

**WORLD VISION INTERNATIONAL
SOMALILAND PROGRAM
INVITATION FOR PROPOSALS AND QUOTATIONS FOR SHORT TERM (DAYS)
MOTOR VEHICLES HIRING (4X4 VEHICLES LAND CRUSER) IN MORODIJEH,
AWDAL, SAHIL, TOGDHEER, SOOL AND SANAAG REGIONS.**

To provide short term (daily) motor vehicle hire services to World Vision Somaliland.

Ref: WVSLD-STMVH JAN 2025

World Vision, Somaliland Office, as part of its programme implementation plan would require, the services of short term (days) vehicle hire to transport WV Staff, Consultants, and other agency partners to programme sites in Somaliland. WV Somaliland Programme would like to enter into an arrangement with Motor Vehicle Hiring Companies through a competitive bidding process to provide the aforementioned services in the year **2025/2027** on a **fixed price basis**. The prices quoted by the company for the various categories of rental services, when agreed upon by WV shall be fixed for 3 years from the date of the agreement.

In this regard, WV Somaliland Programme invites all eligible, and experienced companies in Somaliland to apply for the vehicle hire prequalification process detailed below. World Vision invites **Sealed Quotations** from all potential and eligible companies to provide vehicle hire services on daily rental basis to the Organization under the following terms and conditions

Prequalification documents for the motor vehicle hire services in World Vision Somaliland are free of charge and available online on most popular local websites in Hargeisa

: Terms and conditions:

1. Vehicles should be in good condition and manufacturing date should be at least 1994 and after.
2. The Vehicles should have valid Commercial Registration with up to date insurance, have standard accessories, and Road Tax clearance.
3. It shall be the responsibility of the Service Provider to pay all taxes and levies to the Government from time to time and be sure to keep all documents like Road tax Permits, updated Insurance.
4. Vehicle should be provided with driver with considerable experience driver licence.
5. The fuel charges for the vehicles shall be borne by the Company for any journey in WV request and an appropriate log-sheet should be signed for all allocated trips.
6. Vehicles shall be made available on all days including Fridays & Saturdays and other declared Holidays/ vacations until & unless any instructions given verbally or in writing by any designated official of the Organization.
7. No person below the age of **18 years** shall be engaged for working in the vehicles.

Tender Documents for providing Vehicle (4x4) on hire

8. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works. During the period of maintenances / repairs, Service Provider has to provide an alternative vehicle to continue running the services.
9. In case of any accident, Service Provider shall be responsible to settle the case.
10. The bidder shall submit a set of copies of the all the relevant documents including; Vehicle Registration Certificate for commercial use, Log Book, Insurance Policy Document, Proof of Identification (ID or certificate of residence etc.), Driver's License / Firm Registration.
11. In case of breakdown of the vehicles/ sickness of the driver's replacement of the Vehicles/Drivers should be provided immediately so that Organization's work is not hampered. In case of failure to provide service for one day or more in a given number of days, the number of days not worked shall be deducted from the allocated bill.
12. In case the service provider decides to withhold or is unable to provide services for any reason, a penalty regarding of number of days bill will be deducted.
13. The successful bidder shall have to enter into an agreement with the World Vision embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
14. Successful bidder will have to provide vehicle within 2 days from the date of receipt of the order requesting for a motor vehicle to be provided.
15. In all circumstances, World Vision shall not be responsible for any type of accident, or non-payment of taxes, insurance or any legal noncompliance with applicable laws and regulations.
16. The period of contracts will be determined by the need of the organization. In case of unsatisfactory services, the Organization reserves the right to cancel the contract, issuing a prior notice of one month.
17. Subject to satisfactory performance, hiring of the Vehicles may be extended for further periods as per requirements of the Organization at the same rates under same terms & conditions.
18. The names on the vehicle books should tally with the name of the bidding company (if they are not reading the same it will be rejected)
19. Interested bidders may submit their quotations in a sealed envelope subscribed as "***Quotation for providing (4x4 vehicles)***" on the top of the envelope as per **Annex-I & II** along with the relevant papers & documents on or before **20th January 2025** to the following address:

20. To meet the fleet standards, a vehicle should be in good condition and have been operational for at least the last one and a half years(18 Month)
21. The vehicle should also meet the WV fleet standards, including passing a garage inspection report and the WV vehicle inspection checklist which outlines the required items for the vehicle before starting WV work
22. Once the vehicle meets these standards, it will comply with the WV fleet requirements. Please see the attached inspection check List for your reference **Annex**

**World Vision Somaliland Programme,
Off airport Road,
Behind Ambassador Hotel, Masalaha area.**

23. The Organization reserves the right to accept or reject any bid without assigning any reason whatsoever.

Manner of Submission/Submission Procedure:

Kindly submit your proposals and quotations as hard copy to World Vision Somaliland

Closing Date: Monday 20th January 2025, 10:00AM Hour, East African Time.

Important:

Offers transmitted in any other manner than those indicated above will not be considered.

Mandatory Requirements:

1. Provide a certified copy of a certificate of business registration
2. Provide a certified copy of tax registration.

Annex-I

TECHNICAL BID

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE INTERESTED COMPANIES:

1. Name of the company:
Provider/Agency
2. Address of the company:
(Including Phone/Mobile no.)
3. Vehicle Registration Nos (plate numbers for each vehicle).
4. Record of Past similar Experiences: :
5. True certified copy of the driver's license (valid):
6. Bank A/C Number with Bank Name &:
7. Copy of the owner's passport/ID:
8. The validity of the offered prices/ rates must remain valid up to three years period:
9. The name of the company must tally with the name in the vehicle's look book and other ownership documents:
10. The CV for the driver:
11. Copy of vehicle's book: A copy of the vehicle's logbook must be provided, confirming its registration and ownership.

12. The company requires all vehicles to maintain valid road tax as part of their operational compliance:

13. Company profile:

Declaration:

I/We hereby declare the I/We have read & understood all the terms & conditions mentioned in the Notice Inviting the sealed quotations and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above are true.

Date: _____

Signature: _____

Name: _____

Mobile No: _____

Annex-II
FINANCIAL BID

TENDER FOR HIRING OF VEHICLE for World vision ORGANIZATION

*The financial bid should include HIRING CHARGES payable and other taxes payable etc.
Charges/Rates are to be quoted on daily basis.*

Fixed daily rates of regions and inside the regional capital cities:

Regions	Regional Rates per day (USD)	Inside Regional Capital cities	Capital rate per day (USD)
Maroodi-Jeex		Hargeisa	
Awdal		Borama	
Saaxil		Berbera	
Togdheer including Odweine		Buroa/Odweine	
Sool		Las'anod	
Sanaag		El-Afweine/Erigavo	

N.B: Put the price per day in-front of each city of regional capital rates on the given column.

: The daily rate quoted should be excluding the Service Tax as the educational institutions are exempted from service tax.

Date: _____

Signature: _____

Name: _____

Mobile No: _____

Annex -III
Vehicle Inspection check list

Equipment	Yes	No	Remarks
Communications: HF Codan radio, in working order with checks conducted, with WV base and other Vehicles traveling (<i>applicable only for Somaliland and Puntland</i>)			The current environment in Somalia and Somaliland poses security risks for vehicles with visible radio communication antennas. As a precaution, WV vehicles in these regions may avoid displaying such antennas
Vehicle Inspection:			
Seat Belts			
Fire Extinguishers			
First Aid Kit			
Cooling checks (before engine is started).			
Engine oil level (before engine is started).			
Brake fluid level (after depressing brakes).			
Condition of brakes.			
Steering.			
Tire pressure and tire wear.			
Suspension.			
Battery.			
Lights.			
Check HUB switches are set on correct setting for type of terrain to be driven on:			
Road / good roads – Set on <u>Free</u> position.			
Rough / muddy – Set on <u>Lock</u> position.			
Check heater, air conditioner			
Check windscreen wipers			
2 Spare Wheels			
Water Jerry can			
Fuel Jerry can			
Combination spanner set			
Screwdriver set			
Adjustable / screw spanner			
Hammer			

Pliers			
Torch			
Shovel,			
Axe			
All the items in the vehicle should be inside a locked metal box bolted to the floor in the rear of the vehicles.			