

**REQUEST FOR QUOTATION**  
**PROCUREMENT OF LONG-TERM CAR RENTAL SERVICE**  
**RFQ NO.006/S/NE/2023**

Date: **June 15, 2023**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **long-term car rental service** described in Annex B.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based **on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point p.**

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of **rental period** by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

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For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO.006/S/NE/2023** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: June 29, 2023**

**Time: 15:00 hours Rome, Italy** local time.

Thank you and we look forward to receiving your Quotation.

Sincerely yours,

International Development Law Organization | IDLO

IDLO NIGER

**Annex A**  
**Instructions to Bidders**

a. Description of requested rental car	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: June 29, 2023</b> <b>Time: 15:00 hours Rome, Italy</b> local time.
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of rental car Form based on full compliance with RFQ requirements.
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	IDLO NIGER COUNTRY OFFICE PLATEAU RUE ISSA BÉRI 59 PORTE 676, NIAMEY, NIGER
j. Delivery Terms	Incoterms DDP The rental car will be delivered within 05 days after receipt of PO or contract from IDLO to IDLO NIGER COUNTRY OFFICE PLATEAU RUE ISSA BÉRI 59 PORTE 676, NIAMEY, NIGER
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	XOF <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Manufacturer’s Authorization of the Company as a Sales Agent (if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Certificate of Exclusive Distributorship in the country (if applicable, and if Supplier is not the manufacturer); <input checked="" type="checkbox"/> Complete documentation, information and declaration of any goods classified or may be classified as “Dangerous Goods”. <input checked="" type="checkbox"/> Proof of good performance or references from at least 3 satisfied customers.
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, __
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> Provision of Service Unit when pulled out for maintenance/ repair <input checked="" type="checkbox"/> Priority handling for maintenance (after every 5,000 km) and repairs by dedicated technicians <input checked="" type="checkbox"/> Tire replacement every 40,000 km <input checked="" type="checkbox"/> Claims management, from declaration to handover of repaired vehicle <input checked="" type="checkbox"/> Maintenance and repairs as part of normal use are the responsibility of the supplier
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b>



	<p><b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day of delay in the provision and completion of the Services.</b></p>
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**ANNEX B**  
**TECHNICAL SPECIFICATIONS**  
**TERMS OF REFERENCE**  
**LONG TERM CAR RENTAL SERVICE**

**A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development, and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda, and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational, and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

**B. Background**

Following the extension of the activities of the PROGRAMME D'APPUI INTÉGRÉTÉ AUX SYSTÈMES DE JUSTICE PÉNALE DU MALI, BURKINA FASO ET NIGER to the city of Niamey, a budget top-up has been allocated for the said activities. The vehicle acquired will increase IDLO Niger's fleet.

In this regard, IDLO Niger office is looking for a supplier who could provide a vehicle for a period of **six (06) months** with preferential conditions for the movement of staff in the city of Niamey.

**C. Expected Output**

The purpose of this RFQ is to provide a **long-term car rental services contract for IDLO Niger Country Office in Niamey city** starting from contract signature. The initial contract would be signed for a period of six (06) months with the possibility of another 06 months extension subject to satisfactory performance, funding, and agreement by both parties by amending the Contract. The trustworthy selected supplier will provide a road worthy vehicle without a driver and with all security and safety equipment and all-risk insurance.

**D. Institutional Arrangement**

Contract management will be carried out by the Logistics and Procurement Assistant under supervision of the Program Lead.

**Specifications for rental car**

<b>Lots</b>	<b>Item Name</b>	<b>Specification</b>	<b>Unit measure</b>	<b>Quantity</b>
<b>Lot 1</b>	<i>Rental Car</i>	<p>The vehicle should be road worthy, in <b>excellent running condition</b> and no more than 03 years old;</p> <p>The vehicle provided should be an 4x4 SUV 5 doors and seats, 4-cylinder, diesel, manual gear preferred but automatic gear acceptable;</p> <p>Geolocation assistance for logistical and safety management of the fleet (vehicle location in real time, remote immobilization, etc.);</p> <p>Vehicle delivery with full fuel tank;</p> <p>The vehicle should have a comprehensive insurance with third-party liability;</p> <p>The documents relating to the vehicle (vehicle registration document, insurance card, etc.) must be made available to IDLO when the contract is signed, and the vehicle made available;</p> <p>The vehicle should be clean, inside, and out, and free from any unpleasant odor;</p> <p>The vehicle must dispose of all the equipment describe in the <b>Standard Vehicle Equipment Checklist</b></p>	<i>Car</i>	<i>01</i>

**Standard vehicle equipment checklist**

<b>Vehicle Equipment Checklist</b>	<b>Present</b>	<b>Absent</b>	<b>Notes and Remarks</b>
<b>Vehicle Condition</b>			
Safety belts (front and rear)			Vehicle will be checked on day made available
Functional Lights			Vehicle will be checked on day made available
Functional Screen Washers			Vehicle will be checked on day made available
Functional horn			Vehicle will be checked on day made available
Functional Door Locks from Inside			Vehicle will be checked on day made available
High-quality tires			Vehicle will be checked on day made available

Clean and hygiene			Vehicle will be checked on day made available
<b>Basic Equipment</b>			
Two (2) Spare Tires			Vehicle will be checked on day made available
1 Crick/Vehicle Jack - Hi-lift			Vehicle will be checked on day made available
1 Wheel Spanner			Vehicle will be checked on day made available
1 Hazard Warning Triangles			Vehicle will be checked on day made available
<b>Off-Road Kit</b>			
Shovel			Vehicle will be checked on day made available
Digger			Vehicle will be checked on day made available
Cutlass			Vehicle will be checked on day made available
<b>Remote Field Kit</b>			
Air Pump			Vehicle will be checked on day made available
Tire repair kit			Vehicle will be checked on day made available
Towing Cable			Vehicle will be checked on day made available
Fire extinguisher			Vehicle will be checked on day made available
<b>First Aid Kit</b>			
First Aid kit package			Vehicle will be checked on day made available
Personal Protective Equipment package			Vehicle will be checked on day made available

#### **Specifications for After-Sale Service for rental car**

Description
Provision of Service Unit when pulled out for maintenance/ repair Priority handling for maintenance (after every 5,000 km) and repairs by dedicated technicians Tire replacement every 40,000 km Claims management, from declaration to handover of repaired vehicle Maintenance and repairs as part of normal use are the responsibility of the supplier

#### **E. Qualification of the Successful Contractor**

- The supplier must be approved in the field of vehicle sales and rental;
- Providers wishing to obtain said contract from IDLO must possess the following minimum qualifications:
  - Be registered with the Registre du Commerce (provide a legalized/certified copy)
  - Be in good standing with the tax authorities (certified copy of the NIF, Titre de Patente, an Attestation de Régularité Fiscale and a Certificat d'Imposition);



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- Proven financial stability (provide a bank account certificate with a commitment guarantee);
  - Have a bank account in the company's name (provide supporting documents);
  - A certificate of non-bankruptcy.
  - Proof of good performance or references from at least 3 satisfied customers;
  - Concession contract and affiliated trademarks

**F. Scope of Tender Price and Schedule of Payments**

The contract price is a fixed output-based price, and the payments will be made monthly by wire transfer.

**ANNEX C  
SUPPLIER'S QUOTATION**

**(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)**

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO. 006/S/NE/2023**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Goods / Services Compliant with Technical Specifications and Requirements**

Lot	Item Name	Description	Unit of Measure	Quantity	Compliance with Technical Specifications in Annex B	Unit rate in XOF	Total amount in XOF
1.	Rental Car	See Annex B	Rental car	01	<input type="checkbox"/> Comply <input type="checkbox"/> Not Comply. Alternative specification offered (please attach)		
<b>Total Cost of Goods</b>							
<b>Freight</b>							
<b>Insurance</b>							
<b>Customs Clearance</b>							
<b>Other Charges (please specify)</b>							
<b>Taxes/ VAT ( __ %) (if applicable)</b>							
<b>Grand Total</b>							

**Table 2: Offer for After-Sale Services and Other Conditions**

Other Information	Responses		
	<i>Yes, we will comply</i>	<i>No, we cannot comply</i>	<i>If you cannot comply, pls. indicate counter proposal</i>
Delivery Lead Time			
Country/ies Of Origin:			
Warranty and After-Sales Requirements			
a) Provision of Service Unit when pulled out for maintenance/ repair			

b) Priority handling for maintenance (after every 5,000 km) and repairs by dedicated technicians			
c) Tire replacement every 40,000 km			
d) Claims management, from declaration to handover of repaired vehicle			
e) Maintenance and repairs as part of normal use are the responsibility of the supplier			
Other requirements <i>[pls. specify]</i>			

<p><b>Name, position and signature of the Bidder</b></p>   <hr/> <p><i>Duly authorised to sign this Bid</i></p>  <p><b>Date:</b></p>	<p><b>Bidder's Stamp</b></p>
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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR**  
**SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

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<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>