

REQUEST FOR QUOTATION (RFQ) For the procurement of Car Rental Services

RFQ to conduct a long term agreement for Car Rental Services.	DATE: 20 of September, 2015
	REFERENCE: RFQ-UNWOMEN-ECO LTA-2015-09-002– Car Rental Services

Dear Sir / Madam:

We kindly request you to submit your offer quote for the establishment of a Long Term Agreement with UN-Women and all other UN agencies, to set prices for Car Rental Services till 31st of December 2018 and become an official UN vendor.

Offer Quotation must be submitted on or before **4th of October 2015 at 12:00 PM Cairo Local Time**, any offers received after the deadline will be disqualified, please send your offers **ONLY** via email at the following emails address:

roas.bids@unwomen.org

Quotations may be submitted **by or before October 4th, 2015 at 12:00 pm Cairo Local Time, any offers received after the deadline will be disqualified** and via ☐ e-mail, to this email: **roas.bids@unwomen.org**

Quotations submitted by email must be limited to a maximum of 10 MB, virus-free and no more than 3 email transmissions. **They must be signed and in .pdf format or your offer will be disqualified**, free from any form of virus or corrupted contents, or the quotations shall be rejected

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UN WOMEN after the deadline indicated above, for whatever reason, **shall not be considered for evaluation.**

Any enquiries to be sent to this email: sara.fouad@unwomen.org and karim.issa@unwomen.org

For submission of quotation, please follow requirements. Please also take note of the conditions pertaining to the supply of the required good/s as per the following:

Conditions	
Payment Terms	30 days upon receiving invoice
Validity of Quotation	■ 60 DAYS
Preliminary Examination - Completeness of quotation.	■ Partial bids not permitted
Value Added Tax on Price Quotation	Must be exclusive of VAT and other applicable indirect taxes
Contact Person for Inquiries (Written inquiries only)	sara.fouad@unwomen.org and karim.issa@unwomen.org
General Conditions of Contract	For Goods and Services

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UN Women after it has received the quotation. At the time of award of Contract or Purchase Order, UN Women reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Thank you and we look forward to receiving your quotation.

Sincerely yours,
ECO Procurement Team

Annex 1: Terms of Reference/Specifications

Supply of Car (Qty. 1) have the following specifications:

Item	Model Year	Car Model	KM Allowance	Duration	Pricing (EGP)
Sedan Car Without Driver	2014/2015 with full insurance	Toyota Corolla	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Skoda Octavia	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Kia Cerato	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
Four Wheel drive Car without Driver	2014/2015 with full insurance	Jeep Cherokee	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Toyota Prado	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Mitsubishi Pajero	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Jeep Grand Cherokee	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	
		Toyota Land Cruiser	Open KM Allowance	Per Day	
				Per Week	
				Per Month	

				Per 3 Months	
				Per 6 Months	

Supply of Car with a Driver (Qty. 1) have the following specifications:

Item	Model Year	Car Model	KM Allowance	Duration	Pricing (EGP)	Extra Hour (please provide the price for extra hour)
Sedan Car with Driver (10 hours)	2014/2015 with full insurance	Toyota Corolla	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
		Skoda Octavia	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
		Kia Cerato	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
Four Wheel drive Car with Driver (10 hours)	2014/2015 with full insurance	Jeep Cherokee	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
		Toyota Prado	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
		Mitsubishi Pajero	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		

		Jeep Grand Cherokee	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
Item	Model Year	Car Model	KM Allowance	Duration	Pricing (EGP)	Extra Hour (please provide the price for extra hour)
Four Wheel drive Car with Driver (10 hours)	2014/2015 with full insurance	Toyota Land Cruiser	Open KM Allowance	Per Trip		
				Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		

Supply of Car (Qty. 1) have the following specifications:

Item	Model Year	Capacity	KM Allowance	Duration	Pricing (EGP)
Toyota Hi Ace bus Without Driver	2014/2015 with full insurance	14 Passengers	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	

Item	Model Year	Capacity	KM Allowance	Duration	Pricing (EGP)
Toyota Hi Ace bus With Driver	2014/2015 with full insurance	14 Passengers	Open KM Allowance	Per Day	
				Per Week	
				Per Month	
				Per 3 Months	
				Per 6 Months	

Supply of Car with a Driver (Qty. 1) have the following specifications:

Item	Model Year	Capacity	KM Allowance	Duration	Pricing (EGP)	Extra Hour (please provide the price for extra hour)
Toyota Hi Ace bus Without Driver (10 hours)	2014/2015 with full insurance	24 Passengers	Open KM Allowance	Per Day		
				Per Week		
				Per Month		
				Per 3 Months		
				Per 6 Months		
				Per Week		

Item	Model Year	Capacity	KM Allowance	Duration	Pricing (EGP)	Extra Hour (please provide the price for extra hour)
Toyota Hi Ace bus With Driver (10 hours)	2014/2015 with full insurance	24 Passengers	Open KM Allowance	Per Day		

If any model is not available please propose the pricing of a similar model of equal quality and grade.

Annex 2: Submission Requirements

To facilitate your submission and ensure your offer is administratively compliant please make sure you **submit the documents requested below and confirm the following, please **insert this table on your company letterhead, fill it and have it signed and stamped by proper company authority:****

Administrative Requirements:	Indicate (Yes or No), making sure you submit the documents needed
Quotation submitted before deadline of submission 04/10/2015, 12:00 PM Cairo Local Time to this email only: roas.bids@unwomen.org	
Payment Terms : 30 days upon receiving invoice	
Validity of Quotation: 60 Days	
Preliminary Examination - Completeness of quotation: Partial bids not permitted	

Quotation signed and stamped by proper authority and submitted on Company letter head in the format requested	
General Conditions of Contract: confirm your acceptance of UN-Women General conditions	
Valid Registration in Egypt:	Please submit a copy of your commercial registration and tax card.
Indicate Percentage of Price increase per Year	
Submit your company profile, previous experiences, any certifications or awards.	