

ANNEX-A Tender/ITT n° 09-001-PZU-2024 – Vehicles Rental Service- Port Sudan

1.1 Background/Introduction

The International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through healthcare training and relief and development programs.

International Medical Corps, is an international non-profit relief and development organization working in Sudan since 2005, implementing a portfolio of programs mainly related to health, hygiene promotion, and psychosocial support. IMC Sudan is inviting competent, professional, and established suppliers/companies for the provision of **Vehicles Rental Services** to submit their quotation in view of signing a long-term contractual agreement (Blanket Purchase Agreement- BPA), with a fixed price mechanism for the duration of 12 months. The estimated volume of business for the BPA is **USD 319,970 for 12 months**. International Medical Corps is requesting your best offer for the provision of vehicle rental service as described below.

1.2 What is a Blanket Purchase Agreement (BPA)?

- BPA is a type of contractual agreement where selected vendors are contracted to provide IMC Sudan with a **determined** set of products or services for a **fixed price** during the fixed duration of the agreement.
- **Terms agreed must remain fixed during the BPA duration of one (1) year** with a possibility of further extensions for a period not exceeding 2 years.
- **BPA does NOT create any commitment** to IMC to purchase services or commodities from the selected vendor. IMC will only commit when an approved Work Order is signed by both parties.
- **Prices are fixed, but quantities are NOT**. BPA does have a maximum total amount (not to exceed the amount, “**NTE**”) – This amount cannot be exceeded during the contract period, but IMC Sudan does not make any commitments to spend the totality of this amount.
- For this solicitation, **the shared volume of business expected for all the lots is USD 319,970**. This represents the anticipated volume of trade estimated for the BPA duration. However, in the contract, the **Not To Exceed (NTE) amount might differ**, in order to allow further flexibility, in case of

unexpected needs. Vendors are expected to quote according to the volume of business and not to the NTE.

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- **IMC might decide, because of the selection process, to sign multiple agreements with different vendors.** In this scenario, there will be an overall shared ceiling price of a not-to-exceed amount. The maximum aggregate dollar value of orders placed to all BPA awardees cannot exceed the contracted ceiling. This ceiling is not being subdivided among the number of awardees nor is it being multiplied by the number of awardees.
- When a Contract/BPA includes the possibility of an extension and the NTE amount is not reached yet, **it is possible to extend the Contract/BPA up to a new period** (not more than two years) or up to the exhaustion of the remaining NTE balance, whichever comes first. In such case, the International Medical Corps team would assess if contracted prices were still competitive (through a market survey) and whether it is to the International Medical Corps' advantage to extend the Contract.

1.3 Selection Criteria & Process

The bidding process is organized through **LOTS, duly divided into two (2) different lots based on the regular and ad-hoc demands (requests) of the vehicles by IMC.** All vendors, based on their capacity, must submit quotes for both lots.

Lot 1: Vehicles needed for everyday operational use in Port Sudan continuously for one year (365 days).

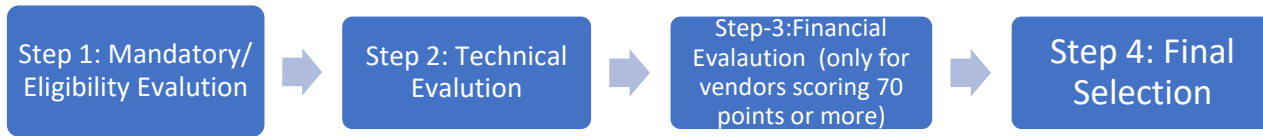
Lot2: Vehicle needed for ad-hoc basis (need-based/on-call) i.e. transport from Port Sudan to Kassala or the opposite way, Port Sudan to Omdurman or the opposite way, Port Sudan to Atbara or the opposite way, Port Sudan to Damazine or the opposite way

Partial Quotation: International Medical Corps will **NOT** consider a partial quotation hence vendors must submit their quotes/offers for both Lots.

Separate evaluations will be computed for both Lots; however, for the same vendor, the eligibility evaluation and technical evaluation score /points would remain the same for both Lots, whereas separate financial evaluations would be conducted for each Lot to determine the winning vendor/s.

Consequently, one or multiple Blanket Purchase agreements could be signed with the same or different vendors.

All bids received because of this competitive bidding process will be analyzed and scored through a 4-step evaluation process:



This is LPTA (**Lowest Price Technically Accepted**) process, aims at ensuring that selected vendors are compliant in administrative terms, technically capable (score 70 points or more) as well as financially competitive. The table below illustrates the overall scoring system assigned to each step of the evaluation process. Vendors who passed technical evaluation will be shortlisted for financial evaluation and then for sample check.

Below table summarizes the selection criteria and scoring assigned to each LOT.

RFQ/ITT Number											
Eligibility Criteria	Legal registration (operational) license of the company - Mandatory for the Eligibility / Mandatory at Bid Opening Stage (if not provided, then IMC can request the submission)										
Technical Criteria	Vendors must obtain 70 points/marks out of 100 for the overall technical evaluations score i.e. for experience & capacity. The vendors with 70 or more marks/points would be considered eligible for financial evaluation										
Financial Criteria	Technically compliant bidders with 70 or more marks/score offering the Lowest Price										
The below criteria will be used for bids evaluation of both Lots .											
Both Lots	Bids Evaluation Criteria Framework										
	Evaluation Type	Criteria	Means of Verification	Weightage	0	50	75	100	Weighted Score if 50	Weighted Score if 75	Weighted Score if 100
	Technical	Experience: Copies of vehicles rental contracts/Purchase Order/Work Order: Maximum 3. Contracts/PO/WO must have been concluded in the past 4 years each contract with a min. value of 20,000 USD	Copy of vehicles rental contracts/PO/WO with min value of 20k USD in past 4 years	50%	No contract/PO/WO provided	1 Contract/PO/WO provided	2 Contract/PO/WO provided	3 or more Contract/PO/WO provided	25	37.5	50
		Capacity: Ability to provide all the required five (5) vehicles to IMC - as per requested specifications	Technical Bid /RFQ + vehicle documents (licence, insurance, and clear pictures) must be submitted before tender closure. A follow up site visit to physically verify the vehicles registration docs or proof of sub-contracting	50%	Less than 3 vehicles provided	3 vehicles provided	4 vehicles provided	All 5 vehicles provided	25	37.5	50
	Financial	Price analysis and lowest bid technically acceptable	Financial Bid/Quote/RFQ	Contract will be awarded based on lowest bid, in case IMC decides to select multiple companies, ranks will be made always based on the lowest to highest bid							
Total											100

Site Visit: An IMC team will conduct the site visit for the eligible vendors to evaluate their capacity for the provision of the needed vehicles. The vendors should either be able to show/present the required numbers and models/types of the vehicles or any documentary

proof of the vehicle's ownership/registration documents or sub-contracting deed b/w the owner and company/vendor. Please fill in the below information to conduct the site visit.

NO.	Office Address (Exact Location)	Contact Person Name	Contact Number	Email ID: (If any)
1				
2				

1.4 Scope of Work/Service

The requested vehicle rental costs should be inclusive of the driver's salary, vehicle fuel, and maintenance costs. All the vehicles should travel without any mileage restrictions. IMC Logistics team would conduct an inspection of each vehicle for to ensure the fulfillment of its requirements and mechanical fitness of the vehicles.

All vehicles should be provided according to the below requirements:

- ✓ Valid Vehicle Registration License
- ✓ Valid driving license of the driver with a minimum 2 year period to the expiration date.
- ✓ The vehicle should be in good condition (mechanically fit to drive- to be verified by IMC Logistics/technical team) – and should have ABS and power steering.
- ✓ All expenses (Driver fee, fuel consumption, all maintenance costs, Insurance, and other related costs) should be included in the vehicle's monthly fee /rent.
- ✓ First aid kit/ box should be available in the vehicle.
- ✓ A fire extinguisher should be available in the vehicle.
- ✓ Jack, spare tyre, or tyre repair set must be available in the vehicle.
- ✓ Seatbelts for driver and passengers
- ✓ Gearbox: Manual or automatic; with left-hand drive (steering)
- ✓ A Working Air conditioner should be installed in the vehicle.
- ✓ Airbags for the driver & driver's passenger should be there.
- ✓ As required by Sudan's law, the vehicle must have compulsory and comprehensive insurance (such as theft, damage, loss of life, or bodily injury)

Vendor shall be responsible for the following:

- The vendor shall ensure that all vehicles are technically reliable and safe; be of good external appearance, no body damage; have working seatbelts, lights, working brakes and power steering, and tyre tread depth meeting country law and weather conditions.
- Include in all vehicles copies of important vehicle documents, including vehicle insurance coverage, copies of ownership title certificate, and/or valid registration certificates, etc.
- The vendor shall cover regular and irregular maintenance for all vehicles without interrupting IMC trips and operational activities.
- Timely repair/fix all vehicles' issues, breakdowns, or malfunctions without interrupting IMC operations.
- On delivery, an IMC representative will inspect each vehicle to determine if it meets the agreed criteria. Any deviation from the agreed criteria may result in rejection of the vehicle at the vendor's cost.
- Ensure that each vehicle includes new/good condition tires, spare tires, and all other safety/maintenance that could allow us to undertake this daily task and fix minor defects as per local law, if any. If not at IMC's discretion to seek replacement with reasonable justification.
- During the rental period and when not in use, vehicles shall remain at IMC's designated location/s. Working days and hours for each vehicle type are specified in the RFQ template.

1.5 Timeline Tender Process

Phase	Start Date	End Date
Tender Announcement	27 th September 2024	
	This tender is primarily published on Sudanbids.com but can be retrieved physically from 27 th September 2024, from 8:am to 4:00 pm from IMC offices in Port Sudan (see the address in RFQ and below).	
Deadline to Submit questions to IMC	October 8th, 2024	
	For any queries, questions, or clarifications, please contact IMC at the following e-mail address during the respective period: aadekoya@InternationalMedicalCorps.org	

	IMC will share a consolidated response by October 10 th 2024,	
Deadline for bids Submission	18th October 2024 until 4 pm Port Sudan- Sudan Local Time	
Bid Opening Date	20 th October 2024	21 st October 2024
Bid Evaluation	23 rd October 2024	31 st October 2024
Review & Vetting	03 rd November 2024, onwards (Tentatively)	
Contracting	25 th November 2024	

**Timelines are indicative and subject to changes.*

1.5 Offer Submission Instructions

All the offers/quotes should be submitted via email to IMC Sudan's secured email address:

Tender.KRT@InternationalMedicalCorps.Org

by stating the reference number in the Email subject Line: **ITT-09-001-PZU-2024 – Vehicles Rental Service-Port Sudan**

PLEASE DO NOT COPY OR SEND YOUR QUOTATION/OFFER TO ANY OTHER IMC EMAIL ADDRESS, OTHERWISE YOUR OFFER WILL BE DISQUALIFIED AND NOT CONSIDERED FOR REVIEW.

Please note that in case your offer is sent later than the deadline for submission, IMC Sudan may decide to **disqualify** your submission and not consider this eligible for further phases of evaluation. This type of decision will be made by the tender committee during the bid opening stage in an objective manner by ensuring fair treatment to all bidders.

Offers that do not meet the submission requirements as mentioned below may not be considered to proceed to further steps of the evaluation process. **All pages of offer documents must be filled, signed, and stamped.** All documents must be submitted in pdf format.

1.6 Documents to Submit

As part of this selection process please submit the following documents. **Partial or non-submission of mandatory eligibility documents will lead to an exclusion from the bidding process.** Some documents are identified as “Mandatory at the Contract signature/award Stage” so the absence of those at the bid opening stage may not lead to elimination.

Document	Category
Legal registration (operational) license of the company as a legal entity. Must be valid at the time/day of bid submission.	Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission)
Valid ID/passport of the company owner and shareholders if applicable	Mandatory for Eligibility / Bid Opening Stage (if not provided, then IMC can request the submission)
IMC Vendor Registration Form filled in signed and stamped	Mandatory at the contract signature stage if a company is awarded a contract
Copies of contracts/ PO/WO with INGOs/UN agencies: Maximum 3 (three) vehicle rental contracts/PO/WO concluded in the past 4 years with a min. value of 20,000 USD	Mandatory for Eligibility /mandatory at Bid Opening Stage. Must be submitted with your offer.
Vehicle documents (Valid License, Insurance, and clear pictures of each vehicle). The vehicle's license and insurance must be in the name of the company otherwise, a proof of sub-lease agreement should be attached.	Mandatory for Eligibility /mandatory at Bid Opening Stage. Must be submitted with your offer.
IMC Master Terms and Conditions signed and Stamped on all pages	Mandatory at the contract signature stage if a company is awarded a contract
IMC Code of Conduct signed and Stamped on all pages	Mandatory at the contract signature stage if a company is awarded a contract

<ul style="list-style-type: none"> ○ IMC Request for Quotation (RFQ form) and All Annexes, fully filled and signed/stamped (Attached) for each Lot 	<p>Mandatory for Eligibility, at the Bids opening stage. If not submitted IMC Tender Committee may consider disqualifying the company.</p>
<ul style="list-style-type: none"> ○ Method of payment is Bank Transfer to the registered company account as per bidding documents. 	<p>The bank details should be provided for the award of the contract as all payments will be done via bank transfer. Bank details must be in the company name.</p>

1.7 Reporting of Fraud and Unethical Behavior

International Medical Corps has **zero tolerance for fraud**. Please report fraud and unethical behavior:

- Make a call to our Ethics phone number [1-866-879-0419] or
- File a report online at Ethics Point, Inc.
(<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html>) or
- Contact report@internationalmedicalcorps.org for further instruction.
- Reports may also be made to compliance@internationalmedicalcorps.org or legal@internationalmedicalcorps.org

More details on International Medical Corps and our projects worldwide are available through our website:

www.internationalmedicalcorps.org

1.8 Sample Requirements/ Protocols/Submission

- International Medical Corps consider the following requirements/ protocols for the **SAMPLES SUBMISSION AND RETENTION**
- Sample check for each Lot/Kit will be conducted after the bid evaluation process i.e. calculating the cumulative score for technical and financial evaluations. The vendors are required to submit the complete samples for each Lot/kit, once requested by IMC Logistics.
- For Audit purposes, IMC would like to retain all the received samples in the procurement file.

NOTE: IMC will retain the approved samples of successful vendors for the entire BPA period (3 years). Also note that offering IMC free samples will not be considered as a criterion during the evaluation, and the bidder will not be penalized for refusing to offer their sample if not awarded an order/contract.

1.9 Financial Offer

Please quote your offer in the IMC RFQ template including all associated costs (taxes, discounts, transportation to the stated destinations/locations, etc.) the price shall be reasonable and competitive. If you include taxes in your offer, please submit evidence of a tax invoice issued by the Tax Chamber in your company name.

1.10 Offer Validity

Please fill in the below table regarding the validity of your offer.

Offer Validity Period	IMC requesting	Vendor Offered
	A minimum of 90 days is mandatory	

1.11 Further Information

Please refer to the IMC RFQ document, for further information regarding:

- Vendor Registration
- False statements in the bids policies
- Defects; Warranty and miscellaneous
- Payment terms

Company Name: _____

Name of company representative: _____

Position: _____

Date: _____ **Signature and Stamp:** _____