



INTERNATIONAL CENTER FOR BIOSALINE AGRICULTURE

PROVISION OF CAR RENTAL SERVICES ON AS-NEEDED BASIS

Request for Proposals

RFP18-007_Provision of Car Rental Services On As-Need Basis

Procurement Section
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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

1.1 Purpose

The International Center for Biosaline Agriculture (ICBA) seeks written proposals from qualified vendors to provide short term vehicles rental services on as needed basis in UAE and worldwide.

1.2 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.

1.3 Deadlines

Deadline for requesting clarifications, meeting, site visit...	Sept. 27, 2018
Deadline for submission of proposals	Oct. 2, 2018

1.4 Submission of Proposals

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

1.5 Proposal Contents

Proposal responses should include the following:

- a. The proposal in response to this RFP scope of services
- b. The Bidder company valid trade license
- c. At least 3 Client references
- d. Company Brochure or Website URL
- e. ISO certifications if any

1.6 Validity of Proposal

Proposals must remain valid and open for the acceptance of ICBA for 90 days from the RFP closing date. Proposals specifying a shorter acceptance period will be considered as non- responsive proposals.

1.7 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.

1.8 Inquiries

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

Contact name : Ms. Jinky Aglipay

Procurement Assistant
Tel. no. : 009714 3361100- Ext. 313
Email : 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 published on ICBA- Procurement website: 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.

1.9 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.

1.10 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.

1.11 Costs for preparing proposals

Under no circumstances ICBA will not 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.

1.12 Clarification

During the evaluation process, ICBA may request additional information and samples from bidders if it is necessary for further clarifications in regard to the submitted proposal.

1.13 Evaluation of proposals

Each Proposal will be evaluated to determine compliance with requirements identified in this RFP.

- Proposed scope of services
- Financial proposal
- Company References
- Company legal documents (trade license/vat registration)
- Company profile

1.14 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.

1.15 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.

1.16 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.

1.17 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.

1.18 Award Letter & Contract

ICBA reserves the option of contracting only for a portion of the specified 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 tender to the next bidder.

1.19 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.

1.20 Governing Law and Language

This Tender 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.

II. SCOPE OF SERVICES

1. Main Purpose:

The contractor is expected to provide the following services:

- (a) Short term rental for economic cars
- (b) Limousine transfer and chauffeur services
- (c) Bus transfer (with driver)

All services are for short term usage and on an as needed basis, required for UAE and worldwide.

Rental Services

The contractor should assign one staff member to look after ICBA requests.

The contractor shall provide car rental services only when requested by ICBA Procurement staff, through an ICBA Purchase Order.

For Limousines and Bus rental, the drivers should read, write, speak and understand English.

Contractor shall provide cars with comprehensive insurance coverage (including drivers). This is considered a mandatory requirement, where non-compliance will result in rejection of the contractor's offer.

Limousines and buses services include fuel, salik/tolls payment and parking

Addresses of cars rental or transportation services for pick up and drop off will be communicated by ICBA to the contractor.

For buses and limousine hiring, the driver name and the car details should be communicated to ICBA at the moment of booking service.

- Be able to provide a high level of customer service inside and outside UAE.

2.1 Contractor Performance

Contractor must meet the highest standards prevalent in the industry or business most closely involved in providing Car Rental and transportation services.

2.2 Pricing

Pricing Instruction for Proposers for Rental services in UAE

For Cars rental:

Prices should be given in daily rates for different cars categories.

The insurance excess price should be provided for each categories.

Extra services, such as; GPS, child seat, wifi, should be provided separately.

For Limousines

Prices should be provided by trip destination, or geographical zone (from ... to ...)

For Buses

Prices should be provided by trip destination, or geographical zone (from ... to ...), and bus capacity (35-50 seater)

Pricing Instruction for Proposers for Rental outside UAE

Every time there is a need outside UAE, ICBA will contact the contractor to provide a proposal with different options for the services required (car rental, limousine or bus services)

The contractor to provide his service charges for booking on international services

All payment will be done to the company office in UAE, whether the service is consumed in UAE or outside