All Localities** |
| **River Nile State in All Localities** |
| **Blue Nile State in All Localities** |
| **White Nile State in All Localities** |
| **Sennar State in All Localities** |
| **North Koordofan in All Localities** |
| **South Koordofan in All Localities** |
| **Gadarif State in All Localities** |
| **Kararri Locality** |

1. **COMMERICIAL OFFER REQUIREMENTS**

* **Bidder is to submit their commercial offer in Section 4 of this ITT.**
* **Bidder is to submit their commercial offer for both STANDARD VEHICLE RENTAL and MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL across each state and their localities stated in Part 2 of this ITT.**
* **Bidder is to provide the Daily Rental Fee in USD for the requested vehicles in Part 2 of the ITT.**
* **The submitted prices should be FIXED for a duration of One Year Minimum.**

**All vehicles and drivers must be supplied to Save the Children in 2 Days Lead Time**

**RENTAL DURATION**

* Due to the nature of Save the Childrens work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
* Save the Children may request additional vehicles be supplied at the agreed rates at any time.
* Save the Children may terminate the rental of any individual vehicles by giving at least 1 day notice.

**VEHICLES**

* All vehicles supplied should adhere to the following criteria:
  + Not older than 7 years.
  + Not have more than 150,000 KM mileage.
* All vehicles supplied should be free from major defects / damage and road legal, and remain so for the duration of the rental period. This includes:
  + Vehicles complying with all local laws and legislations.
  + Vehicles are taxed and have the relevant insurance required by law.
  + Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have correct tread depths etc.).

**DELIVERY & RETURNS**

* The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
* The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
* Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

**FUEL**

* The supplier shall be responsible for providing fuel for the duration of the rental period.
* The supplier confirms they have established relationships with fuel suppliers, and that Save the Children will receive priority treatment in the event of a fuel shortage, or if there are any national / local fuel supply issues.

**INSURANCE & TAX**

* All vehicles supplied must include as a minimum the following insurance cover:
  + Third Party Liability
* It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
* It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

**VEHICLE MAINTENANCE**

* The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
* The vehicles should be maintained and serviced in line with the manufacturers recommendation, as a minimum.
* When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

**DRIVERS**

* All drivers supplied by the Supplier must adhere to the following criteria:
  + Hold a valid driving license for any vehicle type they may drive under the rental agreement, and the license remains valid for the duration of the rental period.
  + Driver must not have been suspended in the last 5 years.
  + Driver to have experience of 5 years of driving similar vehicles.
  + Driver to adhere to all traffic laws at all times and never be under the influence of drugs or alcohol.
  + Driver to adhere to all Save the Childrens policies including the SCI Fleet policy.
  + Drivers to have passed medical / health checks (e.g. eyesight tests) to prove their suitability to drive.
  + Drivers must carry all relevant documentation (e.g. driving license, vehicle taxation) at all times when driving for Save the Children.
* The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the drivers to be used.
* Drivers must be insured to drive the vehicles at all time, and have any other insurance cover required by law.
* For the avoidance of doubt, Save the Children will consider the supplier responsible for the driver throughout the rental period.

**REPORTING**

* Drivers will be responsible for maintaining all vehicle documents required law.
* Drivers will also be responsible for completing Save the Childrens vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

**TERMINATION**

* Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be provide a replacement vehicle within 1 day.
* Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
* Reasons for a vehicle hire being terminated include, but are not limited to:
  + Expiration of insurance, tax or any other licenses required by law.
  + Irreparable damage to vehicle.
  + Lack of required safety equipment as required by law / Save the Childrens fleet policy.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with Save the Children Supplier Sustainability Policy listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder to provide their business registration certificate or Trading License | **Yes / No** | **Bidder Response / Attachments** |
|  |  |
| ***5*** | The bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The Bidder confirms that it all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The Bidder confirms that all vehicles supplied are road legal, free from major defects and safe to use for the purpose detailed in this Invitation to Tender and will remain so for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | The Bidder confirms that all vehicles supplied include the as a minimum, the insurance levels required by the Local Safety & Security Policies (detailed in this Invitation to Tender) and that the vehicles will remain insured for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***9*** | The Bidder confirms that all drivers have the necessary qualifications and licenses required by law to drive the vehicles, and they will remain licensed and qualified for the duration of the rental Agreement. | **Yes / No** | **Comments / Attachments** |
|  |  |
| **10** | Bidder to provide their commercial/financial offer in USD | **Yes / No** | **Comments / Attachments** |
|  |  |
| **11** | Bidder accepts full payment after Service Delivery to SCI satisfaction without any advance payment. | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Capability Criteria** | **Supplier Response** | | | | | |
| **1** | Supplier to confirm they can supply all SCI’s forecasted requirements detailed in Part 2 of the RFP. | **Vehicles (YES OR NO)** | **Drivers (YES OR NO)** | | | | |
|  |  | | | | |
| **2** | Supplier to provide detail of what types of vehicles they can supply and the volume of vehicles they can supply and condition of each vehicle. | **Vehicle Type** | **SCI Requirement** | **Number of Vehicles Supplier can provide**  **(PLEASE INSERT COMMENT)** | **Total Supplier Rental Fleet Available**  **(PLEASE INSERT COMMENT)** | **Maximum Age of Vehicles**  **(PLEASE INSERT COMMENT)** | **Average Mileage in Kilometre**  **(PLEASE INSERT COMMENT)** |
| **Toyota Hi-Lux Double cab 4x4** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Toyota corolla** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Hyundai Accent** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **KIA Morning** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Toyota Hiace** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Toyota land cruiser hardtop** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Toyota land cruiser** | Model 2017 or above with fuel, driver, full insurance, and valid registration license |  |  |  |  |
| **Truck 10 tons** | with fuel, driver, full insurance, and valid registration license |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **BIDDER RESPONSE (INSERT COMMENT BELOW)** | |
|  |  |
| **3** | Supplier to confirm that they can deliver the requirements within the lead times (**2 Days**) detailed within the ITT. If unable to meet the lead times, please provide detail of what lead times you could operate to. | **Yes / No** | **If no, please provide alternative lead times** |
|  |  |
| **4** | The Supplier to provide their geographical coverage indicating the states they operate in Sudan. | **State Location** | **BIDDER RESPONSE (INSERT COMMENT BELOW)** |
| **Red Sea State in All Localities** |  |
| **River Nile State in All Localities** |  |
| **Blue Nile State in All Localities** |  |
| **White Nile State in All Localities** |  |
| **Sennar State in All Localities** |  |
| **North Koordofan in All Localities** |  |
| **South Koordofan in All Localities** |  |
| **Gadarif State in All Localities** |  |
| **Kararri Locality** |  |
| **5** | Supplier can provide drivers who have minimum 5 years’ experience in driving the vehicles requested under this ITT | **BIDDER RESPONSE (INSERT COMMENT BELOW)** | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **6** | **REFERENCES**  Supplier to share **Three (3)** examples of their experience in providing services within the **last 3 years** similar to those included within the scope of the RFQ. Examples should include the following supporting documents:  • **POs** with UN Agencies, INGO’s or Large MNC (if applicable).  AND/OR  •**Contracts** with UN Agencies, INGO’s or Large MNC (if applicable). | **Bidder Response** | **Attachments** |
|  |  |
| **7** | Supplier to confirm they have processes to vet all their new drivers including but not limited to:   * Criminal Background Check * Previous Employment Check * Reference Check * Medical Check. | **BIDDER RESPONSE (INSERT COMMENT BELOW)** | |
|  | |

**SUSTAINABILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The Supplier’s workforce is 100 % staffed from Sudanese nationals. | **Yes / No**  **(If No, please specify)** | |
|  | |
| ***2*** | The Supplier is registered / has its primary operations in close proximity to the service locations stated by the Supplier in Capability Question #4 | **Bidder Response** | **Comment (s)** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder’s financial offer/proposal will be fixed for a duration **1 Year** minimum. | **Yes / No**  ***(if No, please specify how long is the fixed pricing period)*** |
|  |

**VEHICLE PRICING IN USD (INCLUSIVE OF FUEL AND DRIVER FEES)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Red Sea State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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| --- | --- | --- | --- |
|  | | **River Nile State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Blue Nile State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **White Nile State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **Sennar State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **North Koordofan in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **South Koordofan in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **Red Sea State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **Gadarif State in All Localities** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

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|  | | **Kararri Locality** | |
| **STANDARD VEHICLE RENTAL** | **MOBILE VACCINATION CAMPAIGN VEHICLE RENTAL** |
| **Vehicle Daily Rental Fee (USD)** | **Vehicle Daily Rental Fee (USD)** |
| ***1*** | **Toyota Hi-Lux Double cab 4x4 model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***2*** | **Toyota corolla model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***3*** | **Hyundai Accent model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***4*** | **KIA Morning model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***5*** | **Toyota Hiace model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***6*** | **Toyota land cruiser hardtop model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***7*** | **Toyota land cruiser model 2017 or above** with fuel, driver, full insurance, and valid registration license |  |  |
| ***8*** | **Truck 10 Ton** with fuel, driver, full insurance, and valid registration license |  |  |

**SECTION 4 – BIDDER SUBMISSION CHECKLIST**

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| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | |
| **No** | **Section** | | **Please Tick** | |
| 1. | Section 2 – Essential Criteria | |  | |
| 2. | Section 3 – Capability & Sustainability Questions | |  | |
| 3. | Section 4 – Commercial Questions | |  | |
|  | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | |
| **Section** | | **Required Document / Evidence** | | **Please Tick** |
| **Essential Criteria Evidence** | | Completed Bidder Response Document | |  |
|  | |  |
| Copy of business registration certificate or Trading License | |  |
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| **Capability Criteria Evidence** | | Completed Bidder Response Document | |  |
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| **Commercial Criteria Evidence** | | Completed Bidder Response Document | |  |
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| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | |
| **Policy** | **Policy / Document** | **Signature** |
| Terms & Conditions of Bidding |  |  |
| Terms & Conditions of Purchase |  |  |
| Supplier Sustainability Policy  and the included mandatory policies | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) |  |

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| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |