

Request for Proposal

Preferred Supplier for the provision of Car Hire Services CBM CO Nigeria -Kano

Dear Sir / Madam,

CBM, is an international Christian development organization, committed to improving the quality of life of persons with disabilities in the poorest communities of the world. CBM works in partnership with local civil society organizations', communities, government and in alliance with international organizations in Africa and the rest of the world.

CBM chooses to hold competitive proposals for selection of companies which will implement our requirements. We believe that competitive proposals are the only way to fairly select the best company for the job while ensuring good prices and preventing collaboration and corruption.

Upon receipt of the request for proposal documents, please read the instructions fully and prepare proposal as described. The completed proposals must be submitted to CBM not later **than 09:00am on Friday 28th June 2024.**

Thank you,
Sincerely,

Admin/HR Unit
CBM Nigeria

Instruction for Proposals

General

1. The Completed proposals must be submitted to CBM (softcopy), no later than 9:00am on Friday, 28th June 2024. Submit all the information requested including all the necessary documents. Make sure that a person appointed and authorized by the company signs and stamps the proposal. Incomplete or unsigned proposals will not be taken into consideration.
2. In case you have any questions regarding this request for proposal, you must submit them to CBM Office Via email. If it is established that all bidders need more information in order to submit accurate proposals, in addition to the required information, it will be submitted to each of the companies in written form. All correspondence must be in writing, via Mail to: Procurement.nigeria@cbm.org only authorized personnel are to give explanations and additional instructions to the companies. Statements and explanations from any other persons are invalid.
3. The included specifications cover all the tasks that need to be performed in order to match all required criteria; the company is obligated to clarify all the necessary technical definitions in order to give an accurate proposal.
4. CBM shall pay the company as agreed in the preferred supplier agreement in **Naira**.

Proposal Documents

The Tender Documents are comprised of the following:

1. Cost for Services (to be completed by participating car hire organization)
2. Payment terms, Tax Identification Number and Bank account information. (note: we only pay via bank transfer or cheque and make full payments after each service completion)
3. Note CBM will deduct 10% WHT on all cost in line with government regulations
4. All interested companies must return back this tender package.
5. Other details

Cost of Services

To allow for more thorough comprehension and evaluation of the cost components of proposal,

1. Cost of service must be filled in completely stating in **Naira** using the basket of items stated below.
2. Each price in the company's offer will be analyzed; prices which do not reflect the actual market price of the inputs or are inconsistent with prices with the rest of the proposals will substantially impact the company's chances of winning.

ANNEX A: Rates

Description	Unit Price(NGN)	Total Price (NGN)
Twenty-six vehicles each (Four-wheeled drive vehicle/Sienna/Sharon) for 14 days to support TAS1 in Kano from 8th July, 2024 to 25th July 2024 (with exception of weekends)		

Payment Terms

CBM preferred payment terms is 100% payment after service delivery (i.e. within 10 working days after service and receipt of correct invoice)

Other Documents to be submitted

1. Business registration certificate/documents
2. Copy of company profile.
3. Tax registration document.
4. The car hire rate list for regular customers should also be included for comparison.
5. List of Clientele, especially NGOs.

Failure to submit all Documents

CBM reserves the right to reject any proposals or to disqualify companies from this and future proposals for the any of the following:

1. Failure to submit all required documents
2. Submission of incomplete or false documents

Selection Procedure

Submission of Completed Proposals

The completed proposals have to be submitted via softcopy to CBM no later than 09:00am on Friday, 28th June 2024

Email for submission: Procurement.nigeria@cbm.org

Completed proposals submitted after this deadline will not be taken into consideration.

Selection of Company

The awarding of the preferred supplier will be based upon the apparent technical and professional capacity of the company, its clientele, as well as a comprehensive analysis of final prices. The lowest priced proposal may not necessarily win business.

CBM has no obligation, either expressed or implied to compensate for the work or expenses that come out of the offer preparation covered by companies.

CBM reserves the right to request that companies prepare other information in addition to those requested. Additional information could include, but not limited to additional price data, clarification of clauses, additional documents needed to better verify company capacity or the validity of the company's offer.

Signing of Preferred Supplier Agreement

A preferred supplier agreement between CBM and the car hire organization will be signed for specific time period.

The preferred supplier agreement will be signed between CBM and preferred company will be based on agreed terms & conditions. The official version of all the documents will be English.

Acts of Corruption

Any apparent collaboration between two or more participating companies in the preparation of their proposals, any apparent corruption, or attempt to bribe CBM employees will immediately disqualify the respective company or companies not only from participation in this request for proposals but also from participation in all future requests for CBM. Any employees known to have accepted bribes from any company will be subject to immediate termination by CBM.

CBM Contractual Policies Attached Hitherto

CBM Code of Conduct: Prospective Companies acknowledges that we have read and understand CBM's Child Safeguarding Policy 2018.

By signing this document, we agree:

- to comply the Child Safeguarding Policy of CBM.
- to be responsible for observing and spreading awareness for the Code of Conduct in my work environment.
- to respond immediately to any concerns, allegations and incidents, and to notify the CBM Child Safeguarding Manager without delay.

In this respect we will:

- Be committed to creating a culture of openness and mutual accountability at the work place. This culture will enable all child protection concerns to be raised and discussed and where abusive behavior can and must be challenged.
- Contribute to create and/ or uphold an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them.
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with children take care that another adult is present or within reach.
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy.
- Use positive, non-violent methods to manage children's behavior.
- Respect children 's dignity and their need to be protected at all times when taking photographs, filming or writing reports for public relations work.
- Protect and handle personal data of children with care and ensure that this is also respected by third parties who receive information about children from CBM or its partner organizations.
- Respond to all concerns, allegations or disclosures according to the reporting protocol;¹
- Comply with any investigation (including interviews) and make available any information necessary

We will never:

Hold, fondle, kiss, cuddle or touch children in an inappropriate and/ or culturally insensitive way.

- Engage in activities involving close body contact with children beyond the professional requirements.
- Act in ways that may be abusive or may place a child at risk of abuse.
- Make sexually suggestive comments or actions to a child, even as a joke.
- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defense.
- Marry a person below the age of 18, regardless of consent and local custom.
- Assist a child in tasks that he or she can do unaided or unless requested (such as taking them to the toilet, bathing or changing clothes).
- Hit or otherwise physically assault or physically abuse children. All disciplinary measures are non-violent and do not humiliate.

- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
- Discriminate against or favor particular children to the exclusion of others.
- Develop relationships with children that could in any way be deemed exploitative or abusive.
- Spend excessive time alone with a child, away from others, behind closed doors or in a secluded area (see 'Two Adult Rule' above).
- Take a child to their home or visit a child at their home where they may be alone with that child, or sleep in the same room.
- Sleep in the same bed as a child or allow a child to stay overnight at their home unsupervised.
- Condone, or participate in behavior with children which is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse.
- Exploit children for their labor (e.g. domestic servants) or for sexual purposes (e.g. prostitution) or trafficking of children; The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time.
- Take a child alone in a vehicle unless it's necessary and with parental and managerial consent.

Policy on Preventing Corruption and Fraud

Preamble

The diversion of resources or misuse of power for personal gain compromises CBM's core values such as Integrity and Professionalism, the Code of Conduct of the CBM family and our accountability to our beneficiaries, their communities and our donors around the world.

Indications that CBMeV is linked to corruption can be damaging to CBM's reputation - undermining the morale of our staff and the trust and support of beneficiaries, partners, donors and the wider public. Corruption also poses legal risks both for the organisation and individuals involved. We must act, and be seen to act, in a way that is honest and transparent.

This policy supports CBM's existing programme, human resource and financial policies and standards, reinforcing CBM's commitment to foster an organizational culture in which corruption is never acceptable and not tolerated. It further clarifies standards of conduct for the prevention of corruption and provides a common foundation for the development of procedures to manage CBMeV's corruption risk across all departments. It also intends to help CBM employees across all levels and locations who sometimes have to deal with difficult situations where critical choices must be made.

The Anti Corruption Policy and its associated procedures will be reviewed as deemed necessary to ensure the content reflects current needs and international best practices.

Definition

"Corruption is 'the abuse of entrusted power for private gain' and can be instigated by individuals in the public or private sector. It is interpreted here to include such corrupt practices as bribery,

fraud, extortion, collusion, conflict of interest, and money laundering. In this context, it includes an offer or receipt of any gift, loan, fee, reward, or other advantage to or from any person as an inducement to do something that is dishonest, illegal, or a breach of trust in the conduct of the enterprise's business. This may include gifts other than money, such as free goods and holidays, or special personal services provided for the purpose of, or liable to result in, an improper advantage or that may result in moral pressure to receive such an advantage.”¹

1 Definition Source: Global Reporting Initiative (GRI) Guidelines; accredited by the INGO Accountability Charter Ltd.

Policy Statements

1. Corruption on the part of any CBMeV employee or board member or any third party (partner, consultant, supplier etc.) in their engagement with CBMeV, is prohibited. Respective clauses are integral part of work, service or project contracts.

2. No employee or board member, or any third party acting on behalf of CBMeV or dealing with CBMeV, shall offer to pay a bribe, or pay a bribe, nor shall they solicit the payment of a bribe, or accept a bribe in conjunction with any aspect of CBM's activities.

3. Employees of CBMeV who commit a corrupt act, fail to report knowledge of corruption or fail to manage the risk of corruption will be subject to disciplinary action up to and including termination of employment. Members of Boards who fail to comply with this policy are subject to removal. Third parties who fail to comply with this policy will have their agreements and/or contracts with CBMeV terminated. CBMeV may also seek restitution, prosecution, or other legal remedies.

4. CBMeV will foster an organisational culture in which corruption is never acceptable and will not be tolerated.

5. CBMeV will implement “whistleblower” procedures to provide employees, board members, and third parties with a mechanism to ensure that anyone who reveals corruption and evidence of misconduct in CBM operations is protected from reprisals. CBMeV encourages such reporting. CBMeV will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of CBMeV, or of another individual or entity with whom CBMeV has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

6. CBMeV will develop a corruption response plan documenting how incidents will be investigated, reported, closed and clarifies the regime of corruption related sanctions.

7. CBMeV will include a corruption risk assessment within its overall risk management. The risk assessment is conducted by the executive management and supervised by the CBMeV Board.

8. CBMeV will ensure employees, board members, partners and other third parties that engage with CBMeV are made aware of the Anti-Corruption Policy.

9. CBMeV will train and raise awareness about preventing fraud and corruption and provide regular web-based anti-corruption training to all staff at International Office, Regional and Country Office level.

10. CBMeV will immediately report all instances of corruption to the local governing body, where one exists (except in cases where the allegation is directed at that body), which is responsible and accountable for ensuring the incident is investigated appropriately.

11. All incidents of suspected and actual corruption will immediately be reported by all CBMeV employees and board members to CBMeV Internal Audit, who shall assess what other CBM departments and or parties should be notified (e.g. President, Board committees, funding Member Associations or Human Resources Department).

The Executive Management has the responsibility and authority to take actions as necessary to ensure the effective implementation of this policy. On a periodic basis, compliance with this Anti-Corruption Policy and its required controls will be reviewed and tested by CBMeV Internal Audit.

CBM Child Safe-guarding Code of Conduct

All CBM Representatives² are required to understand their responsibility to keep children safe and abide by the following Code of Conduct.

This Code of Conduct is designed primarily to protect children; however, it also serves to guard representatives from false accusations; and the name and reputation of CBM.

All CBM staff is responsible for encouraging and promoting the dissemination of this Code of Conduct. CBM staffs that are closely working with partners are also urged to encourage these partners to adhere to the standards set in the Code of Conduct and to join CBM staff in upholding them.

In line with the CBM Child Safeguarding Policy, the adherence to this Code of Conduct is mandatory for all CBM representatives³ Any violation of the Code of Conduct will result in disciplinary procedures which may include legal action where the severity warrants it. CBM Child Safeguarding Policy 2018

Acceptable behaviour and conduct:

CBM representatives should:

- Be committed to creating a culture of openness and mutual accountability at work places. This culture will enable all child protection concerns to be raised and discussed and abusive behaviour can and must be challenged;
- Contribute to an environment where children are listened to and respected as individuals and which is safe, positive and encouraging to them;
- Ensure the use of the 'Two Adult Rule'. This means, when interacting with children, ensure that another adult is present or within reach;
- Ensure physical contact is at all times appropriate and not an invasion of the child's privacy;
- Use positive, non-violent methods to manage children's behaviour;

² The term "CBM Representative" refers to all CBM staff, people travelling under the direction of CBM, and persons holding a CBM consultant contract.

³ The code of conduct is signed by all CBM staff as part of their employment contract. This revised version and any that follow supersede previous versions of the same herein.

- Respond to all concerns, allegations or disclosures according to CBM's reporting protocol obtainable from the CBM Country Office;
- Comply with any investigation (including interviews) and make available any information necessary for completion of the investigation.

Unacceptable behaviour

Within their work⁴, CBM representatives must not specifically:

- Hold, fondle, kiss, cuddle or touch children in an inappropriate and/ or culturally insensitive way;
- Engage in activities involving close body contact with children beyond the professional requirements;
- Act in ways that may be abusive or may place a child at risk of abuse;
- Make sexually suggestive comments or actions to a child, even as a joke;
- Engage in sexual activity or have a sexual relationship with a child, regardless of consent or local custom. Mistaken belief in the age of a child is not a defence.
- Marry a person below the age of 18, regardless of consent and local custom.
- CBM Child Safeguarding Policy 2018
- Assist a child in tasks that he or she can do unaided (such as taking them to the toilet, bathing or changing clothes), unless help is requested, in which case the 'Two Adult Rule' applies;
- Hit or otherwise physically assault or physically abuse children. All disciplinary measures should not be violent or degrading;
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- Discriminate against or favour particular children to the exclusion of others;
- Develop relationships with children that could in any way be deemed exploitative or abusive;
- Spend time alone with a child, away from others, behind closed doors or in a secluded area (see 'Two Adult Rule' above);
- Take a child to their home or visit a child at their home where they may be alone with that child, or sleep in the same room, without another adult present;
- Sleep in the same bed as a child or allow a child to stay overnight at their home unsupervised, when not related to that child;
- Condone, or participate in behaviour with children, which is illegal, unsafe or abusive, including being part of harmful traditional practices, spiritual or ritualistic abuse or substance abuse;
- Exploit children for their labour (e.g. domestic servants) or for sexual purposes (e.g. prostitution)¹⁴ or trafficking of children; The definition of child domestic work (house help) does not include occasional babysitting, gardening, help during school holidays or out of school time, however the 'Two Adult Rule' should be applied;

- Take a child alone in a vehicle unless it's absolutely necessary and with parental and managerial consent.