

**WEST AFRICAN CENTRE FOR PUBLIC HEALTH AND
DEVELOPMENT**

REQUEST FOR QUOTATION

FOR

VEHICLE RENTAL SERVICES

AUGUST 2024

1.0 INTRODUCTION

The West African Center for Public Health and Development (WACPHD), an affiliate of the University of Manitoba, is a non-governmental organization dedicated to improving health equity through research, program delivery, technical assistance, and education. We are soliciting quotations for the rental of vehicles to support the Family Planning/MNCH- Supply Side Baseline Assessment (FP/MNCH-SSBA) project funded by the Bill & Melinda Gates Foundation (BMGF). The purpose of this RFQ is to identify and engage a qualified vendor that can provide reliable transportation for project activities in Lagos.

2.0 SCOPE OF WORK

The selected vendor will be responsible for the following:

- Provide vehicle rental services daily for the required number of days in Lagos State.
- Provide dedicated drivers for each vehicle.
- Ensure all rented vehicles have comprehensive insurance coverage and a GPS-tracking system.
- Cover fuel and maintenance costs in the rental agreement.
- Offer 24/7 customer support for any issues that may arise during the rental period.
- Ensure prompt replacement of vehicles in case of breakdown within 24 hours.
- Comply with all local traffic regulations and safety standards.
- Regularly maintain and clean the vehicles.
- Require drivers to complete daily vehicle logbooks, including destination, date, driver's name, car plate number, start and end time per trip, and mileage.

Vehicle Type: Minivans (e.g., Toyota Sienna, Honda Odyssey) with a 6-passenger capacity

Quantity: 12 vehicles

Contract Duration: 105 days

Contract Award: One or more suppliers may be awarded the contract

3.0 GENERAL ELIGIBILITY CRITERIA

All procurement activities of this Organization shall be fully governed by the approved Procurement Guidelines in the Public Procurement Act (PPA 2007). The following mandatory requirements must be met by all prospective bidders:

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) with the inclusion of Articles of Association (forms CAC2 and CAC7).
- Evidence of the Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December 2023.
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years, including Letters of Awards and Job Completion Certificates.
- At least 5 years of working experience in car rental services in Nigeria.
- Vendors must possess valid insurance for the vehicles offered for rental.
- Evidence of physical registered office (e.g., utility bill or tenancy agreement with the name of the firm).
- All documents for submission must be uploaded online with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing among others the Registration Number (CAC), Contact Address, Telephone Number (Preferably GSM No.), and Email Address. The Letterhead Paper must bear the Names and Nationalities of the CEO/Directors of the Company at the bottom of the page duly signed by the authorized officer of the firm.
- Vendors must comply with all local regulations regarding vehicle operation and safety.
- Our organization reserves the right to reject any or all bids.
- Should your organization be successful in the selection process, our organization shall withhold and remit the appropriate tax rate under which your professional service falls as required by law.

4.0 INSTRUCTIONS TO SUPPLIERS

SUBMISSION OF QUOTATIONS

Interested suppliers should adhere to the following instructions when submitting their quotations:

ESSENTIAL INFORMATION

Vehicle Specifications and Features:

- Vehicle type (e.g., sedan, SUV, minivan)
- Brand name and model
- Seating capacity
- All vehicles must be in excellent working condition, regularly maintained, and insured.
- Additional features or specifications

Duration of Rental

- Total Duration: 105 days

Requirement of the contractor:

- Minimum experience of five years in the provision of vehicle hire service
- Fuel should be provided by the contractor
- Maintenance to be carried out by the contractor
- The vehicle should be compliant with applicable insurance, safety, or other motor vehicle requirements
- Registered for operation during the contract period with registration documentation in the vehicle and registration/number plates affixed to the vehicles as required by law.

Condition for the vehicle:

- The vehicle should be registered with up-to-date particulars, roadworthy, in good running condition, and not more than 12 years old
- The vehicle should be equipped with necessary safety items: seat-belt restraints in the front and rear of the vehicle, a spare tire, a mechanical jack, and basic hand tools
- The vehicle should have comprehensive insurance
- The vehicle should have good tires

Requirements for the driver:

- The driver should have a minimum of 5 years of work experience, a safe and clean driving record, knowledge of driving rules and regulations, and skills in minor vehicle repair.
- The driver should be able to communicate and write in English and speak the local language of the area.
- The driver should have a valid driver's license and be familiar with local routes and destinations.

Submission Requirements

Interested vendors must submit the following documents:

Company Profile:

- Company name, address, and contact details.
- An overview of the company's experience in providing vehicle rental services, particularly for similar public health projects.

Detailed Quotation:

- A comprehensive cost breakdown for the rental of each vehicle, including all associated costs (fuel, maintenance, driver, insurance).
- The total cost for the entire duration of 105 days.

Vehicle Information:

- A detailed description of the vehicles available for rental (make, model, year).
- Information regarding maintenance records and insurance coverage.
- Qualifications and experience of the drivers to be provided.

References:

- At least two references from clients who have utilized your services within the last 12 months, preferably in similar projects.

Compliance and Insurance Documents:

When engaged you will be asked to submit the following:

- Proof of insurance coverage for vehicles.
- Any necessary permits or licenses for operation within Lagos.

Bidders must consider the following essential information when submitting their quotation

Evaluation and Comparison of Quotations:

- Compliance with the specifications and requirements outlined in this RFQ
- Price competitiveness
- Conformity to technical specifications
- Verification of any arithmetical errors. For instance, discrepancies between quoted figures and words shall defer to the amount stated in words. Additionally, any discrepancies between unit prices and their calculated totals shall defer to the unit price; the total price shall be adjusted accordingly.

6.0 Online Submission

Quotations must be submitted online via the provided link:

<https://forms.gle/zNb9EdajRtohC3ky7>

or should be delivered on or

before the due date by hand in a sealed envelope

If submitting a hard copy,

please ensure it contains all the information

requested in the online form

to the stated address below:

**Procurement Officer WACPHD
Plot 182 P.S Egure Street,
2nd Avenue, off Wole Soyinka Avenue,
Gwarinpa District, FCT, Abuja.**

Deadline Submission- 18TH August 2024

Quotations must be received by the Purchaser online through the link specified in the Request for Quotations no later than two weeks from the date of publication. Any the quotation received by the Purchaser after the deadline will not be processed.

**Deadline for the
Submission of
Quotations**

Award of Contract

The Purchaser shall award the contract to the supplier whose quotation has been determined to be substantially responsive to the requirements of the Request for Quotations and the lowest evaluated price based on the quality of the vehicles quoted in accordance with the specifications.

Notification of Award

Notification of the award shall constitute the formation of the contract. This notification sent by email invites the supplier to deliver the vehicles in accordance with the conditions of the Request for Quotations. Upon meeting the requirements of the request for quotations, a contract will be awarded.

Signing of the Contract

Within fifteen (15) days following the notification of the award, the Purchaser shall sign and date the Form of Contract and send it back to the Supplier.

Ethical Standards

The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices.

Bid Security

Any quotation above N100M should be accompanied by a valid bid security from a commercial bank.

Bid Validity

Vendors must indicate bid validity for at least 120 days.

Clarifications

All requests for clarifications should be directed to the Procurement department via email at [**olujimisuzan@gmail.com and copy procurement@wacphd.org**] on or before **15th August 2024**.

Quotation Letter

(To be filled by Supplier on Letter Head)

Date:

Request for Quotation: Quotation for Vehicle Rental Services

To: West African Center for Public Health and Development (WACPHD)

Attn: Procurement Officer

Address: Plot 182 P.S Egure Street, off Wole Soyinka, 2nd Avenue, Gwarinpa Abuja

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the **vehicle rental services** in conformity with the said Request for Quotations for the sum of *[total bid amount in words and figures for each model]*, or as otherwise ascertained in accordance with the attached Schedule of Prices, which forms an integral part of this Quotation.

We undertake, if our Quotation is accepted, to deliver the services in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Quotation Summary:

Vehicle Type	Model	Year of Manufacture	Available Units	Quantity of vehicles quoting for	Daily Rate (NGN)	Total Cost for 105 Days (NGN)
				12	[Insert Rate]	[Insert Total]
Total						[Insert Overall Total]

NB: The daily rate is inclusive of the cost of fuel, driver, and vehicle rental

References:

- [Client Reference 1]
- [Client Reference 2]

We appreciate the opportunity to collaborate with WACPHD and look forward to supporting your vital public health initiatives. Please feel free to contact us for any additional information or clarification.

Thank you for considering our quotation.

Dated this _____ day of _____ 2024.

[Signature]

[In the capacity of]

Duly authorized to sign this Quotation for and on behalf of _____

Evaluation Criteria

The following guidelines will be used to evaluate your submission:

S/N	Criteria	Maximum score
1.	Brief company profile with reference to business owners, years of operations in Nigeria, main office and branches, number of vehicles and type of vehicles owned, client list and number of staff.	20
2.	Evidence of financial capability, attach copies of your most recent audited financial statements (for the last two years)	20
3.	Past performance, Experience, and reference: provide contracts/Local purchase orders (LPOs), job completion, award letters, recommendation letters, etc. for the provision of similar services	25
4.	Evidence of physical registered office- attach utility bill e.g., Electricity/Water bill etc., or tenancy agreements with the name of the firm	10
5.	Financial Bid	25
	TOTAL	100