



PWJEOI-2024-0001

## EXPRESSION OF INTEREST (EOI)

Supply of Anticipated Vehicle Rental Service with Driver under Framework Agreement  
Contract Reference: PWJEOI-2024-0001

### Article 1

|                                                 |                                                                                                                                                                                                                       |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Title of the EOI                                | Vehicle Rental Services (anticipated)                                                                                                                                                                                 |
| Date of this EOI                                | 11 September 2024                                                                                                                                                                                                     |
| Closing Date for Receipt of EOI                 | 24 September 2024 (12:00 PM)                                                                                                                                                                                          |
| EOI Number                                      | PWJEOI-2024-0001                                                                                                                                                                                                      |
| Beneficiary Country/Territory                   | Erbil and Dohuk Governorates including some other locations within Iraq with prior notice                                                                                                                             |
| Manner of Submitting EOI                        | Hand Delivery                                                                                                                                                                                                         |
| Purpose of Vehicles Rental Service              | Human Travelling - PWJ staff, consultant, volunteers, enumerators, workers communities, etc. for specific function of project implementation / humanitarian activities in area of Iraq                                |
| Period of Project (Duration of implementation): | 365 Calendar Days (with possible extension)                                                                                                                                                                           |
| Category                                        | Vehicles – Human travelling                                                                                                                                                                                           |
| Submission of EOI                               | Bidder should be submitted their EOI in sealed envelope, signed and stamped by their authorized representative. All bids' rates must be valid for 730 days from the start of contract with PWJ                        |
| Currency                                        | Financial bid quoted in IQD (inclusive of the cost of insurance, servicing etc. and all associated tax and fees) that states clearly the monthly rental price for each type of vehicle being offered within this bid. |
| Required Documents                              | Company Profile and price offer Stamped and signed by the company                                                                                                                                                     |





PWJEOI-2024-0001

## EXPRESSION OF INTEREST (EOI)

Supply of Anticipated Vehicle Rental Service with Driver under Framework Agreement  
Contract Reference: PWJEOI-2024-0001

Peace Winds Japan (PWJ) is a non-governmental organization dedicated to the support of people in distress, threatened by conflict, poverty, or other turmoil. With its headquarters in Hiroshima, PWJ has been active in various parts of the world since its establishment in 1996.

PWJ has been working in Iraq since 1996 and is currently assisting for refugees, IDPs and host communities through Education, WASH, NFI, School Health Programme and Livelihood interventions in the northern Iraq. The programmes are funded by the Ministry of Foreign Affairs of Japan, Japan Platform, PRM, UNHCR, UNICEF, UN-OCHA and UN-HABITAT.

PWJ is pleased to invite in the competitive negotiated process submission of EOI for the above-referenced contract. You are requested to direct all queries regarding this EOI to PWJ Office at following contacts.

**PWJ reserves the right to accept or reject any EOI, and to annul the EOI process and reject all EOI at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders, or any obligation to inform the affected bidder or bidders of the grounds for PWJ's action. PWJ shall not be obliged to award the contract to the lowest priced EOI, furthermore, past performance, including safe operation, road worthy vehicle, and compliance with national rule of the road are considered by PWJ.**

The complete EOI is herein enclosed or can be obtained at the following address:

|                    |                                                                    |
|--------------------|--------------------------------------------------------------------|
| Person to contact: | Imad Sabri Yousif                                                  |
| Email Address:     | <a href="mailto:info@peacewindsirq.org">info@peacewindsirq.org</a> |
| Phone number:      | 00964 751 830 82 37                                                |
| Address:           | PWJ / Erbil-Italian city 1 Villa No.198, Erbil – Iraq              |

PWJ expects to have declaration from the bidders:

- Bidders are not in any of the situations excluding us from participating in contracts which are listed in general terms & conditions and specific terms & conditions.
- Bidders are agreeing to abide by the ethics clauses in the instructions and have no potential conflict of interests with other candidates or other parties in the procedure at the time of the submission of this application
- Bidders will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by PWJ.
- Bidders note that the contracting authority is not bound to proceed with this EOI and that it reserves the right to award only part of the contract. It will incur no liability towards bidders



should it do so.

Sincerely,

Name: Andrew B. Wietecha  
Country Representative  
PWJ – Iraq Mission

**Special Terms & Conditions of Services:**

These conditions amplify and supplement, if necessary, the General Terms & Conditions governing the Contract. Unless the Special Terms & Conditions provide otherwise, those General Terms & Conditions remain fully applicable. The numbering of the Articles of the Special Terms & Conditions is not consecutive but follows the numbering of the Articles of the General Terms & Conditions. In exceptional cases, and with the authorization of competent departments, other clauses may be added to cover specific situations.

**Article 2      Language of the Contract**  
2.1              The language used shall be English.

**Article 3      Assistance with local regulations**  
3.1              Applicable

**Article 4      Performance guarantee**  
4.1              No performance guarantee is required.

**Article 5      Minimum Safety Equipment:**  
5.1              Each vehicle should have the minimum safety equipment as listed below:

- Spare wheel / tire;
- Jack and tools to change;
- Warning / Hazard Triangle;
- Tow rope;
- Fire extinguisher; Dry powder fire extinguishers (1kg),
- Small first aid kit.
- Minimum two airbags, ABS breaking system.
- All vehicles must be fully fitted with functioning seat belts.
- GPS Tracking

**Article 6      Vehicles registration**  
6.1              Registered within the KRI Government and/or Iraq Federal Govt. with appropriate license plates (depends on which governorate vehicles are required)

**Article 7      Vehicles insurance**  
7.1              Insurance & other fees related to registration / tax (if any) will be responsibility of bidder

- Article 8 OPVI test / vehicles inspection**
- 8.1 OPVI tested and score result must be more than 90%
- 8.2 The evaluation committee will evaluate the physically each vehicle while renting car
- 8.3 Inspection and technical check will be done at PWJ Offices (either Erbil and/or Dohuk) as scheduled by the technical team before the shipment to the final locations.
- 8.4 Alternatives or equivalent vehicles than approved sample will not be accepted.
- 8.5 Penalties for delays will be 1.5% of the contract amount per day and will be deducted from the payment, except for Force Majeure (cause beyond the Contractor's reasonable control). The maximum penalty will be for 2 weeks (calendar days). After the two weeks of delays PWJ has the right to cancel the whole order or part of the contract.

- Article 9 Vehicles fuel**
- 9.1 Fuel cost must be covered by the bidder

- Article 10 Vehicles maintenance**
- 10.1 Vehicles maintenance & service including washing will be covered by the bidder

- Article 11 Vehicles appearance & conditions**
- 11.1 Vehicles must be in a good working condition; physical appearance must be good (bidder could be ask for providing reports for no damage)

- Article 12 General principles**
- 12.1 Payments shall be made in USD and shall be authorized and made by Finance/ Admin Department. For monthly rental vehicle, the payment process will be mutually agree otherwise remain on monthly as per submitting desired invoices / documentations. PWJ will ensure payments. For any payment, the bidder will be responsible to submit invoice including desired supporting documents (if any).

**General Terms & Conditions of Services:**

- Article 13 Framework Agreement Duration**
- 13.1 12 months for the rental of vehicles including driver

- Article 14 Daily Service**
- 14.1 9 hours (usually from 8:00 AM to 5:00 PM) per day, 5 days per week, for monthly rental service and on call rental service should be based on PWJ need for 9 hours per a day.

- Article 15 Extra Hours services**
- 15.1 In case of working more than 9 hours per a day, or to work during Saturdays/ Fridays, then extra hours/ days will be compensated by giving off-day/ hours based on the number of the extra service hours when the work schedule allows.
- 15.2 The availability is for 5 days per a week (45 hours), if it happened a public holiday occurred during the 5 days per a week and there is a need for the service, the service provider will be requested to be available for the service.

- Article 16 Replacement of vehicles**



16.1 After the award for any absence the service provider shall notify PWJ fleet management officer(s) at least two (2) days prior and shall provide a replacement for covering the gap- maximum 10 days allowed during the contract period.

**Article 17 Quantity of vehicles**

17.1 PWJ seeking to rent around 5-10 vehicles. These quantities are estimates only and are to aid the in the preparation of your bid. PWJ is not committed to rent a fixed quantity of vehicles; PWJ will depend upon its day-to-day operational needs.

**Article 18 Driver for vehicle**

18.1 The vehicle drivers must be native as well as fluent with local language of the area where PWJ will requesting for the rental vehicle. Additionally, the drivers should have basic English language skills (speaking, writing, and reading).

18.2 The vehicle drivers must be familiar / respect local norms, values, respect humanitarian work without any religious or sectarian discrimination.

**Article 19 Submit Copies of supporting documents**

19.1 The bidder will submit document with EOI.

19.1.1 Copy of the company business registration document.

19.1.2 Copy of the company profile or brochure.

19.1.3 Capacity statement outlining experience in delivering said services, including references of a least one previous client.

19.1.4 Available resume (CV) of the drivers.

**Article 20 Quotations**

20.1 PWJ-Iraq-Framework Agreements 2024-2026 Quotation

20.1.1 Rental Vehicles

*End of document*

