

**External Quotation Request (EQR)
Provision of Vehicle Rental Including Maintenance Service
EQR.SDN.MD.25.GED.001**

EQR - Invitation

Première Urgence Internationale (**PUI**) is a non-governmental, non-profit, non-political and non-religious international aid organization. Our teams are committed to supporting civilians' victims of marginalization and exclusion, or hit by natural disasters, wars and economic collapses, by answering their fundamental needs. Our aim is to provide emergency relief to uprooted people in order to help them recover their dignity and regain self-sufficiency.

The association leads in average 190 projects by year in the following sectors of intervention: food security, health, nutrition, construction and rehabilitation of infrastructures, water, sanitation, hygiene and economic recovery. PUI is providing assistance to around 5 million people in 20 countries – in Africa, Asia, Middle East, Eastern Europe and France.

PUI – SUDAN mission intends to award **a two years** framework contract (**FWC**) for the service provision of vehicle rental covering:

- **Lot No.1 (Gedaref State)**
- **Lot No.2 (Jazirah State)**
- **Lot No.3 (Al-Khartoum)**
- **Lot No.4 (Port Sudan)**
- **Lot No.5 (Sinner)**
- **Lot No.6 (Shendi)**
- **Lot No.7 (Interstate trips):**
- **Lot No.8 (Operational Vehicle/s)**

For all PUI programs funded by all donors. Through this EQR process, PUI will select one service provider or more for different Lots.

This EQR is open for all qualified suppliers: suppliers shall send their quotations to the address below not later than **Thursday 23rd Jan, 2025 by 4:00 PM** (Sudan Time) in a sealed envelope with the reference and note mention below:

Supplier Name: XXX

EQR Ref: EQR.SDN.MD.25.GED.001

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INSTRUCTIONS FOR SUPPLIERS

1- Introduction

Première Urgence Internationale (**PUI**), hereafter called the Contracting Authority, invites experienced and qualified firms to submit their quotation for the establishment of a framework contract (FWC) for the provision of vehicle rental including drivers, fuel, and maintenance services in Sudan. **Except for the operations Vehicle/s which exclude Fuel (Lot No.8)**

These Instructions are intended to help supplier in the preparation of their quotation. The supplier must have a registered documents in Sudan legalizing the work on the areas of lots submitted. The supplier must maintain a workshop staffed with qualified personnel to support service implementation. Alternatively, they must have a subcontract in place to provide operational support as needed.

EQR response and contents

The quotations must be received before the deadline **Thursday 23rd Jan, 2025 by 4:00 PM** (Sudan Time)
The envelop (content) must include

Envelope A: Administrative documents

Envelope A	<p>Compulsory documents:</p> <ul style="list-style-type: none"> - A valid commercial register approved by the Sudani legislature - A valid Tax registration card - ID or Passport - Bank account details - ID or Passport for the company representative (in case the owner is outside the country) - Additionally, a letter from the company authorizing this person to act on their behalf.
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Envelope B: Technical and financial offer as detailed below;

Envelope B	<p>Compulsory documents:</p> <p>Proposal</p> <ul style="list-style-type: none"> - Annexes 1 to 8 - Financial statements copy of at least 2 of the 3 previous years - Provide a previous customer experience certificate / reference that can be consulted. "Especially INGOs" - Other documents to provided: - Proof of ownership of vehicles (samples) - Tracking system contract (copy)
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2- Lots:

Supplier must submit quotation for at least one or more of the following lots:

- **Lot No.1 (Gedaref State)**
- **Lot No.2 (Jazirah)**
- **Lot No.3 (Al-Khartoum)**
- **Lot No.4 (Port Sudan)**
- **Lot No.5 (Sennar)**
- **Lot No.6 (Shendi)**
- **Lot No.7 (Interstate trips):**
- **Lot No.8 (Operational Vehicle/s)**

The supplier must offer the unit price including all taxes applicable indicated for each Lot.

Framework contract will be awarded for one lot or more.

3- Information/documents to be supplied by the supplier

- a. All suppliers must provide the followings information mentioned above in **Envelope A** and in **Envelope B**:
- b. Form and annexes 1 to 8 (Lot 1 to 8)

4- Period of validity

Supplier shall be bound by their offers for a period of ninety (90) days from the deadline for the submission of offers.

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DESCRIPTION OF LOTS**

Première Urgence Internationale (**PUI**), within its programs implemented in Sudan, is inviting through this EQR all the qualified suppliers to offer their submissions for the specific lots:

Costs:

The cost will include; Drivers, Fuel, Insurance, periodic maintenance as per manufacture's guidelines and regular maintenance services. **Except for the operations Vehicle/s which exclude Fuel (Lot No.8)**

For Office Support Vehicle (City Car): PUI will pay fixed monthly rent fees as a lumpsum for unlimited mileage, regardless the number of days that the vehicle was used by PUI (weekends and public holidays are counted). PUI prefers to keep this car on Standby in a safe place at PUI Base Premises (at the evenings & during weekend) without driver to be used in case of emergency.

For Programs Vehicle: The number of days per vehicle will be counted at the end of each month based on working days that the vehicles were used by PUI, knowing that Weekends and public holiday are not counted.

For Operational Vehicle: The vehicle will be rented on a monthly basis in Gedaref base and also for all operational movement between bases for the whole period of this agreement and for unlimited mileage; (The rental fee covers official trips and necessary travel, including those occurring on Fridays, Saturdays, and public holidays).

Delivery:

Vehicle(s) shall be delivered at the requested location/office of PUI followed by a request made through purchase order(s).

Delivery time expected within two days after the requests.

Maintenance:

Maintenance will be done at the supplier's workshop; with a replacement of same vehicle in same day.

Vehicle with driver(s):

- The supplier should include to the rent of vehicle; driver salaries.
- Good behavior on the part of the driver is important. PUI will organize specific trainings for the drivers on safety and security: Careless drivers shall be **replaced immediately on demand**.
- Drivers should adhere to PUI Code of conduct and Ethics policy.
- The supplier shall assign qualified, experienced, licensed drivers only and who take full responsibility for the safety and security of the transported passengers and materials.
- The net salary of a driver should not be less than **200 USD** as a net salary.
- The supplier must adhere to Sudan's local labor laws regarding the rights and benefits of drivers.
- The supplier shall submit a breakdown of a driver salary

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Equipment & Accessories

- All Vehicles must include the following equipment and accessories:

1	Car Key
2	Pull Rope
3	Fire Extinguisher
4	Spare Wheel
5	Wheel jack
6	Wheel Spanner
7	Spanner set
8	Screw Driver
9	Tool box
10	Auto radio
11	Battery Leads
12	Torch with 2 extra batteries
13	Phone charger type C and normal type
14	Signalization "triangle/ Jacket"
15	Reasonable First Aid Kit
16	Portable Air Compressors

All vehicles must be equipped with a tracking system, and PUI must have access to it.

All vehicles must be insured

All vehicles must have functional and wearable seatbelts.

All vehicles must come with SRS functional airbag system.

In case of vehicle unavailability, the supplier commits to providing an upgrade at the same rate as the requested category.

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Vehicles specifications: (With Tracking devise)

Type of vehicle	Engine (cc)	Description	Extra technical specifications		
Sedan Car	1800	Toyota Corolla or equivalent	Four Doors		
Rav4	2400	Toyota Rav4 or equivalent	Five Doors		
Pick up 4X4	2700	Toyota Hilux or equivalent	Four Doors		
SUV	3600	Toyota Prado or equivalent	Five Doors		
SUV	4500	Toyota Land cruiser or equivalent	Five Door		
Mini Car	2700	Suzuki APV or equivalent	with seating capacity of 07 passengers		
Mini Bus	2700	Toyota HIACE or equivalent	with seating capacity of 16 passengers		

Complementary technical specifications

Vehicles are owned by company
Vehicles should meet safety standards or a lease contract signed by the company and the owner.

Year:	2018 or above
Fuel Type:	Petrol sedan cars and Petrol or Diesel for SUVs
Transmission:	Manual or automatic
Window shade	50% (with authority approval)
Milage	Not more than 160,000 KM on Vehicle
Drivers	Vehicles requested with drivers except for operational Vehicle

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Quotation FORMs and Annexes Lot 1 to 8

Date:

Name of the company:

Response time on site

Expectation	Lead time	Remarks
Minimum time to replace vehicle on site		
Minimum time to send a technical team on site		

Maintenance

Expectation	Detailed service offered by the supplier
Maintenance schedule on site	
Items checked on regular maintenance	
Details of tools provided in vehicle	
Workshop locations in SUDAN	

Detail and Type of Insurance:

Description	YES	NO
Total number of fleets?		
Fleet comprehensively insured?		
Name of the insurance company?		
Type of insurance?		
Third party insurance		

Payment method:

Check Transfer

Terms: _____

Bank detail: _____

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ANNEX 001:
Lot No 1. Al-Gedaref: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 002:

Lot No 2. Al-Jazirah: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 003:

Lot No 3. Al- Al-Khartoum: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 004:

Lot No 4. Port Sudan: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 005:

Lot No 5. Sinar: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 006:

Lot No 6. Shendi: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Sedan Car (city car) – 1800 cc (Toyota Corolla or equivalent)	2018 & above	
2	SUV (city car) – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Daily Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 2000 cc four (4) doors (Toyota RAV 4 or equivalent)	2018 & above	
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	
5	Mini Car – 2700 cc with seating capacity of 07 passengers (Suzuki APV or equivalent)	2018 & above	
6	Mini Bus – 2700 cc with seating capacity of 16 passengers (Toyota HIACE or equivalent).	2018 & above	

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ANNEX 007:

Lot No 7. Interstate trips: Quotation for Vehicles including drivers, fuel, and maintenance (full package)

#	Description of Vehicle – Gedarif to Port Sudan including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to Kasala including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to Sinnar including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to JAZ including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to Atabrah including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to Shendi including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		

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3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Gedarif to Karari including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – PrtSudan to Kasala including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – PrtSudan to Atbarah including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – PortSudan to Shendi including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – PortSudan to Karari including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

#	Description of Vehicle – Karari to Shendi including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

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#	Description of Vehicle – Karari to Atbarah including drivers, fuel, and maintenance (full package)	Model	One way Trip in USD	Round Trip in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above		
3	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above		
4	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above		

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ANNEX 008:

Lot No 8. Operational Vehicle/s: Quotation for Vehicles including drivers, and maintenance (full package) – **Fuel is will be managed by PUI**

#	Description of Vehicle – including drivers, fuel, and maintenance (full package)	Model	Monthly Rent in USD
1	Pick up 4X4 – 2700 cc four (4) doors (Toyota Hilux or equivalent)	2018 & above	
2	SUV – 3600 cc five (5) Doors (Toyota Prad or Equivalent)	2018 & above	
3	SUV – 4500 cc five (5) Door (Toyota Land cruiser or equivalent)	2018 & above	



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I undersigned, certify that I am the legal representative of

_____ in Sudan.

I declare and certify that the information above is true and accurate to the best of my knowledge.

I understand and accept any false or inaccurate information may result in the cancellation of any offer made by the supplier, even if discovered later.

Date: _____

Name: _____

Signature and stamp of the company: