

Terms of Reference

1. The tenderer should have a registered car rental firm with a sufficient number of the latest models of vehicles for hiring. The vehicle provided should not be below **2018 model**.
2. The Tenderer should ensure that all vehicles are registered and regularly maintained, all seats have seat belts, no broken parts, equipped with safety equipment such as a first aid kit, spare tire, shovel/rope as needed, fire extinguisher, etc.
3. The Tenderer should have branches in one or all the following Provinces and/or at least representation in **some districts**:
 - Northern provinces : Pemba
 - Central provinces : Beira
 - Southern provinces : Maputo
4. The Tenderer should have a similar experience with UN, INGO – References.
5. All vehicles should be registered and should be kept neat and clean, and also should be in good and sound condition mechanically.
6. Tenderes should be able to provide their ability to cover the needed request of IOM. At the time of selection, only WHITE colored cars will be used by the organization.
7. Punctuality will have to be ensured and log books shall be maintained by the drivers for this purpose immediately after the time of providing the service.
8. The accident risks for drivers and vehicles be covered by comprehensive insurance provided by the Tenderer. IOM shall not take any liability on this account.
9. Change in the deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of IOM.
10. The rates approved through the bid will be effective from the date of the approval of the bid which can be extended on yearly basis.
11. The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, driving license, livrete, Titulo de propriedade, etc.) are available with the car deployed for duty for the IOM.
12. The names of addresses of the drivers should also be furnished earlier to IOM.
13. The driver provided by the contractor should fulfill the following conditions:
 - Should be in possession of a valid driving license.
 - His wearing should be properly washed and ironed.
 - Should not smoke Tobacco inside the car while driving.
 - Should not indulge in any activity inimical to the security of the staff traveling in his car.
 - Should have relevant training courses (basic safety & First aid Training, defensive driving)
 - Local background of Areas and districts in any governorates required by IOM operation in:
 - Northern districts : **Capo del Gado, Nampula , Niassa**
 - Central districts : Manica , **sofala**, Tete, Zambezia
 - South district : Maputo.
 - Should be in possession of a Mobile phone with a valid connection.
 - Employees are paid by the rental company (benefits covered, etc.)
 - Driver is, preferably , from the location of hire and has accommodations taken care of
 - English speaking
 - Good eyesight and health; pass a background check, no vehicle infractions.

- **Drivers' development: all drivers should have the appropriate vehicle training.**
- Drivers will be available upon request
- Daily use vehicles must be sent 24 hours earlier than the trip date for checking by IOM staff
- Occasional overnight required.
- IOM has the right to choose the drivers, the Tenderer will be deploying
- Cars rented on Monthly basis should be kept at the possession of IOM after working Hours and Weekends.

14. Submission of bills and payments:

- A. The payment will be made on monthly basis on submission of bills duly supported by log sheet/logbooks duly signed by the concerned officer.
- B. No payment shall be made in advance or any loan from any bank or financial institution recommended on the basis of the order of award of work.
- C. night charges will be payable for Local or outstation duties. Tenderes should provide a clear

15. **For Cost per trip for Cars outside the Monthly rental modality will be paid separately/ for a two-way trip.**

16. The tender process or contract can be terminated at any time with 30 days' notice if the contractor breaches the terms and conditions.

17. IOM reserves the right to reject tender without assigning any reason.

18. In case of breakdown or disruption due to any other reason, the vehicle shall be replaced by a substitute vehicle & driver immediately so that there shall be no loss of time. Idle time, if caused by the Service provider, will not be deducted from the monthly invoice.

19. The rates once quoted should not be altered for any reason.

20. The Tenderer should provide insurance for all vehicles and renew it when they are expired and have all the IOM rented vehicles insurance before the service started.

21. The Tenderer should cover days off, annual leave, Medical Insurance, etc to the driver.

1. The Drivers' salaries should be paid by the tenderer at the end of each month.
2. The Tenderer should replace the driver in case of illness, conflict, absence, and so on immediately.
3. The tenderer and the drivers must adhere to IOM policies and procedures including and not limited to child protection, code of conduct, and reporting and whistleblowing policy.
4. The tenderer should make sure that he provides IOM with the details of the vehicle within 24 hours after the request.
5. The tenderer should make sure his drivers respect the security checkpoints and adhere to the checks and inspections if required.
6. All vehicles are to be equipped with the following:
 - Tracking System & GPS (Mandatory)
 - All necessary Safety equipment - First Aid,
 - Seat-belt restraints in the front and rear of the vehicle,
 - Car Starter Connection,
 - Air Pump for tires,
 - Portable Flashlight,
 - Rope Towing Car,
 - Torch,
 - Hand Safety Cover,
 - Spare tire
 - Jack.lift