



REQUEST FOR PROPOSAL

Vehicle Rental Long Term Agreement - Jordan

To: Bidder

From: The Stabilisation Network (TSN)

Subject: Request for Proposal (RFP) No. RFP-LTA-20-TSN-JO-96

Performance Period: Estimated between March 2020 and March 2021

RFP Issue Date: 13 February 2020

RFP Closing Date: 23 February 2020

RFP Closing Time: 18:00 (Local – Amman, Jordan)

1. Purpose

The purpose of this Request for Proposal (RFP) is to enter into a Long-Term Agreement (LTA) for the following services:

TSN is seeking a vehicle rental company for the provision of rented vehicles in, and outside, Amman as detailed in the Statement of Work (SOW) at Annex 1.

This RFP may result in award of a single or multiple call-off contracts for one or more qualified service providers.

2. Description of Entity

TSN, a subsidiary of ARK Group, is a research, conflict transformation and stabilisation consultancy providing programme assessment, design and implementation services. TSN is registered in Dubai, United Arab Emirates, with a branch office in Amman, Jordan.

3. Instructions for Submitting Proposals

This RFP contains the following documents:

- This RFP with submission instructions and evaluation criteria
- Annex I: Statement of Work

- Annex II: Proposal Declaration Form
- a. Your proposal should be prepared in English.
- b. Your submission should comprise of the following documents:
 - Proposal Declaration Form
 - A copy of the company registration document(s)
 - Technical Proposal
 - Price Proposal
- c. Your proposal should be submitted via email to the following email address:

procurement@arkgroupdmcc.com

- d. **Technical and price proposals must be submitted in separate emails.** The first email shall be marked "[Your Company Name] - RFP-LTA-20-TSN-JO-96 Technical Proposal" and contain the (1) Proposal Declaration Form, (2) A copy of your company registration certificate and (3) the Technical Proposal Form. The second email shall be marked "[Your Company Name] - RFP-LTA-20-TSN-JO-96 Price Proposal" and include your Price Proposal only. The technical proposal must not make reference to cost or pricing information at any point. This will ensure that technical evaluation is made strictly on the basis of technical merit.

Failure to agree and comply with any of the above specifications will result in the bidder being considered unresponsive and the proposal may be rejected.

- e. Proposals must be received by TSN no later than 23 February 2020, 18:00 (Local - Amman, Jordan). Any proposal received after this date will be rejected. TSN may, at its discretion, extend the deadline, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the bid documents prepared by TSN at its own initiative or in response to a clarification requested by a bidder.
- f. Requests for clarification should sent via email to procurement@arkgroupdmcc.com. Clarification questions may be sent until 19 February 2020 (inclusive). The RFP number should be quoted in all correspondence. Any written reply to a particular question may be shared with all other bidders who have expressed an interest. If you wish to receive answers to clarification questions sent by other bidders, please send an expression of interest to procurement@arkgroupdmcc.com by 19 February 2020. An expression of interest is encouraged but is not a requirement to participate in the RFP.

- g. Discussions may be held to clarify proposals. If any such discussions are held, bidders will be notified that a best and final offer may be submitted by a revised deadline. The best and final offer provides the opportunity for bidders to revise their proposals based on additional information gathered during discussions. If a best and final offer is not submitted, the previous offer will be considered as the best and final offer.
- h. TSN reserves the right to reject any and all proposals submitted and to request additional information from all bidders.
- i. TSN is not committed to select any of the companies submitting proposals and this RFP is not to be construed in any way as an offer of contract. This RFP may also result in LTAs with several companies based on the outcome of the evaluation.

4. Proposal Format

Technical Proposal:

All bidders must submit the following:

- a. **RFP bidder information page**

Each proposal must contain:

- 1. A bidder information page that identifies the RFP number and subject and provides the following information:

Full Company Name *	
Trading name (if different from registered company name)	
Mailing address	
Website address	

* As per company registration document.

RFP CONTACT DETAILS

Contact name and title	
Email	
Phone	

COMPANY REGISTRATION DETAILS

Trading Status	Public limited company <input type="checkbox"/> Limited Company <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Third Sector <input type="checkbox"/> Other. Please specify <input type="checkbox"/>
Registration date	
Registration number	
Trade license number	
Registered office address	
VAT number	
Are you a Small, Medium or Micro Enterprise **	YES <input type="checkbox"/> NO <input type="checkbox"/>

** See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

Relevant company registration documents should be attached as an annex to the RFP.

2. Company profile and qualifications:

- Company registration certificate and details on company ownership.
- Statement of the structure and size of the company.
- List of previous clients, including international organisations if any.

- Contact details for two referees who can speak to bidder's past performance of related activities.

Price Proposal:

All Bidders must submit a price proposal in a separate email clearly stating 'Price Proposal' in the subject field of the email along with the RFP reference number. Price proposal should be submitted following the below format:

Vehicle Type	Vehicle Model (Year)	Vehicle Specs	Price Per Day (JOD)	Price per Week (JOD)	Price per Month (JOD)

Bidders should note the services requirements are throughout March 2020 to March 2021 and are therefore invited to include any additional discounts for longer term hire for consecutive months. It should also be noted services will be requested on an as required basis and therefore are not guaranteed for the full duration of the time period from March 2020 ro March 2021.

5. Evaluation Criteria

A points formula will be used during the review process to score proposals submitted. If several proposals are closely ranked, TSN may arrange discussions with the bidders to assist in the selection process. Proposals will be evaluated and scored for both technical and price criteria. The maximum score for the technical and price proposal is 150.

The evaluation criteria are as follows:

1. Mandatory Criteria (Proposals failing to meet the mandatory requirements will not be considered).

- a. Company Registration Certificate and related documentation to demonstrate authority to rent vehicles.
- b. Proven experience providing rental services in the region, including references.
- c. Capability to supply vehicles during the time period from March 2020 until March 2021.
- d. Full vehicle insurance coverage.

2. Technical Criteria (maximum 50 points)

- a. The ability to supply vehicle models that are not older than 2018, with automatic driving system and no mileage limitations. (10 points).
- b. The ability to supply 4X4 type vehicles with 3.8 or above engines. (10 points).
- c. The availability of hotline support service and 24/7 car servicing option (oil, breaks, tyres, etc), when and where required. (10 points).
- d. The capability to offer a replacement vehicle at no additional cost to TSN until the rented vehicle is returned, in case of accidents or periodic check-up/repairs. (10 points).
- e. The availability of pick-up and delivery service to TSN's Amman office at no additional cost on the rental price. (10 points)

3. Price Criteria (maximum 100 points)

Only bidders meeting the minimum threshold of 25 points in the technical evaluation will be taken forward to the price evaluation. The maximum number of points for the Price Proposal is 100. The maximum score for price will be assigned to the bidder offering the lowest price and proportional scores will be assigned to the other proposals.

We look forward to receiving your proposal.

Yours faithfully,

The Stabilisation Network

Annex 1: Statement of Work

Vehicle Rental Long Term Agreement – Jordan

1. Background:

TSN, a subsidiary of ARK Group, is a research, conflict transformation and stabilisation consultancy providing programme assessment, design and implementation services. TSN is registered in Dubai, United Arab Emirates.

2. Purpose:

Vehicles are required to transport project personnel and equipment to attend meetings with implementing partners, project stakeholders, and Jordanian government entities; to conduct field visits and site inspections before, during, and after implementation; to conduct research activities (such as interviews, focus groups, and surveys) in target locations or around them; and for training and mentorship provision in target locations. All these requirements are to be met both in, and outside, Amman.

3. Description of Services Required:

TSN is seeking an Amman based and registered vehicle supplier who can provide the following services:

- a. Supply three 4X4 type vehicles, preferably 7-seater, with 3.8 or above engine, from the 1st of March 2020 until the 31st of March 2021.
- b. Supply one normal-type vehicle, from the 1st of March 2020 until the 31st of November 2021.
- c. Supply vehicle models that are not older than 2018.
- d. Supply vehicles with Automatic driving system only.
- e. Offer a free mileage package.
- f. Supply both white and green plated vehicles.

TSN does not guarantee or make any assurance that any, or any minimum or particular volume of services will be ordered under this Agreement.

TSN will also expect the Service Provider to ensure that the following is in place:

- a. 24 hour emergency back up service
- b. Maintenance package to include regular routine checks; oil changes.
- c. All offered vehicles must be registered and licensed.
- d. Full insurance is required.
- e. Each vehicle must have the regular emergency kit including but not limited to fire extinguisher and tire jack.
- f. In case of any accidents, a replacement vehicle must be provided by the service provider at no additional cost to TSN until the rented vehicle is repaired.

- g. Availability of pick-up and delivery service.

4. Timeframe and Level of Effort:

The period of the service will be from March 2020 until March 2021. TSN may request an extension of the services and if an extension is required, TSN will endeavor to provide the supplier with a reasonable written notice (the notice). Upon receipt of the notice, the supplier must, within 24 hours of receipt, advise whether it agrees with the extension.

5. Payment Schedule:

Payments will be made by bank transfer upon the receipt of an invoice, after the delivery of service.

6. Requirements and Qualifications:

- a. Licensed to operate as a vehicle supplier.
- b. Rented cars must be valid for use and free from defects or defaults that can affect safety in a normal use of the vehicle.
- c. In case of an accident or damage:
 - i. If the accident or damage is minor and its repair does not require more than JD 100, TSN must pay the cost and implement the repair without referring to the Service Provider.
 - ii. If the accident or the damage is large and/or caused damage to a third party:
 - TSN will obtain a report on the accident from the police.
 - TSN will pay JD 250 for the insurance additional margin.
 - The Service Provider shall be fully responsible of the cost of repair.
 - iii. In case the vehicle is fully damaged, TSN will pay JD 1,000 for the additional insurance margin and cover the cost of the police investigations as well as the repair process.
- d. The Service Provider must provide a replacement vehicle until the damage is repaired without any additional cost to TSN.