**TENDER RESPONSE**

**VEHICLE RENTAL**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s general business details**

1. General information

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: | | | |
| Contact Name: | | | |
| Phone: | | Fax: | |
| Email: | | Parent company (if applicable): | |
| Principle Address: | Registered Address: | | Payment Address: |
| Registration number: | | Tax number: | |
| Year of registration: | | Annual Turnover: | |
| Name(s) of Owner(s) AND Date(s) of Birth: | | | |

1. Please provide details of the type of cars you own:
2. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
|  |  | Key Contact |  |  |
|  |  |  |  |  |

1. Please include in your bid: 2 **reference letters** from 2 different clients with whom you have worked **within the past 12 months**, and whom Save the Children may contact.

**Section 2: Bidder capacity**

1. Detail the product you are intending to supply with any variations / notes to the specification if your product differs.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Product** | **Indicate which products you are bidding for** | **As per the specification?** | **Please list any variations/ notes to specification** |
| **Lebanon (Beirut, Tripoli, Qobyat, Zahle)** | Vehicle hire, **4x4** | Yes / No | Yes / No |  |
| Vehicle hire, **2wd saloon car** | Yes / No | Yes / No |  |
| Vehicle hire, **7-seater vehicle** | Yes / No | Yes / No |  |
| **Vehicle hire, minibus** | Yes / No | Yes / No |  |
| **Driver** hire | Yes / No | Yes / No |  |

1. Please detail the different types of cars, their location and quantities you currently own, and the number of drivers you currently employ in each place.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Models** | **Location(s)** | **Number available** |
| 4 x 4 |  |  |  |
| 2wd saloon |  |  |  |
| 7 seater |  |  |  |
| Minibus |  |  |  |
| Drivers | ----------------------------- |  |  |

1. Please detail what your insurance cover provides and the standard excess:
2. Would you be able to provide the following equipment in each vehicle we rent?

|  |  |
| --- | --- |
| **Product** | **Yes/No** |
| First Aid Kit |  |
| Safety Kit (safety triangle, jack, spare wheel) |  |
| Snow chains |  |
| Fire Extinguisher |  |

1. Would you be willing to pay all or part towards first aid training for the drivers?
2. How quickly can you guarantee a response time to availability requests?
3. What are the drivers’ standard working hours and rate of pay? What are the rates of pay for work out of standard hours, weekends and overnight trips?
4. Are you willing to guarantee the following criteria?

|  |  |
| --- | --- |
| **Criteria** | **Guaranteed?** |
| All cars are in good repair and have working seatbelts and lockable doors | Yes/No |
| SCI will be allowed to attach identification marks but its logo or name will not be used for any unauthorised purpose | Yes/No |
| Oil and filter changes and repairs will be made according to manufacturer standards | Yes/No |
| Both cars and drivers will be available out of standard working hours and at weekends when booked in advance | Yes/No |
| If a driver is changed their details and license will be sent to SCI in advance | Yes/No |
| SCI will be allow to install GPS tracking devices in the car | Yes/No |

1. Will your drivers all fulfil the following criteria?

|  |  |
| --- | --- |
| **Criteria** | **Yes/No** |
| Is in good health with good eyesight |  |
| Respect SCI’s driving policy |  |
| Have a valid driving license |  |
| Carry personal identification and driver’s license |  |
| Carry vehicle registration, insurance and permit documents |  |
| Maintain basic management documents for the vehicle |  |
| Speak English |  |

1. Do your company provides a remote mechanical workshop?
2. Do your company have a service center 24/7?
3. Type of Business of the Company (Manufacturer / Authorized Distributer/Whole Sale /NGOs/ Retailer / General order supplier / Govt Agency/ Others)
4. Financial Turn Over During last 5 years (I Million to 40 Million), Bank Statement Maybe Requested
5. Do your company vehicles adhere to the “essential & preferred requirements for all vehicles”
6. Do your company demonstrates unique selling points and additional benefits or services that are of value to Save the Children

**Section 3: Pricing proposal**

* 1. Please indicate here the prices you are offering to Save the Children as part of this contract. (all rates in $ USD, excluding VAT and fuel, for all locations in Lebanon).

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Car Type** | Daily Rate (max. 30 day rental) | Monthly Rate |
| 2x4 sedan | Nissan Sunny, Toyota Yaris or similar, new brand model (Preferable 2017 – 2016 – 2015)  5-passenger, Automatic transmission, ABS , EBD, Dual Airbag, A/C, white color |  |  |
| 4x4 | Nissan X-Trail, VW Tiguan, Hyundai Tucson or similar, new brand model (Preferable 2017 – 2016 – 2015)  5-passenger, 4WD, Automatic transmission, ABS , EBD, Dual Airbag, A/C, white color |  |  |
| 7-Seater | Toyota Avanza; Dacia Logan or similar, new brand model (Preferable 2017 – 2016 – 2015)  7-passenger, Automatic transmission, ABS , EBD, Dual Airbag, A/C, white color |  |  |
| Minibus | Toyota Hiace, Hyundai H1 or similar, new brand brand (Preferable 2017 – 2016 – 2015)  12 passenger, Manual transmission, ABS , EBD, Dual Airbag, A/C, white color |  |  |
| Driver | Driver Salary rate |  |  |
| Driver | Driver overtime rate | N/A |  |

**Prices include:**

* Comprehensive third-party Insurance
* Annual Government Mechanical/Registration fee
* Maintenance and repair charges
* Administrative Formalities
* Replacement vehicle in case of accident
* Unlimited mileage
* Drivers salary: based on a maximum of 10 hours per day, with a maximum of 48 hours per week.
* Drivers overtime: Each hour more than the 48 hour working week will be regarded as overtime and charged additionally.
  1. The Customer may increase / decrease the number of vehicles rented during the Agreement period. Is a one-month, penalty-free notice period sufficient?

Yes  No

If not, describe your terms for notice-period in changing fleet quantity during Agreement period:

* 1. Can you fix these prices for the duration of the contract?

Yes  No  If not, how long can they remain fixed?

* 1. Please describe the factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Save the Children’s Terms and Conditions of Purchase (in Sample Agreement)
* Save the Children’s Child Safeguarding policy
* Save the Children’s Anti-Bribery and Corruption policy
* The IAPG Code of Conduct

The following documents and items are included in our bid:

* Section 1: Bidder’s general business details, copies of certificate of registration, tax ID certificate, copies of 2 contracts with proof of delivery/completion (within past 12 months) OR certified 2013 bank statements, 2 reference letters from other clients (within past 12 months), proof of comprehensive 3rd party insurance
* Section 2: Bidder capacity
* Section 3: Pricing proposal

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

|  |
| --- |
| **Acceptance by the Bidder:**  …………………………………………………………………….    Signature  …………………………………………………………………….  Name  ……………………………………………………………………..  Job Title  ……………………………………………………………………..  Company  ……………………………………………………………………...  Date |