



---

**SCOPE OF WORK**  
**VEHICLE RENTAL SERVICES FOR THE YEAR 2024 TO 2026**  
**MERCY CORPS SUDAN**

**Introduction.**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within.

Following the outbreak of war in April 15th 2023, Mercy Corps lost most of the fleet in looting thus leaving us with vehicle shortages and also given the current challenges of importing vehicles into the country, rental is the eminent immediate solution to ensure continued operations in Sudan.

**Scope of the vehicle rental services**

The objective of the Scope of the services/work is to have in place vehicles under master service agreements that the programme team can quickly make use of to facilitate the implementation of the program activities in Sudan on an annual basis.

The Following process will be obtained for adequate and timely service delivery for targeted beneficiaries.

**SCOPE OF THE SERVICE.**

1. Master Service agreements will be established with Supplier in the Mercy Corps operation area in Sudan for movements within town and in the respective field locations in Port Sudan, Kassala, Gedaref, Atbara, Dongola, Kadulgi, Elobied, Nyala, Undukun and Zalinge respectively.
2. The scope of rental vehicle shall include provision of road condition worthy vehicles of either Toyota Hilux double Cabin, Mini vans (14-Seater), Landcruiser or SUV or other 4X4 Vehicles types in good condition and or as specified in the Agreement.
3. Similarly, the respective selected supplier shall deliver the vehicle, with fuel along with the driver on time to our offices and work in accordance with the requirements of the teams and conditions laid in the contract.

**Specific requirements of the suppliers**

- Vehicle hire will be got from vendors with registered companies or where not able then from individual vehicle ownership documents. Priority will be given to fully registered companies but also individuals who possess ownership of the vehicles in questions where company registration documentations are not available.
- Vehicles should be hired with price of fuel and costs of driver inclusive.
- Vehicle to be hired on as daily rate for the locations stipulated
- Payments will be done on a monthly basis in the accounts of the company or individual.

### **Documents needed**

The Supplier shall be expected to have consented and provided the following information that would be critical in the selection process during the solicitation Procedures and Contracting period, which would include:

- a) Supplier Information Form
- b) Relevant Experience Form
- c) Cost per Days Offer form for a fixed period of 12 months
- d) Company Certificate of Business Registration for companies or individual name of sole ownership.
- e) Any Valid Operating license
- f) Copies of relevant contract in service provision of a similar nature in the last three years (attach copies of relevant contracts, etc.)
- g) Valid vehicle registration card.
- h) Vehicle ownership certificate
- i) Valid insurance.
- j) Valid driver's license
- k) Owners IDs
- l) Copy of the Bank Accounts of the supplier.
- m) Other Important vehicle supporting documents
- n) Signed Mercy Corps, Supplier Code of Conduct forms
- o) Completed Tender Documents.

### **Contracting Process.**

- A Master Service agreement will be generated with the selected companies for the entire contract year. Task orders will be issued for every vehicle needed during the contract period.
- Price Quotes shall remain valid for 180 days from the date of opening of the Tender and there after the quoted price shall hold for the contract duration.
- Mercy Corps may solicit the Supplier's consent to an extension of the period of Contract beyond the 12 months up to 2 years.

- Any changes to the contract shall be made in writing by letter or e-mail with sufficient notice period.
- The supplier will be expected to be ready to provide the vehicle in the location requested without fail or communicate in advance if there will be delays in 1 days time.

**Service delivery Requirement.**

- The team will submit a monthly or Weekly Movement plans which will be based on planned activities only. Authorized by Area Managers for filed movements and Operations Manager for inter State movements.
- Once there is need for additional vehicles, the company or individuals will be reached for supply of additional vehicles.
- Before using the vehicles, the vehicle owners will be asked to present the vehicles for inspection for suitability and ensure it is fit for purpose.
- The vehicles will be checked to ensure it has valid insurance and have all documents as required by law.
- The driver of the vehicle will be issued a Mercy Corps log sheet and training carried out on how to complete the logbook for accountability purposes
- The Driver of the vehicle will be required to produce certification that they are an experienced driver, a valid driving license with proof of having done an eye test
- Mercy corps authorized staff will carry out a test with the driver using the Mercy Corps approved checklist.
- Vehicle registration numbers will be noted on every document including the invoice. Any change of the vehicle due to other factors should formally be communicated and an inspection done for replacement before engagement.
- To ensure we get serviceable and quality cars inspection sheet upon identification and approval of car to hire.
- Hired vehicles within the locality should be invoiced for work days only excluding weekends unless there is justification to the contrary and the vendors should be advised on before submitting their quotes and contracting
- Log sheets will be provided to Mercy Corps and invoicing carried out only on the basis of verifiable trips as per the log sheets
- Payment on invoices must be made on a monthly basis for long-term vehicle hires or paid within the month of utilization for short-term hires.
- The Driver will be expected to sign a code of conduct and other safeguarding policies.

**The Rental Vehicle Driver will report to:**

Mercy Corps' Operations Officer in the respective offices of deployment.

**Duration of the contract.**

This Master Service Agreement will be for a period of one year with a possibility of extension for another year based on performance.

**Assessment and award of the assignment**

Mercy Corps will evaluate Financial bids and also the documents submitted to establish authenticity of the supplier/service provider before engaging with them. Mercy Corps reserves the right to under this agreement more than one vender in each location and also reject bids received without assigning any reason and is not bound to accept the lowest or the highest bidder and sub-contracting is not permitted under this agreement.