

TERMS OF REFERENCE FOR CAR HIRE SERVICES

Background

UNICEF is looking for services of a Car Rental and Logistics company that may provide a car hire service in Angola.

Objectives, Purpose & Expected results

Long Term Agreement for Car Hire Services for UNICEF Angola and the rest of UN agencies with the same terms and conditions.

Description of the assignment

The Car Rental and Logistics Company shall provide a functional air-conditioned vehicle with a driver at a short notice (within max. 02 hours). The hours of operations will be in the daytime based on the need. Car hire services as may be requested for personnel and delivery of goods that are within the capacity of a vehicle to specified locations within the country. The starting points will be designated areas as informed by UNICEF and following the procedures to be indicated under the signed agreement. The car rental company fleet must include sedans, SUVs, pick-ups (trucks) and buses.

Deliverables

Efficient on demand car hire service

The vehicles must meet government and UNITED Nations minimum safety standards. They should also have a clean interior and exterior, functional air conditioning, first aid kit, fire extinguisher, a record of regular maintenance, and a GPS tracker installed.

The drivers provided must have; a professional driving license, a driving experience of at least five years, basic command of the English language. They are expected to be cordial, helpful, and sensitive to various cultures.

The vehicle is required to have a movement control block (also known as a "logbook") available in the vehicle working for UNICEF, which will record all departures, km and departure time; arrival km and time; place of departure and destination; username and signature, etc. Drivers are responsible for recording trips made in the logbook. Trips are only considered valid with the signature of the UNICEF user.

Location and Duration

The service will cover all areas where UNICEF Angola and UN agencies are providing support in all sectors of implementation in Angola.

The Long-Term Agreement shall be for an initial 12 months with a possible extension of another 12 plus 12 months subject to satisfactory performance.

The Long Terms Agreement shall commence immediately after the completion of the bidding process.

Evaluation process and methods

	Description	Percentage
1	Technical Proposal - maximum 3 pages.	50%
2	Financial Proposal	50%

Technical Evaluation Assessment Criteria

The Technical Proposal is **50 points**, and the minimum average technical qualifying score is **35 Points**.

1. General / Overall concordance of proposal vs services stipulated in the UNICEF Statement of Works & ToR **(Total = 10 Points)**
 - RFP Form Page 3 adequately completed, signed & stamped - Maximum 2/10 Points
 - Clarity of presentation of proposal with reference to RFP ToRs-Is the proposal easy to follow & evaluate? - Maximum 4/10 Points
 - Is Car Hire Services the core business of the company? - Maximum 4/10 Points
2. Presentation of the company profile, organizational structure and personnel experience in conducting similar business activities. **(Total = 30 Points)**
 - Relevant experience and qualifications of establishment and team members (minimum of 5 years) Vendor is expected to submit a detailed company profile with organogram and experience of team (include drivers' License of each of the drivers) and date of commencement of business (CAC Incorporation Certificate) - **Maximum 5/30 Points**
 - List and pictures of vehicles owned and copies of proof of ownership and evidence of comprehensive insurance for the vehicles - **Maximum Points 5/30 points**
 - Evidence of at least five (5) past organizational clients (inclusive of NGOs) in the last 3 years (in addition to listing the clients, vendor is expected to share Contract Papers as well) - **Maximum 5/30 Points**
 - A non-debtor certificate issued by AGT **(Maximum 5/30 points)**
 - A letter of bank creditworthiness **(Maximum 5/30 points)**
 - Evidence of tax registration and filing of returns **(Maximum 5/30 points)**
3. Trade reference and Availability of Letters of recommendation for similar works undertaken with other UN agencies, Local /INGOs and Private sector. **(Total = 10 Points)**
 - Availability of authentic & relevant reference letters from current & previous clients (at least 3):
 - reference letter - **Maximum 4/10 Points**
 - 2 references letters - **Maximum 6/10 Points**
 - 3 or more reference letters - **Maximum 10/10 Points**

Financial Evaluation

The price should be presented for each component of the proposed work. The total amount of points allocated for the price component is 50. The maximum number of points will be allotted to the least price proposal that is opened and compared among those invited companies/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price, e.g.:

$$\text{Proposal Score for price proposal X} = \frac{\text{Max. Score for price proposal} * \text{Price of lowest price}}{\text{Price of proposal X}}$$

The price list should be filled in the below format:

Vehicle type	Price per kilometre covered	Remarks
Sedan		
SUV		
Van > 5-seater		
Bus > 14-seater		

Vehicle type	Price per day	Remarks
Sedan		
SUV		
Van > 5-seater		
Bus > 14-seater		

Administrative issues

Vendors must ensure that proposed prices are maintained for at least the first 12 months or more.

For car hire services, invoices must be accompanied by a duly completed vehicle movement record (also known as a “logbook” which will be provided by UNICEF).

Accepted invoices are only those issued by accredited software or extracted from the Angola Government Tax system.

The company is expected to file taxes within 30 days of receiving payment of invoices from UNICEF.

For shuttle services, payments at approved rates are directly billed to the staff member and a receipt is provided as evidence of the transaction.

Project management

The Contract shall be managed by the Administrative Officer through the supervision of the Administration and Finance Specialist.

Payment Schedule

Payment shall be made within 30 days of following month upon receiving invoice with required supporting documents.

UNICEF will not be held responsible for any duties, taxes or other levies including Value Added Tax for which the Firm may be liable during the contract. All duties, taxes, or other levies must be included in the fees as shown in the Financial Proposal.