

REQUEST FOR PROPOSALS

SERVICES FOR

Provision of Rental Busses

IOM Turkey



IOM International Organization for Migration
IOM Uluslararası Göç Örgütü

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12 January 2022



**IOM International Organization for Migration
IOM Uluslararası Göç Örgütü**

Request for Proposals

The International Organization for Migration (**IOM**) is an intergovernmental organization established in 1951 and is committed to the principle that humane and orderly migration benefits both migrants and society.

In the framework of IOM Turkey's programs, the IOM invites interested eligible Service Providers to submit Proposals for the required services as per this RFP.

The Service Provider will be selected based on considerations outlined in this RFP.

This RFP includes Instructions to Service Provider, Terms of Reference and administrative requirements that Service Providers will need to follow in order to prepare and submit their Proposals for consideration by IOM.

The Proposals must be submitted by e-mail to Procurement Ankara at iomturdenders@iom.int with a subject of **TD-ANK-2022-0016** no later than 3:00 PM on the 19th of January 2022. No late proposal shall be accepted.

Proposals submitted after the above deadline will not be considered. IOM reserves the right to accept or reject the whole or part of any or all proposals based on the fulfilment of the provisions as described in the General Instruction to Service Providers.

Service Providers which do not receive notification before the 26th of January can consider their Proposals unsuccessful.

IOM reserves the right to cancel the procurement process and reject all Proposals at any time prior to award of a Purchase Order or Contract, without thereby incurring any liability to the affected Service Providers or any obligation to inform the affected Service Providers of the ground for IOM's action.

Please contact Mr Anes NAEIL at procsupportank@iom.int for any technical inquiries.

Very truly yours,

Procurement & Logistics Unit
IOM Ankara

IOM is encouraging companies to use recycled materials or materials coming from sustainable resources or produced using a technology that has lower ecological footprints.

GENERAL INSTRUCTION TO SERVICE PROVIDERS (GIS)

1. Description of Services

1.1 IOM requests eligible and interested Transport Service Providers to submit Proposals for the provision of different rental Buses (Minivan, Minibus, Midibus, and Bus) within Ankara and out-side of Ankara, and as per the below table (Annex B).

The general conditions shall be of these in below:

- 1.1.1 The Service Provider agrees to provide IOM the requested types of buses; fit for the transportation of personnel, cleaned, hygienic, sanitary measures properly applied, serviceable, good running condition (road worthy) and appropriately maintained buses for the purpose of transporting IOM staff, beneficiaries and visitors upon requested by IOM's representative in timely and efficient manner.
- 1.1.2 The Service Provider agrees to provide IOM the requested types of buses air conditioned so as to maintain a steady interior temperature level in different weather conditions.
- 1.1.3 All offered rental buses shall are equipped with Electronic Navigation System (GPS) and Vehicle Tracking System.
- 1.1.4 The Service Provider shall make the services available to IOM including; fully qualified, licensed and insured drivers, fuel (on the assumption of 3000km a month, or 100km a day), regular services, maintenance, repair, spare parts, lubricants, tires, and the comprehensive insurance covering the bus against all potential risks.
- 1.1.5 The driver shall have a sufficient knowledge and experience in maintaining the respective bus. Reparation caused by any accident and/or mechanical damage during the journey is the sole responsibility of the Service Provider.
- 1.1.6 The Service Provider shall ensure that all necessary documentations required as per the regulations of the Government of Turkey are in good order and valid during the period of this Agreement.
- 1.1.7 All costs of the driver and/or co-driver, including salaries, per diems, taxes, and any other associated costs shall be the responsibility of the Service Provider not IOM.
- 1.1.8 Any bus provided to IOM must have the following:
- ✓ Valid registration documents.
 - ✓ Valid driving license for the driver.
 - ✓ Valid comprehensive insurance policy covering. Comprehensive Insurance for the bus including the coverage for damages due to accidents, total loss, Third-Party Liability, and the Personal Accident Insurance for the drivers and all passengers.
- 1.1.9 In case of an accident and/or breakdown of a bus, the Service Provider shall immediately replace the bus. No additional cost will be reflected to IOM due to the occurrence of the accident/breakdown.
- 1.1.10 Unlimited Mileage shall be applied. No extra charges shall apply for any reason, including deviation or third-party intervention, except for the fuel charges when exceeding the allowable limits for the fuel consumption; i.e. over the 100km per day).
- 1.1.11 The bus provided by the Service Provider shall include an adequate supply of tool kit, first aid kit, fire extinguisher; torch light, and in particular, a spare tire.
- 1.1.12 The Service Provider shall guarantee an orderly and efficient transport operation and is to replace the broken or unserviceable bus immediately, in case of accidents/incidents and/or for maintenance purposes. The Service Provider is to maintain regular monitoring of the technical condition of the buses. The inspection of tires and brake system is particularly important. IOM reserves the right to inspect the buses presented by the Service Provider, and to require a change of any bus not deemed safe or suitable for the proposed operational duties. If the buses are not operational for any of the reasons above, IOM will consider the same as non-operational and shall be refused. In the event that IOM must seek a third party to replace a bus not provided by the Service Provider at the scheduled time, all related costs will be charged to the Service Provider and this will be applied in case of the delay in showing up upon requested.

- 1.1.13 The Service Provider will ensure to assign a responsible contact person with proven English skills (with at least one backup person in case of absence) to be the focal point in dealing with all the issues related to the deployment of buses, briefing and guiding the drivers regarding code of conduct and all other related matters.
- 1.1.14 The Service Provider will provide the contact details of the focal point (and his backup) who should be reachable by IOM on 7/24 basis.
- 1.1.15 Any driver caught under the influence of the drugs/alcohol will be brought/surrendered to the police for disciplinary actions.
- 1.1.16 The Service Provider shall ensure that during the trip, each driver must carry a sufficient amount of cash to secure the fuel needed along the journey. It is completely forbidden to load fuel jerry cans on board with the buses.
- 1.1.17 The drivers must always carry valid documents of the bus's insurance/registration and valid driver's license.
- 1.1.18 The Service Provider shall provide a sufficient number of qualified drivers. The maximum number of working hours of the drivers shall not exceed applicable national standards and regulations (in order to avoid accidents due to fatigue).
- 1.1.19 The Service Provider shall comply with Vehicles Law (Nr. 237), Highway Traffic Law (Nr. 2918), Highway Traffic Legislation and Highway Transportation Legislation and all other related local and current norms and regulations.
- 1.1.20 The drivers of the buses rented by IOM on permanent basis cannot be used for other private transfers and will only be dedicated for IOM.
- 1.1.21 The drivers shall operate the buses in a safe manner, with due considerations for the safety of the passengers. All aspects of the drivers including payment, worker's compensation insurance and drivers' accommodations during the journey are the solely responsibility of the Service Provider. No direct employment relationship exists between IOM and the drivers.
- 1.1.22 IOM will not be responsible to the Service Provider for any loss to any bus. IOM shall not be responsible for the security of the drivers neither during, nor outside the period of IOM movements. Apart from the agreed fee, IOM will bear no responsibility towards the Service Provider, in particular not for claims that maybe raised by third parties against the Service Provider.
- 1.1.23 The Service Provider shall be solely liable for any damage or injury suffered by IOM during any movement due to the fault, negligence or otherwise of the Service Provider.
- 1.1.24 Buses in most cases are requested to carry children or to be used as personnel shuttle shall be provided with special lock mechanism on the doors and windows where the control function is only with the driver, along with the appropriate certifications in line with the respective legislation.
- 1.1.25 IOM has no single obligation to support the Service Provider's staff during the works.
- 1.1.26 The Prices shall be valid for the duration of 12 months. In case the fuel price increased centrally by the Government of Turkey then IOM is obliged to reconsider the prices.
- 1.1.27 Manufacturing "year of made" of the buses should not be beyond three years.
- 1.1.28 The odometer for the buses proposed to IOM shall be maximum at 100,000 km. Buses with more than that limit shall not be provided to IOM.
- 1.1.29 The Service Provider shall invoice IOM by the end of each month, or by the end of each service provision.
- 1.1.30 Payments shall become due within 10-15 working days after IOM's receipt and approval of the invoice. No requests for advance payment can be made under this Agreement.
- 1.1.31 The Service Provider shall be responsible for the payment of all vehicles' taxes, duties, levies, vehicle traffic insurances, passenger accident insurances, all other type of taxes, insurances and other legal requirements and charges assessed on the Service Provider in connection with this Agreement.

- 1.1.32 The Service Provider shall be responsible for the payment of all parking fees, highway tolls, bridge crossings, traffic fines, etc.
- 1.1.33 The Service Provider is either the legal owner of the Buses, or the authorized user of the sub-contracted buses to be rented, and that the same are properly registered in all cases, as evidenced by a Certified Original Copy of the registration papers (or Deed of Ownership). Each Bus must carry the original registration papers at all times during the period of the Agreement.
- 1.1.34 Each bus must be covered by a Comprehensive Motor Vehicle Insurance issued by a reputable insurance company for the entire duration of the Agreement, as evidenced by a Certified Original Copy of comprehensive motor vehicle insurance policy to be provided by the Service Provider to IOM in particular for the long term rental requests.
- 1.1.35 The drivers assigned to the buses under this Agreement are to be properly attired at all times in the prescribed uniform and shall conduct themselves in a manner that will not cause any prejudice or bad publicity to IOM image.
- 1.1.36 Service Provider shall do its utmost efforts to allocate the same number of buses and drivers to be always dedicated for IOM frequent needs without frequent changes on the fleet nor drivers. The drivers and/or other personnel of the Service Provider assigned for IOM under this Agreement are to be trained for the specific processes of IOM.
- 1.1.37 Service Provider shall meet IOM's urgent requests, as well as any last-minute cancellations or changes to any previous requests. In some cases, this may reach up to a short notice of 30 minutes. Service Provider shall not charge any extra fee in case of last-minute cancellations or changes (even including the return of the bus without transferring of the passengers due to any reasons) or shall not charge extra fee in case of short notice requests. Service Provider shall agree that IOM may do last minute revisions to the transfer requests' date and time and/or bus size and/or number of passengers to be carried.
- 1.1.38 Luggage loading, transportation and offloading is the full responsibility of the Service Provider through the assigned driver and co-driver. Service Provider shall not apply charges for the extra buses (or vehicles) or extra labor being provided in order to handle the luggage of the passengers.
- 1.1.39 Service Provider shall agree that transfers from IOM Premises or from any other locations as requested by IOM require maximum flexibility from the driver since no exact timing can be determined in advance because it is not quite clear to control some specific circumstances. Service Provider shall provide the buses to be on standby position and this will not be considered as daily allocation of the buses.
- 1.1.40 IOM transfer requests will include the following info; the number of passengers to be transferred (Service Provider shall automatically take into account the amount of luggage in total), the pick-up location, and the pick-up time. Service Provider considers that pick-up time is flexible for all locations, which means that Service Provider shall make the buses and drivers ready at the exact time and location.
- 1.1.41 In case driver of the Service Provider is supposed to leave the passengers far from the arrival location because of an unexpected event such as excavation work on the street, block of the street by authorities or by any other unexpected reason, driver shall call the relevant IOM staff to share information regarding that and shall ask IOM staff's opinion regarding the action to be taken and share the location where to drop the passengers, etc.
- 1.1.42 Service Provider shall take the full responsibilities and liabilities in case of providing an outsourced bus/driver to meet the IOM transfer requests and that all potential risks resulting by any accidents and/or incidents that may occur shall be the sole responsibility of the Service Provider, not IOM.
- 1.1.43 Service provider shall take the below indicated preventative COVID-19 measures in their buses:
- ✓ All buses shall maintain a strict level of hygiene.
 - ✓ Disinfection of the buses shall be maintained periodically (preferably by the end of each working day).
 - ✓ HVAC system ventilation rates shall be maximized while the bus is operational.
 - ✓ Cleaning kits shall be placed inside all the buses for drivers to undertake their own cleaning procedures.
 - ✓ Drivers to use masks, gloves, and personal sanitizers always during the errands.
 - ✓ Drivers to use handheld thermometers to check the temperature of the passengers while boarding.
 - ✓ Maintain physical distancing among the passengers as much as possible.

- ✓ Service Provider to affix COVID-19 related posters and notes in the buses for the attention and awareness of the passengers.

- 1.1.44 Drivers' salary shall not be less than the minimum applicable net salaries as per the Turkish Labor Law.
- 1.1.45 Legal payments (including but not limited Social Security premium (SGK) and Income Tax) on behalf of each drivers shall be made by the Service Provider. IOM shall not be responsible of any other payments other than provided in Annex B.
- 1.1.46 The drivers identified and recruited by the Service Provider shall meet the following criteria; average age shall be between 23-55, minimum of High-School degree, and possessing valid driving license with respective classification according to vehicle type.
- 1.1.47 For any valid reason, IOM may request to change a driver with two days of advance notice and Service Provider shall replace the driver within two days following the receipt of request.
- 1.1.48 IOM may request to cease the provision of the permanent rental buses within a very short advance notice. The Service Provider should be responsible for all required arrangements including contract termination of the drivers.
- 1.2 Numbers may vary and will depend on the actual requirements and funds availability. IOM has the right to request the Service Provider to increase and/or decrease the number of the rental buses, change the locations, add new locations, etc, at a later stage during the course of the Agreement.
- 1.3 Only eligible and accredited Service Providers may submit Proposals. The proposal shall be the basis for the contract negotiations and ultimately for a signed contract with the successful Service Provider.
- 1.4 Service Providers shall not be hired for any assignment that would be in conflict with their prior or current obligations to other procuring entities, or that may place them in a position of not being able to carry out the assignment in the best interest of the IOM.
- 1.5 IOM is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Service Providers.

2. Corrupt, Fraudulent, and Coercive Practices

- 2.1 IOM requires that all IOM Staff, manufacturers, Service Providers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IOM shall reject any proposal put forward by Service Providers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IOM defines for purposes of this paragraph the terms set forth below as follows:
 - 2.1.1 Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution.
 - 2.1.2 Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation.
 - 2.1.3 Collusive practice is an undisclosed arrangement between two or more Service Providers designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit.
 - 2.1.4 Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process or affect the execution of a contract.

3. Conflict of Interest

- 3.1 All Service Providers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Service Provider may be considered to have conflicting interest under any of the circumstances set forth below:
 - 3.1.1 A Service Provider has controlling shareholders in common with another Service Provider.

- 3.1.2 A Service Provider receives or has received any direct or indirect subsidy from another Service Provider.
- 3.1.3 A Service Provider has the same representative as that of another Service Provider for purposes of this Proposal.
- 3.1.4 A Service Provider has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Proposal of another or influence the decisions of the Mission/Procuring Entity regarding this Proposal process.
- 3.1.5 A Service Provider submits more than one Proposal in this Proposal process.
- 3.1.6 A Service Provider who participated as a consultant in the preparation, or the design, of the technical specifications of the Goods, or the Terms of Reference of the Services, that are linked or subject to this Proposal process.

4. Eligible Service Providers

- 4.1 Only Service Providers that are determined to be qualified shall be considered for award. In order to establish their eligibility, together with the Proposal the Service Provider shall submit the following;
 - 4.1.1 Registration documents.
 - 4.1.2 Taxation cards.
 - 4.1.3 Any other valid legal documents.

5. Clarifications and Amendments to RFP Documents

- 5.1 At any time before the submission of the proposals, IOM may amend the RFP. Any amendment made will be made available in writing to all Service Providers.
- 5.2 Service Providers may request for clarification(s) on any part of the RFP. The request must be sent in writing at the following e-mail address:

Attn: Mr Anes NAEIL
Email: Procurement Ankara procsupportank@iom.int
Mob: +90 537 655 10 13

- 5.3 IOM will respond to any request for clarification received on or before the 18th of January 2022 by 3:00 PM. Copies of the response including description of the clarification will be given to all Service Providers who received this General Instruction, without identifying the source of the inquiry.

6. Errors, omissions, inaccuracies and clarifications

- 6.1 The documents and forms requested for the purpose of soliciting Proposals shall form part of the Contract; hence care should be taken in completing these documents.
- 6.2 Service Providers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Proposal Documents.

7. Confidentiality and Non-Disclosure

- 7.1 All information given in writing to or verbally shared with the Service Provider in connection with this General Instruction is to be treated as strictly confidential. The Service Provider shall not share or invoke such information to any third party without the prior written approval of IOM. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful.

8. IOM's Right to accept any Proposal and to reject any and all Proposals

- 8.1 IOM reserves the right to accept or reject any Proposal, and to cancel the procurement process and reject all Proposals, at any time prior to award of a Purchase Order or Contract, without thereby incurring any liability to the affected Service Providers or any obligation to inform the affected Service Providers of the ground for IOM's action.

9. Requirements

9.1 Proposal Documents

The following shall constitute the Proposal Documents to be submitted by the Service Provider:

- 9.1.1 Proposal Form (see Annex A).
- 9.1.2 Price Table Form (see Annex B).

Service Providers are required to use the forms provided as Annexes in this document.

9.2 Proposal Forms

- 9.2.1 The Proposal Forms (9.1.1 and 9.1.2) and any other required documents shall be duly accomplished, typewritten or written in indelible ink, signed and stamped, before submitting to IOM. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the authorized person signing the Proposal Form.
- 9.2.2 The language of the Proposal shall be in English and prices shall be quoted in USD – US Dollars exclusive of Sales Tax.
- 9.2.3 Prices quoted by the Service Provider shall be fixed during the performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IOM. A submitted Proposal with an adjustable price Proposal will be treated as non-responsive and will be rejected.

9.3 Validity of Proposal Price

- 9.3.1 The submitted prices shall remain valid for minimum period of 1 year, after the deadline for submission.
- 9.3.2 In exceptional circumstances, prior to expiry of the period of validity of Proposals, IOM may request that the Service Providers extend the period of validity for a specified additional period. The request and the response there shall be made in writing. A Service Provider agreeing to the request will not be required or permitted to modify its Proposal.

10. Submission of Proposal Documents

- 10.1 Proposals must be submitted to the following e-mail address:

Email address: iomturkeytenders@iom.int
Email subject: **TD-ANK-2022-0016**
Attn: Mr Anes NAEIL
Mob: +90 537 655 10 13

- 10.2 It is important to keep the above tender ID unchanged in the e-mail subject, as highlighted above in red.
- 10.3 Proposals shall be submitted on or before 3:00 PM on the 19th of January 2022. Late¹ Proposals will not be accepted.

11. Acceptance of Proposals

- 11.1 IOM is not bound to take an immediate decision on the acceptability or unacceptability of Proposals at the time of their opening.

¹ Proposals delivered beyond the prescribed closing date and time shall be considered late and will be automatically disqualified by the system.

12. Rejection of Proposals

12.1 Proposal can be rejected for the following reasons:

- 12.1.1 The Proposal is not presented in accordance with this General Instruction.
- 12.1.2 The Proposal Form or any document which is part of it is not signed/stamped.
- 12.1.3 Incompleteness of the Proposal Documents.
- 12.1.4 The Service Provider is currently under list of blacklisted Service Providers.
- 12.1.5 The Proposal imposes certain basic conditions unacceptable to IOM.
- 12.1.6 Sudden internal operational and administrative changes within IOM.
- 12.1.7 The Service Provider does not pass the government security checks.

12.2 IOM is not bound to accept any Proposal received and reserves the right to waive any minor defect in a Proposal, provided, however, that such minor defect (i) does not modify the substance of the Proposal and (ii) does not change the relative ranking of the Service Provider.

13. Evaluation of Proposals

13.1 IOM shall evaluate and compare the Proposals on the basis of the following:

- 13.1.1 Completeness and responsiveness of the Proposal documents.
 - 13.1.2 Registration, experience and past performance of the Service Provider relevant to the requested service.
 - 13.1.3 Compliance with the RFP description as listed in above and the TOR.
 - 13.1.4 The Technical Proposal details and specifics.
 - 13.1.5 The Financial Proposal details and specifics.
 - 13.1.6 The Proposal contents of all the information as specified in above articles. If any of the requested information is missing or is incorrect, the Proposal may be rejected on that sole basis and the Proposal will not be evaluated further.
- 13.2 Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected accordingly. If the Service Provider does not accept the correction of the errors as per this method, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.
- 13.3 The Proposals that pass the first administrative check will be evaluated on the relevance and design of the proposed action.

14. Delivery Site and Period of Delivery (not applicable)

15. Negotiations

- 15.1 Contract negotiation is expected to take place no more than one week after notification of the successful Service Provider.
- 15.2 Negotiations will include discussion and finalization of a) Scope of Services; b) Design and Technical requirements; d) the Financial Proposal submitted; e) Payment Terms; and f) Contractual Terms.
- 15.3 All Agreements coming out of the negotiations will be incorporated into the contract.

16. Liquidated Damages

- 16.1 If the Service Provider fails to deliver any or all of the services within the period as specified in the contract's delivery schedule, a penalty payment of 0.1% of the price of the undelivered Services for every day of breach of the delivery schedule by the Service Provider will be applied.

17. Payment

- 17.1 Full payment shall be made upon IOM's inspection and acceptance of the services, and upon IOM's receipt of the valid original invoice describing the services delivered.

18. Award of Contract

- 18.1 Following the negotiations, the contract will be awarded to the selected Service Provider.
- 18.2 Service Providers which do not receive notification before the 26th of January 2022 can consider their Proposals unsuccessful.

19. Settlement of Dispute

- 19.1 The United Nations Commission on International Trade Law (UNCITRAL) arbitration rules will apply for any dispute, controversy or claim that will arise in relation to the procurement process.

20. Confidentiality

- 20.1 Information relating to the evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted Proposals or to other persons not officially concerned with the process.
- 20.2 The Service Provider shall not disclose any information in the Proposals to any third party. This obligation shall continue after the procurement process has been completed whether or not the Service Provider is successful. IOM will however archive all Proposals for auditing purposes.

Annex A

PROPOSAL FORM

Date : _____

To : IOM Ankara

Having examined the General Instruction for the provision of the requested services, the receipt of which is hereby duly acknowledge, I, representing *[name of company]* offer to render the requested services in conformity with the General Instruction in accordance with the Technical and Financial documents which is herewith attached and form part of this Proposal.

I undertake if my Proposal is accepted, to render the services in accordance with the delivery schedule set out in the Proposal document.

I agree to abide by this Proposal for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

I hereby certify that this Proposal complies with the requirements stipulated in the General Instruction.

Dated this _____ day of _____.

[signature over printed name] [in the capacity of]

Duly authorized to sign Proposal for and on

behalf of *[name of company]*

Annex B

PRICE TABLE FORM

A) Monthly Rental Vehicles / Buses

No.	Vehicle Description / Capacity	Qty.	Monthly Rate (USD)	
			Within Ankara	Out of Ankara
1	Minivan (8+1 seaters)	1		
2	Minibus (16+1 seaters)	1		
3	Mini/Midibus (19+1 seaters)	1		
4	Midibus (25+1 seaters)	1		
5	Bus (45+1 seaters)	1		
6	Wheelchair Accessible Minibus accommodates 8 seated passengers and up to 2 wheelchairs or a combination. (handicaps lift included)	1		
7	SUV 4x4 (for off-road trips, 4+1 seaters)	1		
8	Pick-up Truck 4x4 Double Cabin (for off-road trips, 4+1 seaters)	1		

Notes:

- Rates must be given in USD and without VAT.
- Days of service: the entire month, including weekends and holidays.
- Maximum daily working hours per shift: 12 hours. (the second 12 hours is mandatory rest, not for serving other clients).
- Fuel cost is included for this category on the basis of 3,000km per month, and shall **NOT** be reimbursed by IOM to the service provider. Additional fee for the fuel may apply on the extra mileages, and as follows: Minivan (USD ---) per km, Minibus (USD ---) per km, Midibus (USD ---) per km, Bus (USD ---) per km, SUV (USD ---) per km, and Pick-up Truck (USD ---) per km.
- Fees such as; parking, motorway and bridge toll fees, and ferry use are all excluded, and IOM shall reimburse to the service provider against the submission of respective receipts to the IOM fleet manager.
- Drivers' meals and accommodation for out of Ankara trips are all excluded, and IOM shall reimburse the service provider accordingly.
- Due to safety/security considerations, and that the drivers are the sole responsible persons for the safety/security of the rental vehicles as assigned by the service provider, the rental vehicles shall remain kept with the drivers for out of the regular working hours.

B) Daily and Half Daily Rental Vehicles / Buses

No.	Description	Qty.	Full Day Rate (USD)		Half Day Rate (USD)	
			Within Ankara	Out of Ankara	Within Ankara	Out of Ankara
1	Minivan (8+1 seaters) (Working days)	1				
2	Minibus (16+1 seaters) (Working days)	1				
3	Mini/Midibus (19+1 seaters) (Working days)	1				
4	Midibus (25+1 seaters) (Working days)	1				
5	Bus (45+1 seaters) (Working days)	1				
6	Wheelchair Accessible Minibus accommodates 8 seated passengers and up to 2 wheelchairs or a combination. (handicaps lift included) (Working days)	1				
7	SUV 4x4 (for off-road trips) – (4+1 seater) (Working days)	1				
8	Pick-up Truck 4x4 Double Cabin (for off-road trips) (4+1 seater) (Working days)	1				
9	Minivan (8+1 seaters) (Weekend Days and Holidays)	1				
10	Minibus (16+1 seaters) (Weekend Days and Holidays)	1				
11	Mini/Midibus (19+1 seaters) (Weekend Days and Holidays)	1				
12	Midibus (25+1 seaters) (Weekend Days and Holidays)	1				
13	Bus (45+1 seaters) (Weekend Days and Holidays)	1				
14	Wheelchair Accessible Minibus accommodates 8 seated passengers and up to 2 wheelchairs or a combination. (handicaps lift included) (Weekend Days and Holidays)	1				

No.	Description	Qty.	Full Day Rate (USD)		Half Day Rate (USD)	
			Within Ankara	Out of Ankara	Within Ankara	Out of Ankara
15	SUV 4x4 (for off-road trips) – (4+1 seater) (Weekend Days and Holidays)	1				
16	Pick-up Truck 4x4 Double Cabin (for off-road trips) (4+1 seater) (Weekend Days and Holidays)	1				

Notes:

- Rates must be given in USD and without VAT.
- Maximum daily working hours per shift: 12 hours. (the second 12 hours is mandatory rest, not for serving other clients).
- Fuel cost is included for this category on the basis of 100km per day for both; full day and half day, and shall **NOT** be reimbursed by IOM to the service provider. Additional fee for the fuel may apply on the extra mileages, and as follows: Minivan (USD --) per km, Minibus (USD ---) per km, Midibus (USD ---) per km, Bus (USD ---) per km, SUV (USD ---) per km, and Pick-up Truck (USD ---) per km.
- Fees such as; parking, motorway and bridge toll fees, and ferry use are all excluded, and IOM shall reimburse to the service provider against the submission of respective receipts to the IOM fleet manager.
- Drivers' meals and accommodation for out of Ankara trips are all excluded, and IOM shall reimburse the service provider accordingly.
- Due to safety/security considerations, and that the drivers are the sole responsible persons for the safety/security of the rental vehicles as assigned by the service provider, the rental vehicles shall remain kept with the drivers for out of the regular working hours.

C) Rental Vehicles / Buses on Trips Basis

No.	Description	Qty.	Per KM Rate for One Way Transfers (USD)	
			Within Ankara	Out of Ankara
1	Minivan (8+1 seaters) (Working days)	1		
2	Minibus (16+1 seaters) (Working days)	1		
3	Mini/Midibus (19+1 seaters) (Working days)	1		
4	Midibus (25+1 seaters) (Working days)	1		
5	Bus (45+1 seaters) (Working days)	1		
6	Wheelchair Accessible Minibus accommodates 8 seated passengers and up to 4 wheelchairs or a combination. (handicaps lift included) (Working days)	1		
7	SUV 4x4 (for off-road trips) – (4+1 seater) (Working days)	1		
8	Pick-up Truck 4x4 Double Cabin (for off-road trips) (4+1 seater) (Working days)	1		
9	Minivan (8+1 seaters) (Weekend Days and Holidays)	1		
10	Minibus (16+1 seaters) (Weekend Days and Holidays)	1		
11	Mini/Midibus (19+1 seaters) (Weekend Days and Holidays)	1		
12	Midibus (25+1 seaters) (Weekend Days and Holidays)	1		
13	Bus (45+1 seaters) (Weekend Days and Holidays)	1		
14	Wheelchair Accessible Minibus accommodates 8 seated passengers and up to 4 wheelchairs or a combination. (handicaps lift included) (Weekend Days and Holidays)	1		
15	SUV 4x4 (for off-road trips) – (4+1 seater) (Weekend Days and Holidays)	1		
16	Pick-up Truck 4x4 Double Cabin (for off-road trips) (4+1 seater) (Weekend Days and Holidays)	1		

Notes:

- Rates must be given in USD and without VAT.
- Fuel cost is included for this category and shall **NOT** be reimbursed by IOM to the service provider.
- Fees such as; parking, motorway and bridge toll fees, and ferry use are all excluded, and IOM shall reimburse to the service provider against the submission of respective receipts to the IOM fleet manager.
- Greeter fee (at the airport exit gate, with an IOM sign or name plate) is included in the above rates.

Prepared by:

Title:

Company:

Date:
