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TERMS OF REFERENCE - CAR RENTAL IN HARGEISA

REQUIRED SERVICE: CAR RENTAL SERVICES
LOCATION: HARGEISA
DURATION: 5 weeks

A. BACKGROUND

Pact Inc. has been operating in the Horn of Africa for over 25 years, implementing a number of projects with local CSOs across a variety of sectors. These projects, implemented in partnership with local CSOs, have included but are not limited to: good governance cross-border peacebuilding, community conservation, health, and HIV/AIDS, women's empowerment, artisanal gold mining, and natural resource management, At the foundation of all of these projects is Pact's capacity development approach.

The Expanding Access to Justice (EAJ) program, funded by USAID under the Human Rights Support Mechanism (HRSM), focuses on increasing awareness and general knowledge of legal rights, human rights, and options for recourse, especially for Somali women, youth, and marginalized groups. It responds to citizens' needs by supporting civil society and justice actors in sustainably improving the quality and scope of legal services. The program's aim is to ensure that individuals and communities, especially women and marginalized groups, obtain a rights-based resolution of their justice issues. The program is implemented by Pact and the American Bar Association Rule of Law Initiative (ABA ROLI).

EAJ is planning to contract a reputable car rental company to provide transportation services for its partners in Hargeisa. The successful service provider shall perform the required services in line with Pact's standards of high level of quality and shall follow all applications and directives as identified by this ToR. The transportation services include:

Core Services: This includes provision of car and fixed driver rental services for scheduled travel within Hargeisa and all six regions in Somaliland

Bidders must demonstrate:

- Adherence to request as per tender notice.
- Familiarity with remote terrain

B. OBJECTIVES & SCOPE OF WORK

To provide transportation services to EAJ partners based on the agreed schedule of trips

All vehicles should be maintained and cleaned by the successful service provider on regular basis.

Expected Deliverables:

The car and driver rental services must include the following:

- All vehicles assigned to EAJ should be in excellent condition.
- Pact should not be liable for the maintenance of the company's vehicles. The car rental company will be responsible for its vehicle's maintenance and cleaning services.
- All vehicles assigned to EAJ must have access clearance to travel to all six regions of Somaliland.
- Drivers must have at least 4 years of driving experience in driving passengers with knowledge of the local traffic rules and knowledge of the routes and terrain in Somaliland
- Must possess basic technical and regular maintenance knowledge of vehicles.
- Clear Criminal history Pact has the right to request proof of such records.
- The service provider undertakes sole responsibility for taxes and any other charges of public nature, which are or may be assessed in future against the service provider.

- The services rendered by the service provider must be performed in full consideration to confidentiality
- The driver must maintain high standards of personal hygiene.
- The driver must be equipped with mobile phone and sim card provided by the service provider. This is for communication purpose and numbers shall be provided to respective EAJ's program staff. Driver must not speak on mobile phones while the vehicle is in motion.
- The vehicles and drivers provided to EAJ will be used exclusively for this purpose during the engagement period and will not be engaged in any other work during working hours.
- The service provider shall have the capacity to source for accommodation services for passengers outside Hargeisa, pay for accommodation, meals and per diem to passengers during days of transit.
- The service provider shall be responsible for providing a replacement vehicle should preventive maintenance of a listed/furnished vehicle extend to a period exceeding one (1) day.
- The service provider shall provide transportation on official holidays if there is requirement

C. VEHICLE REQUIREMENTS

The Vehicle shall, as a minimum, be equipped with:

- Spare tire, the necessary accessories (spanner, jack, etc.) Emergency/Accident Early Warning Device (EWD)
- Operational seat belts for passengers. The service provider shall maintain seat belts in operating order at all times.
- Fire extinguishers (1Kg dry powder)
- Heating and cooling system of sufficient capacity and operability to maintain passenger comfort during periods of hot and cold weather.
- The vehicles will be fully registered with the government. Proof of the registration must be provided, with copy of vehicle logbook submitted prior to award of Contract.

Vehicle Specifications:

4WD(Diesel/Petrol), 4 passengers and a separate seat for driver and in good running condition {Land cruiser or equivalent}

D. EVALUATION CRITERIA

Mandatory Requirements

- Provide a certified copy of business registration(company/organization)
- Provide a certified copy of tax registration
- Provide information on ownership structure – name of directors/owners of the company(company/organization)
- provide a history of the organisations they have worked for. Provide at least 3 references including names and contact information from previous clientswho can be contacted regarding relevant experience.
- Provide copy of driver's driving license according to the vehicle level Provide CID police clearance certificate of the driver
- Provide proof of vehicle registration with the Government of Somaliland (relevant authorities) allowing unrestricted access and ease of movement

Technical Proposal Evaluation

Applicants need to clearly articulate on the following in their technical proposals, but not limited to: –

- Adherence to the expected deliverables in section B and C
- Company Profile
- Firm's general experience in the field of assignment Relevant references from previous assignments
- Understanding of the objectives
- The qualifications and relevant experience of the personnel to this assignment.
- Provide copy of IDs for the drivers
- Provide proof of vehicle ownership i.e. Log Books Overall value proposition.

Financial Proposal Evaluation

- Provide a financial proposal. [Fill out ANNEX 1 - Financial quotes](#) provided. Fuel and drivers' expenses to be included in the quote.
- Applicable tax amount must be clearly stipulated and separate from the base cost.
- Payment Terms

Financial proposal should not be part of the technical proposal; it should be a separate document.

E. GENERAL CONDITIONS OF CONTRACT

Introduction

Specific terms of contract shall be discussed with the bidder whose proposal will be accepted by Pact. The resulting contract shall include but not be limited to the general terms of contract as stated below:

Award of Contract

Following the opening and evaluation of proposals, Pact will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid.

Applicable Law

The validity, construction and performance of the Agreement that shall arise out of this sourcing activity shall be governed in accordance with Somaliland law.

Damages and Indemnities

The Service Provider will be liable for any damage or any claim following accident or loss, including claims with regard to transported goods, caused by the Service Provider's driver or as a result of the technical state of the vehicle. All related costs are at the Service Provider's expenses.

F. SUBMISSION OF PROPOSALS

Interested bidders should submit their proposal by email to somaliahr@pactworld.org on or before **24th September 2021**.

EMAIL TITLE SHOULD BE: –CAR RENTAL SERVICES-HARGEISA

Bids received after deadline shall not be considered.