



## **INVITATION TO TENDER – CAR RENTAL SERVICES TDH IT / Ser 001**

Erbil, 13/03/2025

Dear Sir/Madam,

Our organization would like to invite for a tender for the provision of rental vehicles. We invite your company to provide as a quotation together with the other documents required by March 29<sup>th</sup> 2025.

### **1. Tender conditions**

The tender is finalized to select a supplier for a framework contract with TdH Italy to cover all the project needs for the requested items. The contract will have a 12 months duration.

The estimated total value of the contract is <300,000 USD.

The full list of vehicles to be quoted is included in annex 1. The number of vehicles to be rented will be confirmed every month based on the projects' needs. However a minimum number will be guaranteed.

- All vehicles should include the costs for insurance, fuel, regular maintenance and driver. The working hours are expected to be from 7:00 am to 5:00 pm, five days per week.
- Vehicles should be regularly registered according with the local law. Vehicles' documents will be verified as part of the selection process;
- Most part of the vehicles will be used for travelling across KRG/Ninewa/SalahAldin governorate. The selected company will need to proof to have all the documents needed to process the access letters;
- Part of the vehicles will be used for Ninewa governorate only therefore they will need to be based in Mosul city;

### **2. Tender documents requested:**

In order to be consider for this tender you will need to provide the following documents :

#### **ENVELOPE 1**

ANNEX 1 filled, stamped and signed;

#### **ENVELOPE 2**

ANNEX 2 filled, stamped and signed

Company's registration certificate

Tax certificate

Bank account

Otherwise the submission of the tender considering all the requirements by email is acceptable

### **3. How to apply:**

The offer can be submitted:

By email to : [tender\\_iq@tdhitaly.org](mailto:tender_iq@tdhitaly.org)

By hand delivery to: (Considering article number "2")

TdH Italy office in Erbil, Bahar Street Ankawa.

In this case the offer has to be **closed in a sealed envelope** with supplier stamp. On the envelope please write "car rental tender".

**Note: All bidders are required to submit the RFQ in Excel spreadsheet format.**

For information call: 07514844651 – Logistics Manager

#### **4. Evaluation of quotation**

Our organization will evaluate quotations ensuring fair competition, transparency and non- discrimination. We will evaluate quotations on a qualitative basis. This includes our review of the company's peer quotations appraisals and related materials, and the company's completeness and timeliness in its response to us. Shortlisted companies will be required to provide a sample for additional verification of the quality of the materials and compliance with the request.

The tender evaluation is done by an internal committee and it is based on TdH Italy internal procedure and procurement policy. Addition information about the process can be directly requested to TdH Italy.

Companies who don't comply with the Iraqi and Kurdish Law, Humanitarian Standard or TdH Italy requirements and companies blacklisted by the UN and/or local authorities will not be considered.

#### **5. Selection criteria**

Only the suppliers who will submit all the documents in time and properly filled will be considered for the evaluation. Not registered suppliers and suppliers not accepting bank payments will not be considered, unless in very specific situations. The tenders will be evaluated by an internal committee according with the following criteria:

- **Competitive prices;**
- **Availability to receive bank payments;**
- **Previous experience with TDH and/or other NGOs;**
- **Providing registration certificates , Tax clearances certificates.**

Kind Regards,

  
Miriam Ambrosini  
Country Representative

