

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: RFQPROC# 2022-0423 - Provision of Vehicle
Rental Services under LTA

Date: 19 October 2022

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the provision of Vehicle Rental Services under Long Term Agreement (LTA) for one (1) Year with possibility of one (1) Extension

International Organisation for Migration (IOM) kindly requests your quotation for the provision of goods as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements


Annex 2: Quotation Submission Form

Annex 3: Technical and Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted using Annex 2: Quotation Submission Form and Annex 3 Technical and Financial Offer, by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Issued by:

Signature: SAB\CD\NC\Raghad SAB\CD\NC\Raghad 
Name: Raghad Saredidine
Title: Senior Procurement and Logistics Assistant
Date: 19 October 2022

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	03 November 2022 before 1500H Lebanon Time If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/ .
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input type="checkbox"/> E-tendering <input checked="" type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery <input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomlebanonbids@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: pdf or word ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 5MB per email ▪ Mandatory subject of email: RFQ2022-0423_Quotation 1 of 3 ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. 1 of 2”, and the final “email no. 2 of 2”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt.
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	<p>Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.</p> <p>Legal Eligibility Latest and valid government permits, licenses and company registration</p> <p>Submit any or all of the following whichever is applicable in the country of business of operation</p> <ul style="list-style-type: none"> • Company’s Articles of Incorporation, Partnership or Corporation, whichever is applicable, including amendments thereto, if any • License to operate

	<p>Technical Eligibility</p> <ul style="list-style-type: none"> • <u>Experience and References</u> Provide summary of past projects providing similar goods and services. Provide list of three clients wherein you are currently supplying similar goods and services. • <u>Company Profile</u> (including the names of owners, key officers, technical personnel) showing minimum 3 years of operation supplying similar goods and services as per IOM requirements <p>Financial Eligibility</p> <ul style="list-style-type: none"> • List of all contracts entered into for the last 3 years (indicate whether completed or ongoing) providing similar goods and services as per the IOM requirements • Duly Filled Out Vendor Information Sheet
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	<p>The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below:</p> <p>All prices shall:</p> <p><input checked="" type="checkbox"/> be inclusive of VAT and other applicable indirect taxes, please provide breakdown of cost and VAT</p> <p>Note that IOM will pay both cost of goods/service and VAT in USD</p> <p><input type="checkbox"/> be exclusive of VAT and other applicable indirect taxes</p>
Language of quotation and documentation including catalogues, instructions and operating manuals	The quotation, as well as any and all related correspondence exchanged by the Supplier and IOM, shall be written in English language.
Documents to be submitted	<p>Bidders shall include the following documents in their quotation:</p> <p><input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed and signed</p> <p><input checked="" type="checkbox"/> Annex 3: Technical and Financial Offer duly completed and signed and in accordance with the Schedule of Requirements in Annex 1</p> <p><input checked="" type="checkbox"/> Other Eligibility Documents</p>
Quotation validity period	Quotations shall remain valid for 30 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Partial Quotes	<p><input checked="" type="checkbox"/> Not permitted</p> <p><input type="checkbox"/> Permitted <i>(please specify, i.e. by LOTS only or by line item, etc)</i></p>
Payment Terms	<p><input checked="" type="checkbox"/> 100% within 30 days after receipt of goods and submission of payment documentation.</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p>
Contact Person for correspondence, notifications and clarifications	<p>Focal Person: Raghed Sarieddine E-mail address: beyproc@iom.int</p> <p>Attention: Quotations shall not be submitted to this address but to the address for quotation submission above.</p>
Clarifications	Requests for clarification from bidders will not be accepted from 19-24 October 2022. Responses to request for clarification will be communicated via email by 26 October 2022

Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest price substantially compliant offer Technical offer – will be evaluated based on pass/fail criteria Financial Offer Stage 1: The Breakdown of cost shall be evaluated based on PASS/FAIL criteria. In particular, the salary allotted for the driver will be evaluated against prevailing local labor laws and prevailing wage rate paid to similarly employed workers in other UN organizations Stage 2: The average cost for vehicles for all types of model proposed for both with and without driver will be computed and ranked accordingly. <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (for ex, environmental criteria/considerations, etc)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Recurring Service Agreement
IOM will award the contract to:	<input type="checkbox"/> Only (1) Service Provider <input checked="" type="checkbox"/> One (1) or more service providers depending on the following factors: Vendors who comply with the technical requirements will be ranked according to the price offer. The vendor with the lowest average price for all type of vehicle required for both with and without driver options will be ranked 1 and will be assigned as the Lead LTA holder. The vendor with second lowest average price for all type or vehicle required for both with and without driver options will be ranked 2 and will be assigned as the Back Up LTA holder. For every request, IOM will first approach the Lead LTA holder. If unavailable, IOM will then approach the Back Up LTA holder.
Expected date for contract award.	15 December 2022
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM
UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.

Annex 1: Schedule of Requirements

Item No.	Vehicle SPECIFICATIONS
1	<p align="center">Regular Vehicle (similar or equivalent to Micra, Kia Picanto brand) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage</p>
2	<p align="center">Regular Vehicle, 7 seats (similar or equivalent to Mazda) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage</p>
3	<p align="center">Regular Vehicle (Similar or equivalent to Nissan Sunny, VW Passat) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage</p>
4	<p align="center">4x4 Vehicle (similar or equivalent to Renault Duster, Daihatsu Terrios) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage</p>
5	<p align="center">4 x 4 Vehicle , 5 seats (similar or equivalent to Nissan Xtrail) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage</p>
6	<p align="center">4 x 4 Vehicle , 7 seats (similar or equivalent to VW) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage</p>
7	<p align="center">SUV (similar or equivalent to Prado, Armada) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage</p>
General Requirements	
1	<p align="center">Compliant with applicable insurance, safety or other motor vehicle requirements, such as but not limited to comprehensive insurance with passenger cover and any other applicable motor insurance policies form recognized insurance service provider</p>
2	<p align="center">Road Worthy and in good condition</p>
3	<p align="center">Registered for operation during the period of the Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and Original vehicle registration, driver’s license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)</p>

4	Equipped with necessary safety items including fire extinguisher, seatbelt restraints, spare tire, mechanical jack and basic hand tools
5	Air conditioning and heating systems must be functional with cold and hot air system
6	Clean inside and out and free from unpleasant odors
7	Registered with a reputable towing services firm with 24-hour on call and on-the-road assistance with wide coverage. In the absence of such services in the country, an equivalent or alternative service must be proposed to ensure minimal exposure of the staff on the road
8	IOM must have the option to have the cars parked within IOM premises (Jnah, Tripoli, Bekaa) per day, week, or month. In such cases, Service Provider must ensure that driver assigned will have the means to return to his home from IOM office and vice versa. It is also best for Service Provider to assign driver living near IOM location.
9	Compliant with protocols approved in context of Covid 19
10	Service Providers shall be responsible for the vehicle maintenance and repairs in timely manner. In the event of a vehicle breakdown, the vehicle rental company with arrange for the immediate replacement without delays of equivalent model/specifications
Driver Requirements and Working Hours	
1	Must have valid Driver's License
2	Must have no adverse legal records
3	Must be properly trained in the operation and maintenance of the vehicles, with at least 5 years' experience as driver
4	Must be with good health condition, fit to work without any sort of disabilities to drive a vehicle.
5	Ability to speak English is a requirement
6	Must be familiar with local routes and traditions/customs/language of area of travel
7	Driver must maintain a logbook on daily basis with mileage and location of vehicles. The daily travel must be signed by IOM staff in the logbook.
7	Service Provider must be able to assign a driver outside normal working hours, weekends and holidays through shifting schedule. Normal working hours is 9 hours /day from 8 till 5 pm Overtime rates apply and Night Differential outside normal working hours following local labor law computation
8	The Service Provider is responsible for the behavior/action of the drivers and will be responsible to provide immediate replacement fulfilling conditions of the engaging driver.
10	Service Provider must provide CVs/resume for at least two drivers for evaluation purposes.
11	Drivers must be paid in USD and a breakdown of the total cost shall include the driver salary, maintenance, car rental, insurance etc.

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall deliver the goods upon written notice of IOM Beirut via email as per agreed delivery schedule.
Exact Address(es) of Delivery Location(s)	Delivery addresses shall be provided via email for every order placed under the agreement.

ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder’s Declaration, sign it and return it as part of their quotation along with Annex 3: Financial Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

BIDDER’S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.unhcr.org/Public/CodeOfConduct .
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)

ANNEX 3: TECHNICAL AND FINANCIAL OFFER - GOODS

Bidders are requested to complete this form, sign it and return it as part of their bid along with Annex 2: Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Technical Offer

Please submit the following:

1. Documentary Evidence of Valid Vehicle Registration for the proposed vehicles
2. Documentary evidence of registration with reputable towing services firm with 24 hour on call and on-the-road assistance with wide coverage or equivalent alternative service that will ensure minimal exposure of the staff of the road
3. Documentary Evidence that vehicle proposed has the applicable Insurance Coverage
4. Documentary Evidence that vehicle is in good working condition, for this purpose Service Records maybe submitted
5. Documentary evidence that list of drivers that can be assigned have valid driver’s license, without any adverse legal records.
6. Documentary evidence that the drivers are physically fit, for this purpose medical records or eyesight test maybe submitted.
7. CVs/resume of at least two drivers for evaluation purposes
8. Dully Filled Out technical specification form

TECHNICAL SPECIFICATION FORM

Item No.	Vehicle SPECIFICATIONS	Indicate COMPLY or NOT COMPLY	Bidder’s Alternative Offer
1	Regular Vehicle (similar or equivalent to Micra, Kia Picanto brand) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
2	Regular Vehicle, 7 seats (similar or equivalent to Mazda) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
3	Regular Vehicle (Similar or equivalent to Nissan Sunny, VW Passat) with and without Driver,		

	must not be more than 2 years old or must have less than 50,000 km mileage		
4	4x4 Vehicle (similar or equivalent to Renault Duster, Daihatsu Terrios) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
5	4 x 4 Vehicle , 5 seats (similar or equivalent to Nissan Xtrail) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
6	4 x 4 Vehicle , 7 seats (similar or equivalent to VW) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
7	SUV (similar or equivalent to Prado, Armada) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
General Requirements			
	IOM Requirements	Indicate COMPLY or NOT COMPLY	Bidder's Comment
1	Compliant with applicable insurance, safety or other motor vehicle requirements, such as but not limited to comprehensive insurance with passenger cover and any other applicable motor insurance policies form recognized insurance service provider		
2	Road Worthy and in good condition		
3	Registered for operation during the period of the Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law; and Original vehicle registration, driver's license and other documentation should always be available in the vehicle being rented (in case of checkpoints, etc.)		
4	Equipped with necessary safety items including fire extinguisher, seatbelt restraints, spare tire, mechanical jack and basic hand tools		

5	Air conditioning and heating systems must be functional with cold and hot air system		
6	Clean inside and out and free from unpleasant odors		
7	Registered with a reputable towing services firm with 24-hour on call and on-the-road assistance with wide coverage. In the absence of such services in the country, an equivalent or alternative service must be proposed to ensure minimal exposure of the staff on the road		
8	IOM must have the option to have the cars parked within IOM premises (Jnah, Tripoli, Bekaa) per day, week, or month. In such cases, Service Provider must ensure that driver assigned will have the means to return to his home from IOM office and vice versa. It is also best for Service Provider to assign driver living near IOM location.		
9	Compliant with protocols approved in context of Covid 19		
10	Service Providers shall be responsible for the vehicle maintenance and repairs in timely manner. In the event of a vehicle breakdown, the vehicle rental company with arrange for the immediate replacement without delays of equivalent model/specifications		

Driver Requirements and Working Hours

	IOM Requirements	Indicate COMPLY or NOT COMPLY	Bidder's Comments
1	Must have valid Driver's License		
2	Must have no adverse legal records		
3	Must be properly trained in the operation and maintenance of the vehicles, with at least 3 years experience as driver		
4	Must be with good health condition, fit to work without any sort of disabilities to drive a vehicle.		
5	Ability to speak English is a requirement		
6	Must be familiar with local routes and traditions/customs/language of area of travel		

7	Driver must maintain a logbook on daily basis with mileage and location of vehicles. The daily travel must be signed by IOM staff in the logbook.		
8	Service Provider must be able to assign a driver outside normal working hours, weekends and holidays through shifting schedule. Normal working hours is 9 hours /day from 8 till 5 pm Overtime rates apply and Night Differential outside normal working hours following local labor law computation		
9	The Service Provider is responsible for the behavior/action of the drivers and will be responsible to provide immediate replacement fulfilling conditions of the engaging driver.		
10	Service Provider must provide CVs/resume for at least two drivers for evaluation purposes.		
11	Drivers must be paid in USD and a breakdown of the total cost shall include the driver salary, maintenance, car rental, insurance etc.		

Financial Offer

Fill out the below form and ensure that breakdown of cost is provided.

Monthly rate

Item No.	Vehicle SPECIFICATIONS	Cost with Driver Bidder's must provide the breakdown of cost (rental fee, driver's salary, maintenance, insurance etc.)	Cost without driver Bidder's must provide the breakdown of cost (rental fee, maintenance, insurance etc.)
1	Regular Vehicle (similar or equivalent to Micra, Kia Picanto brand) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
2	Regular Vehicle, 7 seats (similar or equivalent to Mazda) with and without Driver,		

	must not be more than 2 years old or must have less than 50,000 km mileage		
3	Regular Vehicle (Similar or equivalent to Nissan Sunny, VW Passat) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
4	4x4 Vehicle (similar or equivalent to Renault Duster, Daihatsu Terrios) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
5	4 x 4 Vehicle , 5 seats (similar or equivalent to Nissan Xtrail) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
6	4 x 4 Vehicle , 7 seats (similar or equivalent to VW) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
7	SUV (similar or equivalent to Prado, Armada) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		

DAILY RATE

Item No.	Vehicle SPECIFICATIONS	Cost with Driver Bidder's must provide the breakdown of cost (rental fee, driver's salary, maintenance, insurance etc.)	Cost without driver Bidder's must provide the breakdown of cost (rental fee, maintenance, insurance etc.)
1	Regular Vehicle		

	(similar or equivalent to Micra, Kia Picanto brand) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
2	Regular Vehicle, 7 seats (similar or equivalent to Mazda) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
3	Regular Vehicle (Similar or equivalent to Nissan Sunny, VW Passat) with and without Driver, must not be more than 2 years old or must have less than 50,000 km mileage		
4	4x4 Vehicle (similar or equivalent to Renault Duster, Daihatsu Terrios) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
5	4 x 4 Vehicle , 5 seats (similar or equivalent to Nissan Xtrail) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
6	4 x 4 Vehicle , 7 seats (similar or equivalent to VW) with and without Driver must not be more than 2 years old or must have less than 50,000 km mileage		
7	SUV (similar or equivalent to Prado, Armada) with and without Driver		

	must not be more than 2 years old or must have less than 50,000 km mileage		
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Compliance with Requirements

	Your Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Minimum Technical Specifications, general and driver requirements	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of the company</i></p> <p>Company Name: Click or tap here to enter text.</p> <p>Address: Click or tap here to enter text.</p> <p>Click or tap here to enter text.</p> <p>Phone No.: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>	<p>Authorized Signature:</p> <p>Date: Click or tap here to enter text.</p> <p>Name: Click or tap here to enter text.</p> <p>Functional Title of Authorised Signatory: Click or tap here to enter text.</p> <p>Email Address: Click or tap here to enter text.</p>
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