

REQUEST FOR EXPRESSION OF INTEREST (REOI)

REOI Reference: SOM-LTA-2024-002	Date: 14 April 2024
----------------------------------	---------------------

The International Organization for Migration (IOM) invites interested and eligible vendors to submit Expressions of Interest (EOIs) in respect of provision of the requirements described below. The purpose of the REOI is to identify vendors that wish to participate in a forthcoming solicitation process.

Description	Provision of vehicle rental services in Gedo region of Somalia on two (2) Years Long Term Agreement (LTA) Basis
UNSPSC code(s)	78111808-Vehicle rental
Deadline for the Submission of EOI	Date: 5 th of May 2024 Time: 17:00 Time zone: Mogadishu (GMT +3 hours) If any doubt exists as to the time zone, refer to http://www.timeanddate.com/worldclock/ .
Content of EOI	The EOI should include the following information: <ul style="list-style-type: none"> Brief presentation of company including number of staff, turnover, years in business Reference list demonstrating qualifications for participating in this upcoming bidding process. Contact information: full name and address, country, telephone number, e-mail address, website and contact person. Annex 1 - Terms of reference (ToR) Annex A - Vendor information sheet - Enclosed separately. Annex B - Declaration of Conformity (DOC) <p>Note: Prices are required at this stage.</p>
Method of Submission	Expressions of interest shall be sent by email as follows: Email address: procurement-tenderonly@iom.int PLEASE DO NOT SEND THE EMAILS WITH YOUR BID TO ANY OTHER EMAIL ADDRESS (NOT EVEN AS CC. or BCC). <ul style="list-style-type: none"> File Format: PDF File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. All files must be free of viruses and not corrupted. Max. File Size per transmission 25 Mb Mandatory subject of email: SOM-LTA-2024-002 (Company Name) If the bid consists of large files, it is recommended that these files be sent in separate emails prior to the submission deadline. Multiple emails must be clearly identified by indicating in the subject line "email no. X of Y", and the final "email no. Y of Y". It is recommended that the entire bid be consolidated into as few attachments as possible
Contact Person for correspondence and clarifications	Mohamed Bare E-mail address: mbare@iom.int

<p>REOI Conditions</p>	<p>This Request for Expression of Interest does not constitute a solicitation. IOM Somalia reserves the right to change or cancel the requirement at any time during the EOI and/or subsequent solicitation process. IOM Somalia also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting an EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals and any subsequent purchase order or contract will be issued in accordance with the rules and procedures of IOM.</p>
<p>Brief Description of the Process</p>	<p>As soon as the EOI deadline is over, interested Service Providers that have submitted the required documents and details described in “Content of EOI” section of this EOI, IOM Somalia will conduct pre-qualification process and evaluate the Service Providers on their capacity and eligibility based on the documents submitted.</p> <p>Once the pre-qualification process is completed, only qualified Service Providers will be invited to submit their proposals through ITB that will be shared.</p> <p>ITB process will have its own evaluation criteria and requirements where Service Providers will be expected to comply. Evaluation of the Proposals will be conducted by Bids Evaluation Committee (BEC) and based on the recommendations of the BEC, most responsive Service Provider(s) will be recommended for award.</p> <p>Documents Required for EOI submission:</p> <ol style="list-style-type: none"> 1- Brief presentation of company including number of staff, turnover, years in business (in company letterheaded document, signed and stamped) 2- Reference list demonstrating qualifications for participating in this upcoming bidding process (in company letterheaded document, signed and stamped) 3- Contact information: full name and address, country, telephone number, e-mail address, website and contact person (in company letterheaded document, signed and stamped) 4- Signed and Stamped copy of Annex 1 - Terms of reference (ToR) 5- Filled, Signed and Stamped copy of Annex B-Vendor information sheet- Enclosed separately. 6- Signed and stamped Copy of Declaration of Conformity (DOC)

Annex 1-Terms of reference

Assignment for Cars/vehicles, buses, with Drivers rental Services

Location: Gedo region, Jubaland State of Somalia.

Duration (24 months) Estimate number of working days (624)

1. JUSTIFICATION/BACKGROUND

IOM is planning to contract a reputable car rental company to Provision of Transportation Services for IOM Staff in Gedo region, Jubaland State of Somalia. The successful service provider shall perform the required services in line with IOM standards in high level of quality and shall follow all applications and directives as identified by this ToR. The transportation services include Core Services: This includes provision of car and fixed driver rental services on weekly or monthly basis, quarterly, biannual and annual basis, as well as ad-hoc drivers & cars on daily and weekly basis when the office has a large demand on transport services. Ancillary Services: Other transportation services should be available upon IOM request, and involve point to point transfer services in Gedo Region, Jubaland State of Somalia.

2. OBJECTIVE AND TARGETS

To provide transportation services to IOM Somalia offices on fixed term, ad-hoc and on point-to-point basis. Such transportation services include travel to the field and point to point transport services for IOM travellers when required.

3. SCOPE OF THE WORK (WORK ASSIGNMENT):

The service provider is expected to provide the following services:

Vehicles rental services on daily, weekly, monthly, quarterly, biannual, and annual basis including driver and fuel. All rented vehicles should have comprehensive insurance coverage and GPS tracking system including Drivers rented on daily, weekly, monthly, quarterly, biannual, and annual basis. The drivers should be appointed on long term contract basis and should receive their monthly salary. Point to point transportation services as explained in the ancillary services and short term rented drivers and vehicles: Such services should include the driver, the vehicle, and fuel cost.

All vehicles should be maintained and cleaned by the service provider on regular basis.

All drivers should be monitored by the service provider for their driving behaviour, speed acceleration, harsh braking, alcohol and drugs use, criminal records.

IOM does not appoint drivers with criminal records nor alcohol and drug use. All drivers will be required to complete on daily basis the vehicle's logbook which include the destination, the date, the name of the driver, the car plate number, the start and end time per trip the overtime hours if applicable, and the mileage.

4. EXPECTED DELIVERABLES

A) The vehicle and driver rental services must include the following:

All vehicles assigned to IOM should be in excellent condition. IOM is not liable for the maintenance of the company's vehicles. The vehicle rental company will be responsible for its vehicles maintenance and cleaning services.

All vehicles and drivers should be tracked through the GPS tracking system for their movement, location, speed, driving behaviour including the speed acceleration and harsh braking.

All drivers should be tested for their alcohol, and drugs use on regular basis. The company is also expected to provide its assigned drivers to IOM account with awareness sessions on prevention of sexual harassment and abuse of authority.

The Vehicle rental company is expected to complete a vehicle logbook on daily basis indicating the date of the trip, start/end mileage, driver name, passenger's signature. The log sheet needs to be verified by IOM as well as the overtime sheet if applicable on daily basis.

The car rental company's drivers and vehicles will be the liability of the company. IOM is not responsible in case of accidents.

The rented car and driver are expected to provide comprehensive insurance coverage during the period of the awarded contract with IOM. IOM will not be held liable in case of accidents

The driver should dress your good company's uniform. The company is in charge of providing the assigned driver with a mobile device and line to be used when on duty.

Travel to the field outside the city, will be part of the driver's daily assignment.

The company is required to inform IOM within 48 hours in advance in case of a change of the driver or vehicle assigned to IOM account.

The service provider shall provide car and driver rental services only when requested by IOM Administration Section who is directly in charges of transport services. The services shall be based on written instructions by IOM Administration Section.

The service provider shall provide qualified personnel to accomplish the work required by this contract. The company's transport manager must read, write, speak and understand English. It is the company's responsibility to ensure that all contracted employees are qualified to perform the specified job task.

The successful service provider's employees shall not loiter in any working or patron area. Upon completion of their assigned shift, employees shall depart the facility unless instructed to perform overtime.

Use of Alcoholic Beverages/Drugs: The use of alcoholic beverages or illegal drugs by service provider's personnel, while on duty, is strictly forbidden, The Contractor shall immediately remove and replace employees who are under the influence of alcohol or drugs immediately.

The service provider shall provide and maintain all necessary insurance, including medical coverage for his personnel, equipment, and operations in IOM. The service provider shall provide cars with comprehensive insurance coverage (including drivers). This is considered a mandatory requirement, where non-compliance will result terminating the contract.

Should the successful service provider be unable to provide the services required by IOM within 2 working days of contract commencement or during the course of contract, IOM shall have the right to procure services from the market and any additional expenses associated with this action will be borne by the service provider. This is considered a mandatory requirement, where non-compliance will result in terminating the contract.

The service provider undertakes sole responsibility for taxes and any other charges of public nature, which are or may be assessed in future against the service provider.

Personnel acting on behalf of the service provider shall not be entitled for any benefit, payment, compensation, or entitlement except for as provided to the service provider by this agreement.

The services rendered by the service provider must be performed in full consideration to the confidentiality and secrecy. Upon receiving the awarded contract, the successful service provider shall present to IOM Copies of the assigned drivers contracts, compensation and medical Insurance plans & policies, and the social security plans as applicable by the law.

B) Driver Qualifications & Entitlements:

The assigned drivers to UOM account must have the following:

At least 4 years of driving experience in driving passengers with knowledge of the local traffic rules and knowledge of the different locations inside Puntland. IOM has the right to disapprove any driver who is found disqualified to provide such services.

Clear Criminal history, clear alcohol records, clear drugs records and clear sexual harassment records. IOM has the right to request proof of such records and has the right to interview the driver.

Good knowledge reading, writing, and speaking English as a second language.

The driver must be a Somali National with national ID and should have a valid Somali driving license from the local Somali Authority.

Must have at least two years' progressive accident free driving experience. The driver must also be professional and disciplined.

Must possess basic technical and regular maintenance knowledge of vehicles.

The driver must maintain high standards of personal hygiene and must wear uniform during the working hours. The driver must be equipped with mobile phone and sim card provided by the service provider.

Aside from the salary, the driver benefits must include minimum a second grade Medical Insurance, and they must be registered in the government social security system as per Somali labor law.

The driver must be entitled for annual and sick leaves in line with Somali Labor. Drivers must be entitled for overtime, maximum allowed hours for overtime is 40 hours per month. The hourly overtime rates must be provided in the financial proposal.

c) Driver Responsibility:

The assigned drivers will be responsible for the following:

The driver will report to IOM transportation focal point on all operational issues related to their day-to-day duties.

The driver must complete the daily logbook detailing the locations visited, the names of the passengers and their signatures, the dates of the trips, the start and end odometer and the mileage, signed by IOM transport focal point.

The driver must comply with the traffic laws, IOM will not be responsible for any damages to the rented car that results from the driver's noncompliance to the traffic laws. The driver will not discuss his movement details with any third party that is not related to IOM.

The driver to follow IOM driving principles (to be shared upon awarding the contract) Driver will not smoke in the car, no accelerate the speed or harsh brake. The driver should not leave the vehicle motor open when the vehicle

is not moving. The working hours are 8 AM to 5 PM in one shift with a lunch break. The working days are Sunday to Thursday. The driver will follow the UN holiday only (not the Somali Government holidays).

The service provider must provide a back-up driver to cover for the fixed drivers' while on annual leave.

d) IOM Responsibilities:

Transport Assistant: IOM will appoint as a primary point of contact a transport assistant who will be in charge of managing the day-to-day transportation service requests and request additional drivers and vehicles on ad-hoc basis.

All requests for ad-hoc daily and weekly drivers should be presented through an email sent at least 24 hours in advance.

Access to IOM premises: IOM will grant access to the drivers into IOM offices as require.

Fuel: IOM will not provide fuel for the rented vehicles which should be included in the rental fee.

5. QUALITY CONTROL & PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

A) The performance evaluation will be based on the following criteria:

The turn-over of the assigned drivers: the frequency of the change in the assigned personnel ;

The accuracy of the monthly invoices, overtime sheets and logbooks -The speed in responding to IOM emails, requests, and feedback -The company's monitoring system on its drivers behaviour;

The condition of the vehicles assigned to IOM account -The level of training provided to its assigned personnel;

The company's control measures over its assigned drivers including their commitment to IOM working schedule, the daily uniform;

The company's compliance with the Somali labor law.

B) Frequency of performance reviews:

Performance reviews to be carried out on periodical basis, once to four times per year, to measure the quality of the services and the company's performance as well as review the company's comments on any challenges that may arise during the contract period.

C) Quality Control:

The service provider shall establish and operate to monitor on a regular and continual basis the quality of services provided to IOM. These procedures shall include a self-inspection system covering all the services to be performed under the Contract and shall include a method for monitoring, identifying and correcting deficiencies in the quality of service furnished to IOM. IOM shall be notified of any deficiencies found and corrective action taken.

D) Vehicles Tools and Safety Measures:

The service provided must ensure that the assigned vehicles to IOM account must include all safety measures and tools to ensure its safety function. Such tools and measures include but not limited to the following:

- Air condition
- Spare wheel
- Standard tool kits (including jack and bolt wrench)
- Safety Triangle
- Fire Extinguisher
- Air Pump

- Air bags
- Seat belts
- First Aid kit
- Valid comprehensive insurance
- Valid registration documents: the car is registered with traffic department (Copy of valid insurance demonstrating coverage for all listed vehicles, Vehicle registration certificates)

6. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

The successful service provider must be committed to providing the pool of drivers and vehicles on long term fixed periods of monthly to annual basis and on short term periods of daily to weekly basis.

All vehicles must be maintained on systematic basis to ensure there are no disruption to the services.

The company must have a system to retain the high performing drivers and therefore minimize the turnover of drivers which will disrupt the level of services provided to IOM.

The invoices must be issued within a period of 30 days for each serviced month. IOM will not acknowledge invoices that are older than 30 days.

7. LOCATION LIST

Standard Vehicles from town to town in locations in Jubaland State of Somalia (Gedo Regions)*						
Vehicle types		2x4 Light vehicles	4x4 Light vehicles	4x4 Pick up. vehicles	Mini Van vehicles	Bus vehicles
To or Reverse						
Dollow	Luuq					
Dollow	Garbaharey					
Dollow	Beled xawo					
Dollow	El-Wak					
Dollow	Bardhere					
Dollow	Burdhubo					
Luuq	Garbaharey					
Luuq	Beled xawo					
Luuq	El-Wak					
Luuq	Bardhere					
Luuq	Burdhubo					
Garbaharey	Beled xawo					
Garbaharey	El-Wak					
Garbaharey	Bardhere					
Garbaharey	Burdhubo					
Beled xawo	Burdhubo					
Beled xawo	Bardhere					
Beled xawo	El-Wak					
Beled xawo	Bardhere					
Bardhere	El-Wak					
Bardhere	Burdhubo					
El-Wak	Burdhubo					
Vehicle types		2x4 Light vehicles	4x4 Light vehicles	4x4 Pick up. vehicles	Mini Van vehicles	Bus vehicles

Vehicle hire within the towns in Gedo Region*										
Dollow										
Luuq										
Garbaharey										
Beled xawo										
El-Wak										
Bardhere										
Burdhubo										

*Above mentioned table is only for Service Providers to see the locations where IOM is planning to obtain services. NO PRICES REQUIRED AT THIS STAGE.

8. Other Terms and Conditions:

IOM reserves the right to deny access to any of the contractor’s employees if the administration deems it necessary. IOM has the right to ask for copies of the company’s assigned employees’ contracts to ensure that they are compliant with the Somali labour law, ensure that at least the minimum salary is applicable, and to ensure that the employees are medically insured and members of the social security schemes.

There are ten (10) official UN holiday days per year where the contractor assigned employees will not be required to report to IOM offices. Unless notified in writing at least three (3) business days in advance, the company shall provide services on the specified official holidays, or on days observed in lieu thereof, at half the usual daily service level.

Company’s dedicated on site personnel must be covered with back up personnel during their annual or sick leave days at no additional cost to IOM.

The company is not allowed for a Joint Venture or to Delegate the entire scope of work to some other entity officially or non-officially. In case the contractor needs to delegate some certain part of the scope; prior approval from IOM should be granted to the scope, amount and the quality of the sub-contractor, accordingly, the contractor should submit all required documents to the satisfaction of IOM to approve such Sub-contract Agreement. In case the company sub-contracts part of the scope to another company without the approval of IOM then it is understood that IOM may choose to ban the company and the sub-contractor from entering the site, terminate the contract without paying any demerges or compensations to the company what so ever, and is allowed to terminate the contractor the Long Term Agreement.

9. OFFICIAL TRAVEL INVOLVED

Local travel to the field and pick up and drop of IOM personnel will be applicable to this type of service.

10. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The successful contractor should hold a Registration Certificate from the Somali official departments indicating that it is licensed to provide such services and Certified from the Somali Association in Relevant Fields to execute this type of work

11. CONTRACT DURATION & IOM RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

This will be a long Term Long Term Agreement (LTA) and the Contract(s) shall be for an initial period of 2 Years from the date of signature, with the option to renew for another 1 year upon confirmation of contractor’s satisfactory performance.

Standard IOM contractual penalties shall apply, IOM may choose to hold the payment in case of misconduct, bad quality or unjustified high cost. Performance measurement will be conducted 1 to four times a year.

Notwithstanding the preceding paragraph, IOM reserves the right to terminate the contract at any time as follows:
-On one month notice in the event of change of controlling ownership of the service provider or in the event the service provider fails to maintain a high level of performance and service standards set forth in the contract; or -
Immediately in the event, the service provider entering into liquidation, whether compulsory or voluntary, or enters into receivership or bankruptcy.

12. Other Terms and Conditions:

IOM reserves the right to deny access to any of the contractor's employees if the administration deems it necessary. IOM has the right to ask for copies of the company's assigned employees' contracts to ensure that they are compliant with the Somali labour law, ensure that at least the minimum salary is applicable, and to ensure that the employees are medically insured and members of the social security schemes.

There are ten (10) official UN holiday days per year where the contractor assigned employees will not be required to report to IOM offices. Unless notified in writing at least three (3) business days in advance, the company shall provide services on the specified official holidays, or on days observed in lieu thereof, at half the usual daily service level.

Company's dedicated on site personnel must be covered with back up personnel during their annual or sick leave days at no additional cost to IOM.

The company is not allowed for a Joint Venture or to Delegate the entire scope of work to some other entity officially or non-officially. In case the contractor needs to delegate some certain part of the scope; prior approval from IOM should be granted to the scope, amount and the quality of the sub-contractor, accordingly, the contractor should submit all required documents to the satisfaction of IOM to approve such Sub-contract Agreement. In case the company sub-contracts part of the scope to another company without the approval of IOM then it is understood that IOM may choose to ban the company and the sub-contractor from entering the site, terminate the contract without paying any demerger or compensations to the company what so ever, and is allowed to terminate the contractor the Long Term Agreement.

13. OFFICIAL TRAVEL INVOLVED

Local travel to the field and pick up and drop of IOM personnel will be applicable to this type of service.

14. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

The successful contractor should hold a Registration Certificate from the Somali official departments indicating that it is licensed to provide such services and Certified from the Somali Association in Relevant Fields to execute this type of work.

15. CONTRACT DURATION & IOM RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

The Contract(s) shall be for an initial period of 2 Years from the date of signature, with the option to renew for another 1 year upon confirmation of contractor's satisfactory performance.

Standard IOM contractual penalties shall apply, IOM may choose to hold the payment in case of misconduct, bad quality or unjustified high cost. Performance measurement will be conducted 1 to four times a year.

Notwithstanding the preceding paragraph, IOM reserves the right to terminate the contract at any time as follows:
-On one month notice in the event of change of controlling ownership of the service provider or in the event the service provider fails to maintain a high level of performance and service standards set forth in the contract; or -
Immediately in the event, the service provider entering into liquidation, whether compulsory or voluntary, or enters into receivership or bankruptcy.

Annex B: BIDDER'S DECLARATION OF CONFORMITY¹

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I hereby represent and warrant that neither the vendor, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the vendor any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that neither the vendor nor any persons having powers of representation, decision-making or control over the vendor or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The vendor will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that, the vendor will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I further represent and warrant that the vendor undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .

¹ This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the vendor to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the vendor, I certify that I am duly authorized to sign this Declaration and on behalf of the vendor I agree to abide by the terms of this Declaration for the duration of any contract entered into between the vendor and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the vendor, with immediate effect and without liability, in the event of any misrepresentation made by the vendor in this Declaration.

Signature: _____

Name: [Click or tap here to enter text.](#)

Title: [Click or tap here to enter text.](#)

Date: [Click or tap to enter a date.](#)