



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

25 July 2024

Request for Quotation

The International NGO Safety Organisation is issuing this RFQ to invite suitable bidders to submit bids for the procurement of:

PROVISION OF VEHICLE RENTAL SERVICES IN UKRAINE

RFQ No: UKR242KYI2024

Critical Dates:

RFQ Issuing Date: 25 July 2024

RFQ Closing Date: 08 August 2024 Time 23:59 CET

Confidentiality Statement

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1. Background

The [International NGO Safety Organisation \(INSO\)](#) is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in Ukraine since 2015.

INSO is exclusively funded by institutional donors and provides a range of services to NGOs in more than 16 countries operating in conflict-affected areas, including security information and advice, training, and crisis management support.

The INSO vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

The INSO mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

2. Tender Requirements

INSO has a requirement for contracting vehicle rental services for the delivery of its programme and activities throughout Ukraine.

3. Detailed Requirements

Vehicle types and needs per location

INSO requires a total of 11 (eleven) vehicles:

- C-SUV type vehicle for rent, incl. third party insurance, no driver, total: 8 vehicles (2 for Kyiv office, 2 for Dnipro office, 2 for Odesa office, 3 for Lviv office);
- Minibus for rent, incl. third party insurance, no driver, total: 2 vehicles for Lviv office.

Mandatory vehicles' technical specifications

1. The **C-SUVs** offered must meet the minimum mandatory vehicles' requirements as mentioned below.

Note:

- 2 vehicles in Dnipro and 1 vehicle in Odesa need to be full gear 4x4

Specifications:

- Fuel: gasoline, diesel
- Transmission: automatic
- Doors: 5
- Places: 5
- Brake: ABS system
- Protection: Airbags

- Model: not older than 2020 year
- Mileage: not more than 75,000 km

Accessories for the vehicle:

- Vehicle should be preferably with GPS Tracking system
- Spare wheel (standards)
- CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable)
- Seatbelts working in perfect conditions
- Central lock system
- 1 original jack, 1 hilift jack, 1 original jack handle
- Complete toolbox
- 1 driver's tool kit
- 1 fire extinguisher
- First aid kit
- Breakdown warning (safety triangles)

2. The **Minibus** offered must meet the minimum mandatory vehicles' requirements as mentioned below.

Specifications:

- Fuel: gasoline, diesel (no preference)
- Transmission: Preferred: automatic; but manual is also OK
- Doors: 5 (manually opening doors on both sides in the back, not automatic)
- Places: preferably 8+1, if not available 7+1
- Brake: ABS system
- Protection: airbags
- Model: not older than 2019 year

Accessories for the vehicle:

- Vehicle should be preferably with GPS Tracking system
- Spare wheel (standards)
- CD-Radio AM, FM, MP3 reader, Bluetooth, AUX & USB (front movable)
- Seatbelts working in perfect condition
- Central lock system
- 1 Original jack, 1 hi-lift jack, 1 original jack handle
- Complete toolbox
- 1 Kit tools driver
- 1 fire extinguisher
- First aid kit
- Breakdown warning (safety triangles)

[Contract specifications](#)

1. **Contract duration:** 12 (twelve) months, starting from 1 September 2024 to 31 August 2025.
2. **Payment terms:** on a monthly basis – at the beginning of the month; full payment within 7 (seven) calendar days from the receipt of the invoice.

4. Bid Submission Requirements

Bid Validity

All bids must be valid for a period of thirty (30) days. The bid validity period must be stated in the financial proposal.

Bid Documentation Requirements

The Bid is to include the Technical and Financial Proposals, and all documents identified below.

Technical Proposal

The Technical Proposal must include the following documents:

- ✓ A cover letter from a company principal with the Power of Authority (POA) to represent the company. Attached to the letter must be the following documents:
 - Copy of the senior representative ID.
 - Copy of the company registration.
 - Official evidence of business address such as utility bill or bank letter.
 - The INSO Supplier Registration form (Annex A) has been duly completed and signed.
 - The INSO Code of Conduct (Annex B) duly signed.
- ✓ Recent customer references/testimonials

Financial Proposal

- ✓ Financial proposal with the costs (see Annex C).
- ✓ The price should be quoted excluding VAT, but if VAT is charged, the percentage must be stated in the proposal.
- ✓ All bids must be in Ukrainian hryvna (UAH).
- ✓ The Financial bid must state that the bid validity is at least thirty (30) days.

All bid documents must be saved in pdf file and attached to the bid email.

Links to documents stored on cloud hosts will not be evaluated and will result in the bid not being accepted.

Bid Submission Deadline

The tender closes at 23:59 CET on 08 August 2024.

Bids received after this time will not be accepted or evaluated.

Tender Questions and Answers and Notice of Intention to submit a Bid

Please send an email to the address below advising us of your intention to bid.

ops.manager@ukr.ngosafety.org

Any request for clarification regarding the RFQ or questions on the RFQ must be sent to the above email address by 23:59 CET Friday 2 August 2024. All questions and answers will be shared with all bidders.

Bids sent to the above email address will not be accepted.

Method of Submitting Bids

All bid submissions must be submitted electronically in pdf document(s) to the INSO Electronic procurement tender box at:

rfq@ngosafety.org

In the email subject line please include the following **“RFQ UKR242KYI2024 Provision of vehicle rental services in Ukraine”**

No other method of bid submission or sending to another INSO email address will be accepted.

5. Tender Evaluation Process

All bids will be kept unopened until after the tender closing date. A Tender Evaluation Committee will open all bids and apply the following process:

- ✓ **Administration Compliance check:** to ensure all tender requirements have been complied with, and all required documentation has been received.
- ✓ **Technical Evaluation:** A comprehensive evaluation of all Technical Proposals received against the criteria stated in Part 2 ‘Tender Requirements’ and Part 3 ‘Detailed Requirements’.
 - The Technical evaluation may include an interview with the short-listed suppliers.
- ✓ **Financial Evaluation:** A comprehensive financial evaluation of only the Technical Proposals deemed acceptable at the Technical Evaluation stage.

The Financial evaluation is based on the Financial Proposal and the criteria that will be applied is ‘best value for money’ for the venue that best fits the detailed requirements.

Notification of Tender Result

All bidders will be informed of the outcome of their proposal within twenty (20) calendar days of the tender closing date.

6. Conditions for Submission of Bids

Submission of Bids

Bidders are solely responsible for ensuring that the full Bid is received by INSO in accordance with the RFQ requirements, prior to the specified date and time above (Part 4 ‘Bid Submission Requirements’). INSO will consider only those Bids received prior to the closing date and time specified and any Bids received after that time will not be considered.

Only bids submitted in pdf format will be accepted at the Administration Compliance check.

Currency

The currency of the Bid must be in Ukrainian hryvnia (UAH).

Language

All correspondence and documents related to the Tender must be in English. Official supporting documents and examples of menus can be provided in their original language.

Presentation

Bids should be typewritten, if handwritten they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All Bids must be signed by a duly authorized representative of the Bidder.

Acceptance

INSO reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc; c) not

received in the correct tender email address ; and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFQ Closure.

Award of Contracts

This RFQ does not commit INSO to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by INSO. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of INSO and the successful Bidder.

INSO may award contracts for part quantities or individual items. INSO will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. INSO reserves the right to cancel any RFQ, to reject any or all Bids in whole or in part, and to award any contract.

Collusive Bidding and Anti-competitive Conduct

Bidders and their employees, officers, advisers, agents, or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relation to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

in respect of this RFQ or procurement process, or any other procurement process being conducted by INSO in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to INSO, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

Improper Assistance

Bids that, in the sole opinion of INSO, have been compiled:

- With the assistance of current or former employees of INSO, or current or former contractors of INSO in violation of confidentiality obligations or by using information not otherwise available to the public, or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal INSO information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentiality to INSO, or
- Contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from INSO, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFQ was an official, agent, servant, or employee of, or otherwise engaged by, INSO and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFQ relates.

Corrupt Practices

All INSO Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the INSO Code of Conduct (Annex B) which will be an integral part of any contract award between the INSO and the Bidder.

Conflict of Interest

A Bidder must not, and must ensure that its employees, officers, advisers, agents, or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of INSO and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any INSO contract a conflict of interest arises, or appears likely to arise, the Bidder must notify INSO immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of INSO, or cases in which any INSO official, employee or person under contract with INSO may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as INSO may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of INSO.

Withdrawal/Modification of Bids

Requests to withdraw a Bid shall not be honoured. If the selected Bidder withdraws its Bid, INSO shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, INSO shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the INSO suppliers List.

A Bidder may modify its Bid prior to the RFQ closure. Any such modification shall be submitted in writing to the RFQ bid email address, marked with the original Bid number stating 'Modification' in the Subject line. No modification shall be allowed after the RFQ closure.

Annexes

- A. INSO Suppliers Registration Form
- B. INSO Code of Conduct
- C. Vehicle rental services Bid Form

Supplier Profile and Registration Form

Section 1: Supplier Details and General Information

1. Name of Supplier: _____
2. Street Address: _____

Post Code: _____ City: _____
3. PO Box: _____
4. Telephone: _____
5. Email Address: _____ Website: _____
6. Contact Person: Name: _____
Position/Title: _____
Phone No: _____
7. Parent Company or Name of Owner: _____
8. Type of Business: Corporate/Limited ___ Trader: ___ Manufacturer: ___
9. Year Established: _____
10. Number of Employees: Full Time: _____ Part Time: _____
11. Company Licence/Registration No. _____

Section 2: Financial Information

12. VAT No.: _____ Tax No.: _____
13. Bank Name: _____
14. Bank Account: _____

15. Account Name: _____

16. Annual value of sales for the last 3 years:

2023: _____ 2022: _____ 2021: _____

17. Has the Company been audited in the last 3 years? **Yes/No**

Section 3: Experience

18. Recent contracts with the UN, International Aid Organisations, Governments, or International companies:

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

Organisation: _____ Date: _____ Value: _____

Section 4: Other factors

If the answer to any of the following 7 questions is yes then please explain on a separate paper

19. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations? **Yes /No**

20. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata. **Yes/No**

21. Has the Company ever been guilty of grave professional misconduct proven by any means? **Yes/No**

22. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of Denmark, or those of the country where the contract is to be performed? **Yes/No**

23. Has the Company ever been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Communities' financial interests? **Yes/No**

24. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget? **Yes/No**

25. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organisations? **Yes/No**
26. List any National or International Trade or Professional Organisations which your Company is a member.
-

Section 6: Certification

I, the undersigned, warrant that the information provided in this form is correct, and in the event of changes, details will be provided as soon as possible.

Name: _____

Company Stamp

Signature: _____

Print Name: _____

Title/Position: _____

Date: _____

Place: _____

Email Address: _____ *(for contact for verification purposes)*

Phone Number: _____ *(for contact for verification purposes)*

NOTE: *Please be informed that the INSO has decided not to do business with companies, or any affiliates or subsidiaries, which engage in any practice inconsistent with the INSO Code of Conduct*

Please sign, initial each page



SAFEGUARDING

SG03_Code of Conduct

Introduction

In keeping with its mission and values, the International NGO Safety Organisation (INSO) is committed to maintaining the highest degree of ethical conduct amongst all its staff and associated personnel. To help increase understanding, this Code of Conduct details INSO's expectations in key areas.

Scope and purpose

This Code of Conduct applies to all trustees, staff (national and international), volunteers and other associated personnel (collectively INSO personnel). Adapted Codes of Conduct are available for partners, contractors and suppliers.

The purpose of this Code of Conduct is to set out the conduct expected of INSO personnel whilst under contract to the organisation, and forms part of all contracts of employment. The Code is applicable at all times. Breaches of the Code of Conduct are grounds for disciplinary action, up to and including dismissal.

Whilst recognising that local laws and cultures differ considerably from one country to another, INSO is an International Non-Governmental Organisation, and therefore the Code of Conduct is developed from international and UN standards. INSO staff are expected to uphold local law wherever they operate, except where the Code of Conduct is more stringent, in which case the Code applies.

Mission and principles

Our mission is *the relief and development of people in need anywhere in the world who are victims of conflict, natural disaster, insecurity or crisis including but not exclusively by providing dedicated safety and security services to organisations working to achieve this*¹.

We believe that people should be able to access the aid and assistance they need with confidence, dignity and safety.

INSO is a signatory to the *Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief (1994)* and adheres to its core principles of humanity, impartiality, neutrality and independence. We believe in non-discrimination and the provision of aid on the basis of need alone.

We resist being tools of government policy or being used to further any political or religious agenda.

We hold ourselves accountable to the people we serve and those who support our work with funds.

¹ Memorandum and Articles of Association, Article 2.1

Code of Conduct Standards

As INSO personnel I will:

Uphold the integrity and reputation of INSO by ensuring that my professional and personal conduct is consistent with INSO's mission and principles

- I will treat all people fairly with respect, dignity and non-discrimination
- I will be observant of all local laws and respectful towards local culture & customs
- I will seek to ensure that my conduct does not bring INSO, or the humanitarian community, into disrepute and does not impact on or undermine my ability to undertake the role for which I am employed
- I will not work under the influence of alcohol or illegal drugs
- I will not keep weapons, ammunition, illegal drugs or other dangerous objects & materials on INSO premises or accommodation (including vehicles)

Not engage in abusive or exploitative conduct

- I will not sexually abuse or exploit anyone
- I will not physically assault anyone
- I will not emotionally or psychologically abuse anyone
- I will not engage in sexual activity with children² (persons under the age of 18) or vulnerable adults. Mistaken belief in the age of a child is not a defence
- I will not exchange money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour. This includes any exchange of assistance or service that is due to beneficiaries, any exchange of service or support that is due to other staff and job applicants and any exchange for the services of sex workers.
- I will not engage in '*sex-tourism*' or exploit my position of relative power and prosperity vis a vis the local community to have multiple casual sexual partners.
- I will not engage in any commercially exploitative activities with children or vulnerable adults including child labour or trafficking

Protect the safety, security, health and welfare of myself and my colleagues

- I will adhere to INSO's Legal & Ethical Behaviour Standards (LEBS) and organisational health and safety requirements in effect at my location of work
- I will comply with any organisational security guidelines and procedures
- I will behave in a manner such as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including beneficiary organisations and local communities.

Be responsible for the use of information, assets and resources to which I have access by reason of my employment with INSO

- I will ensure that I use INSO assets and resources entrusted to me in a responsible manner and will account for all money and property provided.

² Exemption may be provided for national staff involved in a bona fide consensual relationship allowable under local law (age of majority) and custom.

- I will not use INSO IT equipment, software or e-mail and social media platforms to engage in activity that is illegal under local or international law or that encourages conduct that would constitute a criminal offence. This includes any material that intimidates or harasses any group based on protected characteristics, or encourages extremism
- I will not use INSO IT equipment to view, download, create, distribute or save in any format inappropriate or abusive material including but not limited to pornography or depictions of child abuse.

Perform my duties and conduct my private life in a manner that avoids conflicts of interest

- I will declare any financial, personal or family (or close intimate relationship) interest in matters of official business which may impact on the work of INSO.
- I will not be involved in awarding benefits, contracts for goods or services, employment or promotion within INSO, to any person with whom I have a financial, personal, family (or close intimate relationship) interests.
- I will seek permission before agreeing to undertake any other form of work (public or private) that may conflict with INSO's mission or values.
- I will not accept significant gifts or any remuneration from the organisations (NGO, UN, Red Cross etc) we work with, my colleagues or job applicants, suppliers or contractors, government officials, donors or any other persons which have been offered to me as a result of my employment with INSO.

Uphold confidentiality

- I will exercise due care in all matters of official business, and not divulge any confidential information relating to colleagues, work-related matters or any sensitive information unless legally required to do so.

Complaints and reports

All complaints or concerns related to breaches of the Code of Conduct should be reported to: protect@ngosafety.org

However, some staff who may not have access to email, or may not feel comfortable reporting directly to HQ level, may raise the issue with their line manager who will be able to report on their behalf.

Reports are protected by SG04_Whistleblowing Policy.

Signature:

[Sign Here] _____

In accepting employment, I undertake to discharge my duties and to regulate my conduct in accordance with the requirements of this Code of Conduct which I have read and understood.

Print Name:

Position & Country:

Today's Date:

Bidder's Name: _____

INSO RFQ No.: UKR242KYI2024 Provision of vehicle rental services in Ukraine

Bid Currency: UAH

No.	Description (specifications) of Purchase / Опис (специфікація) предмету закупки	Model + year of manufacturing + mileage / Модель + рік випуску + пробіг	Unit / Одиниця виміру	Quantity / Кількість	Unit Price, UAH (1 vehicle/month) / Ціна за одиночку, грн (1 транспортний засіб/місяць), грн	Total Price, UAH (1 vehicle/12 months) / Загальна ціна, грн (1 транспортний засіб/12 місяців)
1	C-SUV type vehicle for rent for Kyiv office, incl. third party insurance, no driver. Duration: 01.09.2024 - 31.08.2025 (12 months)	<u>Car 1:</u>	vehicle / транспортний засіб	1		0,00
		<u>Car 2:</u>	vehicle / транспортний засіб	1		0,00
2	C-SUV type vehicle (2 cars full gear 4x4) for rent for Dnipro office, incl. third party insurance, no driver. Duration: 01.09.2024 - 31.08.2025 (12 months)	<u>Car 1 (full gear 4x4):</u>	vehicle / транспортний засіб	1		0,00
		<u>Car 2 (full gear 4x4):</u>	vehicle / транспортний засіб	1		0,00
3	C-SUV type vehicle (1 car full gear 4x4) for rent for Odesa office, incl. third party insurance, no driver. Duration: 01.09.2024 - 31.08.2025 (12 months)	<u>Car 1 (full gear 4x4):</u>	vehicle / транспортний засіб	1		0,00
		<u>Car 2:</u>	vehicle / транспортний засіб	1		0,00

4	C-SUV type vehicle for rent for Lviv office, incl. third party insurance, no driver. Duration: 01.09.2024 - 31.08.2025 (12 months)	<u>Car 1:</u>	vehicle / транспортний засіб	1		0,00
		<u>Car 2:</u>	vehicle / транспортний засіб	1		0,00
		<u>Car 3:</u>	vehicle / транспортний засіб	1		0,00
5	Minibus (8+1 seats) for rent for Lviv office, incl. third party insurance, no driver. Duration: 01.09.2024 - 31.08.2025 (12 months)	<u>Minibus 1:</u>	vehicle / транспортний засіб	1		0,00
		<u>Minibus 2:</u>	vehicle / транспортний засіб	1		0,00
					Sub-total:	0,00
					VAT:	
					Grand total:	0,00

I hereby certify that the above submitted bid prices are valid for a period of thirty (30) days.

Signature: _____

Name: _____

Position: _____

Date: _____

_____ (Company Stamp)