

# REQUEST FOR QUOTATION FOR THE PROVISION OF TRANSPORT SERVICES IN BORNO STATE

## Request for Quotation Details

RFQ#	MAID/2018/IHAAN/OPS/0320	Currency of Bid (3-Letter code):	NGN
RFQ Issuing Date:	13th February, 2018	Sid Validity Period (days)	10 Months
RFQ Closing Date:	21 <sup>st</sup> February 2018	Required Delivery Date:	1st march 2018
RFQ Closing Time	4:00pm	Required Destination:	FHI 360 Maiduguri office, Banki, Ngala, Damasac, Dikwa, Rann.

## (A) BACKGROUND

**Family Health International (FHI360)** is a not-for profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research and technology, creating a unique mix of capabilities to address today's interrelated development challenges with funding from USAID's office of Foreign Disaster Assistance (OFDA). FHI360 is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of WASH. Health, Nutrition and Protection services by building Nigeria's Capacity to deliver sustainable high quality, comprehensive humanitarian services in the North eastern Nigeria.

FHI 360 Borno State Office is hereby seeking to engage the services of credible companies for the provision of transport services as specified below:

## (B) Terms of Reference for the Required Service:

### LOT 1: Provision of chauffeur driven passenger vehicle rental services:

Provision of chauffeur driven passenger vehicle rental service in Maiduguri, Dikwa, Ngala, Banki, Damasak and Rann.

Condition of the service: LOT 1

- The vehicle should NOT be more than FIVE (5) years old.
- The vehicle MUST be in good working conditions.
- Qualified driver with valid driving license.
- Accommodation for driver.
- Fuel
- Vehicle Insurance and any other legal document required to operate the vehicle.

- Safety features and equipment i.e Airbag, First aid boxes, tools, Spare tires
- Routine and non-routine maintenance cost.

Daily Rate

#	Description of Vehicle	Maiduguri	Ngala	Banki	Dikwa	Damasak	Rann
1	Sport Utility Vehicle (SUV). 4x4						
2	Double Cabin Pick-Up Truck, 4x4						
3	Mini Bus 10 Seater						
4	Mini Bus 14 Seater						

LOT 2: PROVISION OF TRUCK RENTAL SERVICES

**Provision of Transport Services (Truck) to Dikwa, Ngala, Banki, Damasak and Rann in Borno State**

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#	Description of Vehicle	Maiduguri-Dikwa Damsak	Maiduguri-Dikwa Ngala	Maiduguri-Maiduguri- Ngala	Maiduguri- Rann	Maiduguri- Ngala- Rann	Maiduguri- Banki
1	8 Metric Tonne Truck	-	-	-	-	-	-
2	10 Metric Tonne Truck	-	-	-	-	-	-
3	15 Metric Tonne Truck	-	-	-	-	-	-

	20	Metric						
		Tonne						
4	Truck		-	-	-	-	-	-

	30	Metric						
		Tonne						
5	Truck		-	-	-	-	-	-

**(C) QUALIFICATION FOR LOT 1 AND LOT 2**

(1) FULL COMPANY PROFILE with relevant information such as

- Company overview
- Contact details e.g physical address, functional telephone, functional email address.
- Provide evidence of cognate (similar) experience in the provision of chauffeur driven vehicle rental services (for Lot

(1) and Truck rental services (for Lot 2) to International Non-Governmental Organizations (INGOs) in the North East, especially in Borno State.

**This could be in the form of.**

- Reference letter
- Purchase Order

**(2) Company registration**

- Copy of registration certificate with Corporate Affairs Commission (CAC) (Must) Form CAC2 and CAC7 (Must)
- Any other state registration with Borno State Government

**(3) Evidence of ability to source for funds.**

- Bank reference letter
- Financial statement
- Copies of previous awards.

**(4) Tax clearance,**

- Must have Tax Clearance Certificate for the past three years ((2015, 2016 and 2017)) from Federal Inland Revenue Service (FIRS)
- Evidence of physical presence in Borno e.g Office or branch physical address

**(D) PAYMENT TERMS: Payment will be rendered upon full completion of services.**

**(E) DEADLINE;**

Application for each LOT (i.e LOT 1 and LOT 2) to be submitted separately in a sealed envelope indicated as Provision of chauffeur driven passenger vehicle rental services: LOT 1 or Provision of truck Rental Services: LOT 2

**Deadline for submission is 21<sup>st</sup> February 2018 at 4:00PM**

**Bidding documents to be submitted to FHI360 BORNO STATE OFFICE located at Shehu Sanda Kyarimi Crescent, Old GRA Maiduguri.**

**Fax, Email or post-marked documents will not be accepted**

**(F) CONTRACTING PROCESS:** Only qualified contractors who meet all the criteria above will be contracted to provide passenger vehicle rental services for a period not exceeding 10 months. In addition to the requirement above, the selection process will be based on competitive price, quality of vehicles and service, delivery period and quote validity.

Please note that qualified vendors will be required to provide samples of vehicles before final selection.

**All queries to be addressed to [mmuhammad@ng.fhi360.org](mailto:mmuhammad@ng.fhi360.org) and [bmaina@fhi360.org](mailto:bmaina@fhi360.org)**

**(G) Disclaimers**

FHI 360 reserves the right to vary any part of this RFQ at the time of award if it becomes necessary.

The issuance of this RFQ in no way constitutes a commitment by fhi360 to award a contract