

**Date: 30 - October 2018**

**Pre-Bid Conference for ITB no.  
HCR/IRQER/2018/SUP/ITB-026 - Provision of Vehicle Rental.**

**(Questions and Answers)**

#	Questions	Answers
1	Is it a requirement that all cars must be registered under the name of the contractor/company?	That would be an advantage, otherwise if that won't be applicable, the contractor may offer vehicle under sub-contract mode as mentioned in the ITB documents.
2	Can we bid for one location or several locations not the whole Iraq?	Bidders may bid partially, as full bidding may not be applicable. However, it's preferable to bid for areas, i.e., for KRI, or Central Iraq or for South Region.
3	How is the evaluation process for the bid, which is just for one location?	As mentioned under point 2 above, partial offers is allowed but for an area, then the best offer conform to UNHCR requirement will apply.
4	If a bidder owns cars under the company name, is that an asset for evaluation?	It is not one of the evaluation criteria, but will be an assets.
5	Can we provide cars without driver for a specific region?	No, all the cars must be offered with driver, as this is a Turn-key project.
6	Can we use bank statement instead of financial audited report?	<b>Both ways are accepted, Audited financial report OR Bank statement.</b>
7	Is it a basic requirement that the drivers must speak English?	Yes, the drivers must have ability to speak and read basic English, as well as Arabic/Kurdish.
8	If two companies join to apply together under joint venture method, is the financial statement accumulate for both entities?	If an entity is registered with the Government authority as a joint venture, it should be acceptable to participate.
9	Is it acceptable that two companies come together and submit the bid under their names, or under one company's name?	If an entity is registered with the Government authority as a joint venture, it should be acceptable to participate. (Legal joint venture).
10	What type of joint-venture accepted for applying for this bid?	If an entity is registered with the Government Authority as a joint venture, it should be ok to participate.



11	What details should we mention in the financial offer? Shall we make a break down for all prices components?	No, you may kindly submit the monthly and daily rates only. As per Financial Form, Annex –B. no need to mention the detailed breakdown of your price.
12	Which parties bear the insurance, in case of accident happened?	The contractor should provide full insurance of the vehicles.
13	When is the award date of this contract?	The award of this contract is expected to occur on mid or end of December 2018.
14	According to new rules in Iraq, the bus with 30 seaters are not allowed to be used inside Iraq, only 23+1 seats. In this case how are we going to meet your requirement of 30 seater's buses?	We should adhere to the local authority rules, and if this the case will accept the authorized bus with less seaters.
15	Shall we mention the brand and conditions of the offered vehicles?	Yes you may mention brand, including the year of manufacture, odometer and engine capacity. (please refer the TOR for more detailed info).
16	Is there a recovery for the overtime working for daily basis rented cars?	The official working hours are from 8:00 am – 5:00 pm.
17	Are the rented cars be kept under your custody or they should be kept in the contractor's custody?	The cars will be under the contractor's custody after the official working hours. Taking into account, the cars should be parked close to the duty station.
18	How long is the working hours for the vehicles?	The daily working time is 8 – 10 hours.
19	Is it acceptable that a subsidiary company to submit the bid under the name of the parent company?	The answer is No. As mentioned above, the name of the company who submit the offer will be considered. In this regards, the subsidiary company will not be considered.
20	Will the cars be used with local plate number or UN plate numbers?	The tender documents is asking for a registered cars with local authority. No UN plate will be used.

