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# VEHICLES LEASING AND MANAGEMENT

## REQUEST FOR PROPOSAL

29 March 2018

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RFP18-003-Facilities-Vehicles Leasing

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Procurement Section  
009714336110  
Procurement@biosaline.org.ae

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International Center for Biosaline Agriculture - ICBA is an international, non-profit organization that aims to strengthen agricultural productivity in marginal and saline environments through identifying, testing and facilitating access to sustainable solutions for food, nutrition and income security.



## I. GENERAL INFORMATION

### 1. Purpose

The purpose of this RFP is to invite qualified, experienced and reputable specialized companies to provide new vehicles for long term leasing for a period of four years (Requirements and quantities of cars as per Annex A herein of this RFP) for the International Center for Biosaline Agriculture (ICBA).

### 2. Instruction to Bidders

Bidders are requested to read the bidding documents carefully to be able to submit a responsive proposal. In submitting the proposal, bidders must respect all instructions, forms and specifications contained in this bidding document. Failure to submit a proposal containing all the required information and documentation within the deadline specified may lead to the rejection of the proposal.

### 3. Deadlines

Deadline for requesting clarifications, meeting, site visit...	April 08, 2018
Deadline for submission of proposals	April 15, 2018

### 4. Submission of Proposals

Proposals must be submitted in sealed envelopes at ICBA reception or electronically through ICBA procurement website: <http://procurement.biosaline.org/>

### 5. Proposal Contents

Proposal responses should include the following:

- a. The Bidder company valid trade license (or equivalent)
- b. 3 Client references
- c. Company Brochure or Website URL
- d. ISO certifications if any

### 6. Validity of Proposal

Proposals must remain valid and open for the acceptance of ICBA for 120 days from the RFP closing date. Proposals specifying a shorter acceptance period may be considered as non- responsive proposals.

### 7. Incomplete and Late Offers

Incomplete and late proposals will not be accepted. It is the bidder's responsibility to ensure that the proposal is submitted complete, on time and in accordance with the RFP terms and conditions.



## 8. Inquiries

Bidders may submit questions in writing through e-mail to the following address and before the deadline stated in the deadlines table:

Contact name : Ms. Imane Boujidane  
Senior Procurement Executive  
Tel. no. : 009714 3361155- Ext. 201  
Email : [Procurement@biosaline.org.ae](mailto:Procurement@biosaline.org.ae)

Any clarification issued by ICBA will be communicated in writing to all the bidders before date stated in the table above. No further clarifications will be given after the stated date.

Note: Any clarification issued by ICBA will be communicated in writing to all the bidders & will be published on ICBA- Procurement website: [www.procurement.biosaline.org](http://www.procurement.biosaline.org)

Any prospective bidders seeking to arrange individual meetings with ICBA or any of its employees concerning this contract during the bidding period may be excluded from the bidding process.

## 9. Alteration of Proposals

Bidders may alter their proposals by written notification prior to the deadline for submission of proposals stated in this RFP. No proposals may be altered after this deadline.

## 10. Eligible Bidder

Bidders considered eligible to submit proposals are defined as follows:

- Entity /organization that is legally registered to do business in UAE and can provide a valid certificate of legal registration/ trade registration license.
- Bidder must Have the technical and financial capacity to perform this Contract successfully.

## 11. Costs for preparing proposals

Under no circumstances will, ICBA, be liable for any costs incurred in connection to the preparation and submission of proposals even if ICBA decides to reject all the proposals or cancel the bid.

## 12. Clarification

During the evaluation process, ICBA may request additional information and meetings from bidders if it is necessary for further clarifications regarding the submitted proposal.

## 13. Evaluation of proposals

Each Proposal will first be examined to determine compliance with requirements identified in this RFP:

- Company Trade license (or equivalent)
- Company Clients' References
- Company profile

Only compliant proposals will pass to the technical and financial evaluation.

The proposals will be evaluated against the criteria below:

Range		Criteria	Weight
Non-Price	50%	Company expertise, clients' reference, presence in the market Offer complies with the scope required (Insurance, mileage, maintenance, SLA...)	20% 30%
Price	50%	Leasing cost	60%

#### 14. Amendments

During the proposal submission period, if ICBA decides to modify/ change any requirement/s of the RFP, the modification/s shall be released through the issuance of an amendment to the RFP. Any amendment will be issued in writing and will be sent to all bidders.

#### 15. Confidentiality

The entire evaluation procedure is confidential, and all proposals are for official use only and may be communicated neither to the bidders nor to any party other than ICBA.

#### 16. Bid Cancellation

ICBA has the right at any stage in the bidding process to cancel the whole bid without the need to give a justified reason to any of the bidders. Bidders will be notified in writing of the cancellation.

#### 17. Discussion/Negotiation

ICBA may initiate discussions should clarification or negotiation be necessary. Bidders should be prepared to provide qualified personnel to discuss technical and contractual aspects of the proposal.

#### 18. Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified project scope or of not awarding a contract to any bidder. Final approval to enter into a contract, the contract form and the scope of services to be provided pursuant to the contract, rests with ICBA. A contract may be awarded to more than one bidder based on the quality of the proposals and ICBA's needs. Please note that an award letter is not a contract and can be withdrawn at ICBA sole discretion.

Bidder's Failure to accept the award at the time of receiving notification from the bidder will give ICBA the right to award the contract to the next bidder.

## 19. Bidder Responsibility

It is the responsibility of each bidder before submitting a proposal:

- To examine thoroughly the contract documents and other related data identified in the proposal documents.
- To consider federal and local laws and regulations that may affect costs, progress, performance or furnishing of the service.
- To promptly notify the Procurement Section of all conflicts, errors, ambiguities, or discrepancies in or between the contract documents and such other related documents.

## 20. Governing Law and Language

This Bid is subject to and shall be construed according to the applicable laws and regulations of the United Arab Emirates. The bid documents and all notices pursuant to the provisions thereof shall be in English (except for UAE government companies).

## II. SCOPE OF SERVICES

Contractor shall provide ICBA with the brand-new vehicles as detailed below:

- a- Toyota Previa 2018 Model mid options
- b- Toyota Fortuner 2018 Model V6 GXR
- c- Toyota Camry 2018 Model 2.5 L Mid options
- d- BMW 520i executive plus options

  

- 1- Contract duration is 04 years
- 2- Insurance should be comprehensive
- 3- Color should be white for all vehicles
- 4- All vehicles should have sun protection films
- 5- Maintenance and 24h road assistance should be included
- 6- Vehicle of the same category should be provided free of charge as a replacement without any down time when the vehicle is undergoing regular servicing/maintenance, repairs or when the vehicle is immobilized due to an accident
- 7- Salik and VIP Petrol sensors are not required
- 8- Termination of the contract should be possible at any given time during the contract. The penalty for early termination should be stated clearly in the proposal.
- 9- **Important note:** given the diplomatic status of ICBA in UAE, all vehicles will have to display ICBA plates numbers. For this purpose only, vehicles will have to be registered under ICBA's name during tenure of the contract (4 years). The contract will clearly state that vehicles will be registered under ICBA name but remain under the ownership of the contractor.
- 10- **Pricing & payment:** prices to be provided for different mileage limits (as specified in the table in Annex A), payments should be invoiced monthly and credit facility should be of at least 30 days. Any other fees or costs that may incur during this contract have to be included in the proposal.



## Annex A

Vehicle	Qty	Monthly payment- Unlimited Mileage	Monthly payment- 40,000KM limit/year	Monthly payment- 50,000KM limit/year	Monthly payment- 60,000KM limit/year	Excess mileage charge/additional KM
Toyota Previa 2018 Model mid options	1					
Toyota Fortuner 2018 Model V6 GXR	1					
Toyota Camry 2018 Model 2.5 L Mid options	1					
BMW 520i executive plus options	1					