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**REQUEST FOR QUOTATION**  
**PROCUREMENT OF CAR RENTAL SERVICE WITH DRIVER**  
**RFQ NO 003 NE SER 2024**

Date: **February 19, 2024**

Dear Sir / Madam,

You are kindly requested to submit your quotation for **car rental service with driver** described in Annex B.

IDLO is looking to establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity. All terms and conditions including the prices will remain unchanged during the period of the Framework Agreement(s). The duration for Framework Agreement(s) is 06 months with an option to extend at the same price, terms and conditions for a second 06-month period subject to satisfactory performance and agreement by both parties. A Work Order will be issued when IDLO intends to make a commitment against Framework Agreements. The Work Order will provide information on the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

We also request that your Quotation is submitted using the format specifically detailed in Annex C.

Quotations submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Quotation shall be evaluated based on lowest priced Quotation meeting requirements as per the criteria set in Annex A, point q.

In the event of a discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity), the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Quotation will be rejected.

The Bidders shall not vary their prices for any reason after the deadline of the tender and while the Quotation is still valid. At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of services, 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.

IDLO is not bound to accept any Quotation, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

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By submitting a Quotation in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This Request for Quotation (RFQ) is comprised of:

Instruction to Bidders	Annex A
Technical Specifications	Annex B
Supplier's Quotation	Annex C
IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex D

For any questions/clarifications related to this RFQ please contact IDLO on [tenders@idlo.int](mailto:tenders@idlo.int) and mention **Clarifications RFQ NO 003 SER NE 2024** in the subject section of your email no later than 48 hours prior to the deadline for submission.

Deadline for Submission of Quotation:

On or before **Date: February 26, 2024**

**Time: 15:00 hours Rome, Italy local time.**

Thank you and we look forward to receiving your Quotation.

Sincerely yours,  
International Development Law Organization | IDLO  
IDLO NIGER

**Annex A**  
**Instructions to Bidders**

a. Description of requested services	See Annex B
b. Deadline for Quotation	The Quote shall be addressed to IDLO on or before <b>Date: February 26, 2024</b> <b>Time: 15:00 hours Rome, Italy local time.</b>
c. General Terms and Conditions	Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods/Services and adherence to the Supplier Code of Conduct.
d. Payment Terms	IDLO will conduct the payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
e. Conditions for Release of Payment	IDLO Acceptance of Goods/Services Form based on full compliance with RFQ requirements
f. Validity of Quotation starting from the Deadline of the Tender	<b>90 days</b>  In exceptional circumstances, IDLO may request the Bidder to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Bidder shall then confirm the extension in writing, without any modification whatsoever on the Quotation.
g. Quotations Submission	All quotations shall be submitted through the following e-mail address: tenders@idlo.int
h. Partial Quotations	<input checked="" type="checkbox"/> Not permitted
i. Place of Delivery	IDLO NIGER (all regions)
j. Delivery Terms	N/A
k. Customs clearance, if needed, shall be done by:	<input checked="" type="checkbox"/> N/A
l. Currency of Quotation	XOF <i>Note: (Local Suppliers must comply with any applicable laws regarding doing business in other currencies)</i>

m. Preliminary Documents to be Submitted	<input checked="" type="checkbox"/> Annex C duly signed and stamped, and in accordance with the list of requirements in Annex B; <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Others : List of car fleet available with all safety features and prices per direction Driver's qualifications and driving licences Bank details 03 references
n. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A
o. After-sales services required, if applicable	<input checked="" type="checkbox"/> N/A
p. Evaluation of Quote	Evaluation will be done according to the following order of priorities: <ol style="list-style-type: none"> <li>1. Full submission of Preliminary Documents (as per Annex A, point n.)</li> <li>2. Technical responsiveness</li> <li>3. Comprehensiveness of after-sales services, as per Annex A, Point o, if applicable.</li> <li>4. Delivery Date</li> <li>5. Price</li> </ol>
q. Contract Award	Contract Award shall be granted according to: <ol style="list-style-type: none"> <li>a) Full submission of Price Schedule (Annex C) signed and stamped;</li> <li>b) Lowest priced, most technically acceptable/compliant offer;</li> </ol>
r. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.
s. Liquidated Damages	<input checked="" type="checkbox"/> <b>Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</b> <b>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</b>

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**ANNEX B  
TERMS OF REFERENCE**

**Integrated support to criminal justice systems in the Sahel: Mali, Burkina Faso, Niger**

**A. About IDLO**

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development, and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United

Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda, and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational, and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

**B. Background**

IDLO NIGER Country office has been implementing the "Integrated support for the criminal justice systems of Mali, Burkina Faso and Niger" Program in Tahoua, Dosso Tillabéri and Niamey since 2020. The implementation of activities requires renting cars to carry out the necessary travels across the different regions of the Program.

**C. Expected Output**

IDLO NIGER is looking to establish one or several Framework Agreement(s) with able and qualified car rental service suppliers to support activities implementation and operations in all IDLO NIGER's regions. An order will be placed when IDLO NIGER needs car rental service for its activities or for operational purposes.

**D. Institutional Arrangement**

The contract will be managed by the Procurement Assistant and under the supervision of the Program Lead.

**E. Duration of the Work**

The Framework Agreement will be signed for a 06-month period with a possibility to extend for another 06-month period subject to satisfactory performance and agreement by both parties.

**F. Work Location**

IDLO NIGER - Niamey

IDLO NIGER - Dosso  
IDLO NIGER - Tillabéri  
IDLO NIGER - Tahoua And Konni

#### G. Qualifications of the Successful Contractor

Providers wishing to obtain this contract from IDLO must provide the following documentation:

1. Tax identification number (NIF);
2. Certificate of registration with the Registre du Commerce et du Crédit Immobilier (RCCM);
3. Attestation de Régularité Fiscale (ARF);
4. List of car fleet available with all safety features and prices per direction
5. Driver's qualifications and driving licences
6. Bank details;
7. 03 references.

#### H. Scope of Tender Price and Schedule of Payments

IDLO will conduct the payment within 30 days after satisfactory receipt of all services and upon submission of the invoice by the Supplier.

NR	Description SUV	Unit	Unit price proposed
1	Car rental with driver in Niamey	Day	
2	Car rental with driver from Niamey to Dosso or Tahoua or Tillabéri or Konni	Day	
3	Car rental with driver in Dosso	Day	
4	Car rental with driver from Dosso to Niamey or Tahoua or Tillabéri or Konni	Day	
5	Car rental with driver in Tillabéri	Day	
6	Car rental with driver from Tillabéri to Niamey or Tahoua or Konni or Dosso	Day	
7	Car rental with driver in Tahoua	Day	
8	Car rental with driver from Tahoua to Niamey or Tillabéri or Konni or Dosso	Day	
9	Car rental with driver in Konni	Day	
10	Car rental with driver from Konni to Niamey or Tillabéri or Tahoua or Dosso	Day	

**ANNEX C  
SUPPLIER'S QUOTATION**

(This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

We, the undersigned, hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice. We hereby offer to supply the items listed below in conformity with the specification and requirements of IDLO as per **RFQ NO 003 SER NE 2024**

<b>Company Name</b>	
<b>Company Full Address</b>	
<b>Date</b>	
<b>Signature</b>	
<b>Stamp</b>	
<b>Contact Person</b>	
<b>Telephone number</b>	
<b>Email address</b>	

**Table 1: Offer to Supply Services Compliant with Requirements**

<b>NR</b>	<b>Description</b>	<b>Unit</b>	<b>Unit price proposed (VAT excluded)</b>
1	Car rental with driver in Niamey	Day	
2	Car rental with driver from Niamey to Dosso or Tahoua or Tillabéri or Konni	Day	
3	Car rental with driver in Dosso	Day	
4	Car rental with driver from Dosso to Niamey or Tahoua or Tillabéri or Konni	Day	
5	Car rental with driver in Tillabéri	Day	
6	Car rental with driver from Tillabéri to Niamey or Tahoua or Konni or Dosso	Day	
7	Car rental with driver in Tahoua	Day	
8	Car rental with driver from Tahoua to Niamey or Tillabéri or Konni or Dosso	Day	
9	Car rental with driver in Konni	Day	
10	Car rental with driver from Konni to Niamey or Tillabéri or Tahoua or Dosso	Day	

<b>Name, position and signature of the Bidder</b>  <hr/>	<b>Bidder's Stamp</b>
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<p><i>Duly authorised to sign this Bid</i></p> <p><b>Date:</b></p>	
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**ANNEX D**  
**IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES**  
**AND**  
**IDLO SUPPLIER CODE OF CONDUCT**

Any quote submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_goods\\_august\\_2020.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2020.pdf)

[https://www.idlo.int/sites/default/files/documents/general\\_terms\\_and\\_conditions\\_for\\_services\\_feb\\_2022.pdf](https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf)

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>