

USAID

Family Health International (FHI360)

Request For Proposal (RFP): Provision of Car Hire Service

(A) BACKGROUND

Family Health International (FHI360) is 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 the United States Agency for International Development (USAID), FHI360 is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria.

FHI360 Nigeria Country Office is hereby seeking proposals from qualified and interested Car Higher Service Providers for the provision of car hire services across Nigeria as per the scope below:

(B) SCOPE OF REQUIREMENT

The Car Hire Service Provider(s) will be expected to provide high standard vehicles that are in good condition at all time. The selected service provider(s) is expected to ensure availability of such vehicles to FHI360 as at when required across Nigeria at all times. The services to be provided will include, but not limited to the following

- (1) The service provider will ensure the provision of vehicles for the conveyance of personnel and tools as required by FHI360.
- (2) The service provider will at all times called upon, provide vehicle in good, comfortable and roadworthy condition.
- (3) The service provider will ensure that all vehicle particulars, permits, authorizations, roadworthiness certificates, insurance and all other documents required for the operation of the vehicle are in place and up to date.
- (4) The service provider is expected at all times, present a qualified driver with a valid driver’s license, well dressed and groomed to drive the vehicle and shall be responsible for their (drivers) remuneration.

(5) All fueling, maintenance and incidental expenses during the course of the subsistence of the service to be provided will be borne by the service provider; and the service provider will also ensure that the vehicles are at all times well maintained so as not to cause failure or breakdowns.

(6) In the event of any break down during the course of carrying out any assignment, the service provider will provide an alternative in such a manner as to cause as minimal disruption as possible to the schedule of FHI360 staff on transit.

(7) The service provider will provide accessories, utilities and general conveniences that will be in the vehicle i.e., fire extinguishers, C caution, jumper cables, jack, wheel spanner, spare tyres, towing ropes, car fresheners, dust bins, foot mats, first aid box etc.

(8) The service provider will ensure that the vehicles to be provided are comprehensively insured.

(9) The service provider will provide invoices at the end of every month detailing the cost of services provided for the period before payment is processed

(C) SELECTION CRITERIA

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information.

The submission of incomplete information could result in the rejection of proposal.

Proposals should be comprehensive and highlight how the bidding company intends to meet up with our requirements as state above. In addition to clearly stating service costs and/or rates of commission, proposals should include the following and must be in the format below:

(1) Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization.

(2) Evidence of company registration (i.e. Certificate of incorporation Corporate, form CAC7 & CAC2).

(3) Evidence of payment of tax (tax clearance certificate) for the last three years

(4) Audited financial statements for the last three years

- (5) Number of vehicle in fleet with evidence of such claims
- (6) Type of vehicles in fleet with evidence
- (7) CVs of drivers showing evidence of competency (with relevant certifications)
- (8) Locations covered within Nigeria with addresses of offices in various locations
- (9) Fueling and accommodation policy
- (10) Verifiable list of current clients, including International Non-Governmental Organizations with name of contact person, telephone number(s) and email(s)
- (11) Evidence of experience in providing similar services to NGOs and other reputable organizations (copies of service agreements/contracts are to be attached)
- (12) Recommendation Letter from three reputable and notable organization attesting to satisfactory performance in previous provision of related services

Financial Proposal should be in the following format for all locations:

S/N	DESCRIPTION	PERIOD
1	Car Hire within town (to & fro drop off)	1 hour
2	Car Hire within town (to & fro drop off)	2 hours
3	Car Hire within town (to & fro drop off)	3 hours & above
4	Car Hire outside town (to & fro drop off)	1 hour
5	Car Hire outside town (to & fro drop off)	2 hours
6	Car Hire outside town (to & fro drop off)	3 hours & above
7	Car Hire within town	Full day
8	Car Hire outside town	Full day
9	Airport Drop-off for different locations	From (Office/Hotel to Airport)
10	Airport Drop-off for different location	From (Airport to Office/Hotel)

(D) Clarification and Submission of Proposal:

Bidders must submit request for any clarification and further information concerning this solicitation in writing via email to procurement@sidhas.org **not later than 4pm, on Thursday 20th October, 2016.** Complete Proposal including financial and technical documents must be submitted in two separate sealed envelopes and signed by authorized representative of the bidding company **on or before 5pm Thursday 27th October, 2016.** Envelope should be labelled “Provision of Healthcare Management Services” and addressed to

The Procurement Manager

Family Health International (FHI360),

Plot 1073 JS Tarka Street, Garki, Area 3

Abuja.

Any proposal received by FHI360 after the deadline for submission stated herein shall be rejected and returned unopened to the bidder.

No proposal shall be modified after the deadline for submission of proposals. Facsimile (fax), e-mail documents or postmarked documents will not be accepted. Issuance of this RFQ in no way constitutes a commitment by FHI360 to award a contract. FHI360 reserves the right to vary any part of this RFQ at the time of award if it becomes necessary.

This procurement is funded by the US Agency for International Development (USAID) and is subject to the applicable Federal Acquisition Regulation (FAR) and AID Acquisition Regulations (AIDAR)

FHI360 is Value added tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with relevant Nigerian laws.