

REQUEST FOR PROPOSALS

SERVICES FOR TRANSPORTATION OF PERSONS

IOM Turkey



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

Mission in Ankara:

Birlik Mah. Sehit Kurbani Akboga Sok. No: 24 Cankaya, Ankara, Turkey
Tel: +90.312.454.3000 • Fax: +90.312.496.1495 • E-mail: ankmission@iom.int

Sub- office in Istanbul:

Esentepe, Dergiler Sk. No:23, 34394 Şişli, Istanbul, Turkey
Tel: +90.212.293.5000, 292.1338 • Fax: +90.212.249.2733 • E-mail: iomistanbul@iom.int

Sub- office in Gaziantep:

Bahcelievler Mah. Kaymakam Ismail Paşa Sok. No: 10 Şahinbey, Gaziantep, Turkey
Tel: +90 342 220 4580 Fax: +90 342 220 4503

Internet: <http://www.iom.int>

13 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 Istanbul at iomturdkeytenders@iom.int with a subject of **TD-IST-2022-0001** no later than 3:00 PM on Thursday the 20th 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 27th of January 2022 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. Emre SECER at procsupportist@iom.int for any technical inquiries.

Very truly yours,

Procurement & Logistics Unit
IOM Istanbul

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 (as per the below table) for providing different rental Buses (Mini Van, Mini Bus, Midi Bus, and Bus) within Istanbul, and as per the below table (Annex B).

The general conditions shall be of these in below:

- The Service Provider agrees to provide IOM the below listed types of Buses; cleaned, serviceable, good running condition (road worthy) and appropriately maintained buses for the purpose of transporting IOM beneficiaries upon requested by IOM's representative in timely and efficient manner.
- The Service Provider shall make the services available to IOM including; fully qualified, licensed and insured drivers, fuel, regular services, maintenance, spare parts, lubricants, and the insurance covering to the Buses against all possible risks.
- The driver shall have a sufficient knowledge and experience in maintaining the Bus. Reparation caused by any accident and/or mechanical damage during the journey of the Bus is the sole responsibility of the Service Provider.
- The Service Provider shall ensure that all necessary Buses' documentations required as per the regulations of the Government of Turkey are in good order and valid during the period of this agreement.
- All costs of the driver and/or co-driver and/or driver's assistant including salaries, per diems, taxes, and any other associated costs shall be the responsibility of the Service Provider not IOM.
- The Bus provided to IOM must have the following:
 - ✓ Valid registration documents.
 - ✓ Valid driving license for the driver.
 - ✓ Valid insurance policy covering.
 - Comprehensive Insurance for the Bus including the Third-Party Liability.
 - The Personal Accident Insurance for the driver and all passengers' seats.
- Unlimited Mileage shall be applied. No extra charges shall apply for any reason, including deviation or third-party intervention.
- 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. 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 Bus. The inspection of tires and brake system is particularly important. IOM reserves the right to inspect the Bus provided by the Service Provider, and to require a change of any Bus not deemed safe or suitable for the proposed operational duties. If the Bus is 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.
- Drivers shall have a sufficient knowledge and experience in maintaining their own Bus. Reparation caused by any accident and/or mechanical damage during the journeys of the Bus is the responsibility of the Service Provider.
- The Service Provider will ensure to assign a responsible contact person (with at least two backup staff 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. The Service Provider will provide the contact details of the company focal point (and his backup) who should be reachable by IOM on 7/24 basis.
- Any driver caught under the influence of the drugs/alcohol will be brought/surrendered to the police for disciplinary actions.

- The Service Provider shall ensure that during the trip, each driver must carry a sufficient fund to secure the fuel needed along the journey. It is completely forbidden to load fuel jerry cans on board with the buses.
- The drivers must always carry valid documents of the Bus insurance/registration and valid driver's license.
- 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).
- The drivers of the vehicles/buses rented by IOM on monthly basis cannot be used for private company transfers and will only be dedicated for IOM.
- The drivers shall operate the Bus in a safe manner, with due regard 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 sole responsibility of the Service Provider. No employment relationship exists between IOM and the drivers.
- IOM will not be responsible to the Service Provider for any loss or damages 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.
- 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.
- IOM has no single obligation to support the Service Provider's staff during the works.
- The Prices shall be valid for the duration of 12 months. In case the fuel price increased centrally by the Government of Turkey more than 15% then IOM is obliged to reconsider the prices.
- Year of manufacture of the buses should not be beyond 2020.
- Year of manufacture of the monthly rental Mini Vans should not be beyond 2020.
- The Service Provider shall invoice IOM by the end of each month. The Service Provider shall provide the corresponding (BRF) Bus Request Form and preflight (Name list) / case number and country of destination information in the breakdown of the invoice.
- 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.
- The Service Provider shall be responsible for the payment of all taxes, duties, levies and charges assessed on the Service Provider in connection with this Agreement.
- 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 True 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.
- Each Bus to be leased is 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 True Copy of comprehensive motor vehicle insurance policy to be provided by the Service Provider to IOM prior to signing this Agreement.
- The drivers assigned to the Buses used under this Agreement are to be suitably 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.
- 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 the buses used under this Agreement are to be trained for the specific processes of IOM.
- 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.

- 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. Luggage allowance for each passenger is two big suitcases and one hand luggage, totaling of approx. 56kg for each passenger.
 - 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 when the medical examinations for the refugees might be completed. Service Provider shall provide the buses to be on standby position and this will not be considered as daily allocation of the buses.
 - 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.
 - 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.
 - Service Provider shall take the full responsibilities and liabilities in case of providing an outsourced vehicle/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. In addition, the Service Provider shall be obliged to abide by the highway codes, highway passenger transportation regulations and road traffic legislation of the city where the service is provided. In case of any conflict derived from a non-legalistic practice or compliance, it shall be the sole responsibility and exclusive liability of the Service Provider, not IOM.
 - Service provider shall take the below indicated preventative measures in their vehicles against COVID-19:
 - All vehicles shall maintain a strict level of hygiene.
 - Disinfection of the vehicles shall be maintained periodically (preferably by the end of each working day).
 - HVAC system ventilation rates shall be maximized while the vehicle is operational.
 - Cleaning kits shall be placed inside all the vehicles 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 vehicles for the attention and awareness of the passengers.
- 1.2 Only eligible and accredited Service Providers may submit Proposals. The proposal shall be the basis for contract negotiations and ultimately for a signed contract with the successful Service Provider.
- 1.3 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.
- 1.4 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 Suppliers that are determined to be eligible shall be considered for award. In order to establish their eligibility, together with the Quotation, the Supplier shall submit the administrative documents as follows:
 - 4.1.1 Registration documents.
 - 4.1.2 Taxation certificate.
 - 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. Emre SECER

Email: Procurement Istanbul procsupportist@iom.int

Mob: +90 536 738 28 40

5.3 IOM will respond to any request for clarification received on or before the 18th of January 2022 by 5.00 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)

Suppliers are required to use the above requested forms as provided in this document.

9.2 Proposal Forms

9.2.1 The Proposal Forms (Annex A and B) 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 – The United States Dollar 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 120 days, 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-IST-2022-0001**

Attn: Mr. Emre SECER

Mob: +90 536 738 28 40

- 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 20th 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.

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 not registered, nor licensed, nor paying taxes.
 - 12.1.5 The Service Provider is currently under list of blacklisted Service Providers.
 - 12.1.6 The Proposal imposes certain basic conditions unacceptable to IOM.
 - 12.1.7 Sudden internal operational and administrative changes within IOM.
 - 12.1.8 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

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

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 27th 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 Istanbul

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 PRICES TABLE

A) Monthly Rental Vehicles / Buses

No.	Description	Qty.	Unit Measure	Within Istanbul	Out of Istanbul
1	Mini Van (8+1 seaters)	1	Per Month		
2	Mini Bus (16+1 seaters)	1	Per Month		
3	Midi Bus (25+1 seaters)	1	Per Month		
4	Bus (45+1 seaters)	1	Per Month		
5	Sprinter (1 wheelchair+8+1 seaters)	1	Per Month		
6	SUV 4x4 (for off-road trips, 4+1 seaters)	1	Per Month		
7	Pick-up Truck 4x4 Double Cabin (for off-road trips, 4+1 seaters)	1	Per Month		

Notes:

- 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)
- Maximum mileage allowance is 6.000 km per month per bus to be applicable. Additional fee may apply on the extra mileages, and as follows: Mini Van & Mini Bus (USD ---) per km, Midi Bus (USD ---) per km, Bus (USD ---) per km, Sprinter (USD ---) per km, SUV (USD ---) per km, and Pick-up Truck (USD ---) per km.
- 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 included, and shall **NOT** be reimbursed by IOM to the service provider.
- Drivers' meals and accommodation is excluded and IOM shall reimburse in case of out of Istanbul trips.
- 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 Rental Vehicles / Buses

No.	Description	Qty.	Unit Measure	Within Istanbul	Out of Istanbul
1	Mini Van (8+1 seaters) (Daily rate, Working days)	1	Per Day		
2	Mini Van (8+1 seaters) (Half day rate, Working days)	1	Half Day		
3	Mini Bus (16+1 seaters) (Daily rate, Working days)	1	Per Day		
4	Mini Bus (16+1 seaters) (Half Day rate, Working days)	1	Half Day		
5	Midi Bus (25+1 seaters) (Daily rate, Working days)	1	Per Day		
6	Midi Bus (25+1 seaters) (Half Day rate, Working days)	1	Half Day		
7	Bus (45+1 seaters) (Daily rate, Working days)	1	Per Day		
8	Bus (45+1 seaters) (Half Day rate, Working days)	1	Half Day		
9	Sprinter (1 wheelchair+8+1 seaters) (Daily rate, Working days)	1	Per Day		
10	Sprinter (1 wheelchair+8+1 seaters) (Half Day rate, Working days)	1	Half Day		
11	SUV 4x4 (for off-road trips)– (4+1 seater) (Daily rate, Working days)	1	Per Day		
12	SUV 4x4 (for off-road trips) – (4+1 seater) (Half Day rate, Working days)	1	Half Day		
13	Pick-up Truck 4x4 Double Cabin (for off-road trips) – (4+1 seater) (Daily rate, Working days)	1	Per Day		
14	Pick-up Truck 4x4 Double Cabin (for off-road trips) – (4+1 seater) (Half Day rate, Working days)	1	Half Day		
15	Mini Van (8+1 seaters) (Daily rate, Weekend Days and Holidays)	1	Per Day		
16	Mini Van (8+1 seaters) (Half Day rate, Weekend Days and Holidays)	1	Half Day		
17	Mini Bus (16+1 seaters) (Daily rate, Weekend Days and Holidays)	1	Per Day		
18	Mini Bus (16+1 seaters) (Half Day rate, Weekend Days and Holidays)	1	Half Day		

#	Description	Qty.	Unit Measure	Within Istanbul	Out of Istanbul
19	Midi Bus (25+1 seaters) (Daily rate, Weekend Days and Holidays)	1	Per Day		
20	Midi Bus (25+1 seaters) (Half Day rate, Weekend Days and Holidays)	1	Half Day		
21	Bus (45+1 seaters) (Daily rate, Weekend Days and Holidays)	1	Per Day		
22	Bus (45+1 seaters) (Half Day rate, Weekend Days and Holidays)	1	Half Day		
23	Sprinter (1 wheelchairs+8+1 seaters) (Daily rate, Weekend Days and Holidays)	1	Per Day		
24	Sprinter (1 wheelchairs+8+1 seaters) (Half Day rate, Weekend Days and Holidays)	1	Half Day		
25	SUV 4x4 (for off-road trips)– (4+1 seater) (Daily rate, Weekend Days and Holidays)	1	Per Day		
26	SUV 4x4 (for off-road trips) – (4+1 seater) (Half Day rate, Weekend Days and Holidays)	1	Half Day		
27	Pick-up Truck 4x4 Double Cabin (for off-road trips) – (4+1 seater) (Daily rate, Weekend Days and Holidays)	1	Per Day		
28	Pick-up Truck 4x4 Double Cabin(for off-road trips) – (4+1 seater) (Half Day rate, Weekend Days and Holidays)	1	Half Day		

Notes:

- Maximum daily working hours per shift: 12 hours. (the second 12 hours is mandatory rest, not for serving other clients)
- Maximum mileage allowance is 200 km per day per vehicle to be applicable. Additional fee may apply on the extra mileages, and as follows: Mini Van & Mini Bus (USD ---) per km, Midi Bus (USD ---) per km, Bus (USD ---) per km, Sprinter (USD ---) per km, SUV (USD ---) per km, and Pick-up Truck (USD ---) per km.
- 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 included, and shall **NOT** be reimbursed by IOM to the service provider.
- Drivers' meals and accommodation is excluded and IOM shall reimburse in case of out of Istanbul trips.
- Due to safety/security considerations, and that the drivers are the sole responsible persons for the safety/security of the rental buses as assigned by the service provider, the rental buses shall remain kept with the drivers for out of the regular working hours.

C) Rental Vehicles / Buses on trip basis

No.	Description	Qty.	Unit Measure	Rate per Trip
1	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
2	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
3	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
4	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
5	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
6	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
7	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
8	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
9	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
10	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
11	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
12	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
13	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
14	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	

No.	Description	Qty.	Unit Measure	Rate per Trip
15	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
16	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
17	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
18	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
19	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
20	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
21	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
22	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
23	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
24	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
25	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	

Notes:

- Fees such as parking, motorway and bridge toll fees, and ferry use are all included in the above rates.
- Fuel cost is included for this category and shall **NOT** be reimbursed by IOM to the service provider.
- Greeter fee (at the airport exit gate, with an IOM sign or name plate) is included in the above rates.