**Grassroot Initiative for Strengthening Community Resilience (GISCOR)**

**Tender Document for Vehicle Rental Services**  
**Tender Reference No.: 11/24/NG/MAI/GISCOR/ITB/002**

**Introduction**

Grassroot Initiative for Strengthening Community Resilience (GISCOR) is a prominent humanitarian and developmental non-governmental organization (NGO) operating in Nigeria. We are committed to improving the resilience of vulnerable communities across the country. GISCOR’s activities range from health, education, and livelihoods interventions, with a focus on humanitarian aid, resilience building, and disaster relief.

In alignment with our operational needs, GISCOR is inviting eligible and experienced suppliers to tender for the provision of **Vehicle Rental Services**. This will include the provision of a wide range of vehicles for staff transportation, field operations, and other logistical requirements for our programs activities in the Northwest and Northeast Nigeria.

**2. Objective of the Tender**

The objective of this tender is to identify and select qualified and reliable suppliers capable of providing vehicle rental services for GISCOR’s humanitarian programs in the Northwest and Northeast Nigeria. The awarded contract will cover vehicle rentals for programmatic and administrative needs, including but not limited to, field visits, transportation of staff, goods, and services to project sites, and transportation support for workshops, training, and other events.

We seek to establish a long-term partnership with a supplier who can guarantee high standards of service, reliable vehicle availability, well-maintained fleet, and competitive pricing.

**3. Scope of Work**

The scope of work under this tender includes the following:

**Vehicle Types Required:**

* **4x4 Vehicles**: To transport staff to remote areas and difficult terrains, especially in emergency situations.
* **Sedans**: For staff transportation on urban and suburban roads.
* **Minibuses**: For group staff transportation to and from various field locations.
* **Pick-up Trucks**: For transporting materials, goods, and small-scale equipment.
* **Buses**: For larger scale group transportation during conferences, workshops, or events.

All the vehicles should in sound mechanical condition, manufacturing year not older than 2010 with the following minimum conditions

* *Adequate fuel for the journey*
* *Tires for the terrain*
* *A spare wheel*
* *Tools for changing the wheel*
* *1 safety triangle*
* *1 high visibility vest*
* *First Aid medical kit*
* *Toolbox*
* *Extinguisher*
* *Spare Fuses*
* *Jumper cables*
* *Towing wire*

**Rental Services Details:**

* **Vehicle Availability**: The supplier must ensure availability of the required vehicles as per GISCOR’s needs on a daily, weekly, or monthly basis. Vehicles should be available on short notice, especially for emergency field assignments.
* **Maintenance and Service:** All vehicles must undergo regular maintenance, with a comprehensive service log maintained for each unit. Responsibility for maintenance may be carried out by either the vendor or GISCOR, as agreed upon in the operational terms. Breakdown and emergency response services must be available 24/7, ensuring immediate action in the event of mechanical failures to minimize downtime and ensure operational continuity.
* **Fueling and Refueling**: Fueling arrangements for vehicles should be covered by the supplier, or alternatively, the supplier must ensure vehicles are delivered to GISCOR with a full tank of fuel.
* **Drivers:** The either party must provide experienced, licensed, and trained drivers who are familiar with local routes and the safety protocols associated with operating in conflict-affected or remote areas. Drivers must adhere to GISCOR's operational policies and standards, including a code of conduct.
* **Vehicle Insurance**: All vehicles must be fully insured, with comprehensive coverage that includes third-party liability, theft, damage, and accidents. Proof of insurance should be provided for each vehicle.

**Service Locations:**

The vehicles will be needed across the following regions:

* **Northwest Nigeria**: Including states such as Kano, Sokoto, Kebbi, Zamfara, and Katsina.
* **Northeast Nigeria**: Including states such as Borno, Yobe, Adamawa, Taraba, and Bauchi.

**NOTE**: Suppliers may apply for one or both regional service areas, and each regional area will be evaluated separately based on operational needs and logistical capacity.

**4. Instructions for Submission**

Suppliers are required to submit the following documentation in their tender application:

1. **Company Profile**: Detailing the history, services offered, and any relevant experience in providing vehicle rental services.
2. **Company Registration**: Proof of business registration and operational license.
3. **Tax Clearance Certificate**: Proof of compliance with Nigerian tax regulations for the last three years.
4. **Fleet List**: A comprehensive list of available vehicles, including vehicle types, models, age, and number of available units.
5. **Maintenance Records**: Documentation of the vehicle maintenance and servicing schedule, as well as any warranties provided.
6. **Driver Qualifications**: Information on the qualifications and experience of drivers, including valid licenses, training records, and any safety certifications.
7. **Insurance Coverage**: Evidence of valid and comprehensive insurance coverage for all vehicles.
8. **Financial Offer Form (Annex B)**: A detailed breakdown of rental prices per vehicle type, including any additional costs (e.g., fuel, driver fees, insurance).
9. **Supplier Information Form (Annex A)**: A completed form that includes the bidder’s contact details, business references, and past client information.

**Submission Deadline**: All tender documents must be submitted by 17 **December 2024**. Late submissions will not be considered.

**Submission Method**: Documents must be submitted via email to [Procurement@giscor.org](mailto:Procurement@giscor.org) or delivered physically to the following address: ***Plot No. 174 Damboa Road Adamawa Street Opp: Nanne and Boi Hotel Extension, Maiduguri Borno State.***

**5. Evaluation Process**

The evaluation of the tenders will be carried out in three distinct stages:

**5.1 Administrative Evaluation**

The administrative evaluation will assess the compliance of the submission with the mandatory requirements. All documents submitted will be checked for completeness and correctness. Incomplete submissions or failure to provide the required documents will result in disqualification.

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| --- | --- |
| **Essential criteria** |  |
|  | **Active/Inactive** |
| The envelope was received within the set deadline (date and time) | **Yes or no** |
| The envelope is duly closed, with no trace of attempted opening or tinkering | **Yes or no** |
| The envelope received, has the reference of the call for tenders | **Yes or no** |
| Stamped supplier registration form (Annex A). | **Yes or no** |
| Stamped unit costs and vehicle details form (Annex B). | **Yes or no** |
| Company registration, company profile, TIN and CAC registration | **Yes or no** |
| Legalized copy of the tax certificate for the year 2021. | **Yes or no** |
| Legal Representatives Identification | **Yes or no** |
| **Note For criteria rated Yes/No, 1 no is enough to eliminate or reject the submission.** | |

**5.2 Technical Evaluation**

The technical evaluation will assess the bidder’s capability to meet the requirements of the tender. Bidders will be scored based on the following criteria:

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Maximum Points** | **Description** |
| **Company Years of Existence and verifiable address** | 20 points | Evidence of existence minimum 01 Yes=10 points and 5 additional points per year beyond 01 year limited to 02 additional years |
| **Experience and Reputation** | 20 points | Proven experience in vehicle rental services for NGOs, private companies, or government projects. |
| **Fleet Availability** | 10 points | Number and types of vehicles available, their age, condition, and suitability for GISCOR’s activities. (to be confirm during visit to the vendor facility) |
| **Driver Experience** | 10 points | The professionalism, experience, and qualifications of drivers (e.g., license, safety training, experience in difficult terrain). |
| **Safety and Insurance** | 10 points | Quality and comprehensiveness of insurance coverage provided for the fleet, including emergency and third-party insurance. |

**5.3 Financial Evaluation**

Bidders price will be evaluated based on the costs as specified in Annex B.

The score of 30 points is awarded to the tenderer whose offer is the lowest. GISCOR reserves the right to reject any offer whose financial part is deemed too low, unviable or incompatible with the performance of the proposed work.

Formula for the financial note: lowest bid amount x 30

Amount Bid Bidder

Bidders should provide costs that are reasonable and according to the market and that will allow GISCOR to analyze your prices adequately

**5.4 Combined Score Calculation**

The final score is a combination of technical and financial evaluations. The bidder having obtained the best score after the evaluation will be awarded the contract.

**6. Required Forms**

1. **Annex A**: Supplier Information Form
   * Provides detailed company information, operational capacity, and references.
2. **Annex B**: Financial Offer Form
   * A detailed breakdown of rental prices per vehicle type and services.

**7. Terms and Conditions**

1. **Contract Duration**: The contract duration will be for one year, with a possibility for renewal based on performance.
2. **Payment Terms**: Payment terms will be agreed upon with the successful bidder, and invoices will be paid within 5 days of receipt, contingent upon satisfactory delivery.
3. **Insurance**: Vehicles must be comprehensively insured with a certificate of insurance provided for each vehicle.
4. **Termination**: GISCOR reserves the right to terminate the contract at any time due to non-performance, security concerns, or other significant reasons.
5. **Confidentiality**: All information shared during the tender process must be treated as confidential and must not be disclosed to any third party.

**8. Important Dates**

* **Tender Announcement**: 3th December 2024
* **Closing Date for Submission**: 17th December 2024 @ 5;00PM