

REQUEST FOR QUOTATION (RFQ)

RFQ Reference: **TD-IST-2024-0234**

Date: 13 May 2024

SECTION 1: REQUEST FOR QUOTATION (RFQ) for the Provision of Services for Transportation of Persons in Istanbul

International Organization for Migration (IOM) kindly requests prospective service providers (Transportation Companies) to submit the quotation for the Provision of Services for Transportation of Persons in Istanbul as detailed in Annex 1 of this RFQ.

This Request for Quotation comprises the following documents:

Section 1: This request letter

Section 2: RFQ Instructions and Data

Annex 1: Schedule of Requirements

Annex 2: Quotation Submission Form

Annex 3: Technical Offer

Annex 4: Financial Offer

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotations must be submitted separately as Technical Offer (using Annex 2: Quotation Submission Form, Annex 3 Technical Offer) and separately as Financial Offer Annex 4, by the method and by the date and time indicated. It is your responsibility to ensure that your offers are submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

Approved by:

Signature: _____

IOM Istanbul Procurement Unit

Date: 13 MAY 2024

SECTION 2: RFQ INSTRUCTIONS AND DATA

Deadline for the Submission of Quotation	<p>27 MAY 2024, 15:00, GMT+3</p> <p>If any doubt exists as to the time zone in which the quotation should be submitted, refer to http://www.timeanddate.com/worldclock/.</p>
Method of Submission	<p>Quotations must be submitted as follows:</p> <p><input checked="" type="checkbox"/> E-tendering <input type="checkbox"/> Email <input type="checkbox"/> Courier / Hand delivery</p> <p><input type="checkbox"/> Other Click or tap here to enter text.</p> <p>Bid submission address: iomturkiyetenders@iom.int</p> <ul style="list-style-type: none"> ▪ File Format: PDF ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Max. File Size per transmission: 8MB ▪ Mandatory subject of email as follows: For Technical Offer: TD-IST-2024-0234 – TECHNICAL OFFER For Financial Offer: TD-IST-2024-0234 – FINANCIAL OFFER ▪ Multiple emails must be clearly identified by indicating in the subject line “email no. X of Y”, and the final “email no. Y of Y”. ▪ It is recommended that the entire Quotation be consolidated into as few attachments as possible. ▪ The proposer should receive an email acknowledging email receipt. <p>Quotations should be sent in separate emails as follows:</p> <ul style="list-style-type: none"> - Separate e-mail for the Technical Offer - Separate e-mail for the Financial Offer <p>Non-compliance with this instruction shall result in rejection of the bid received.</p>
Cost of preparation of quotation	IOM shall not be responsible for any costs associated with a Supplier’s preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
Supplier Code of Conduct	All prospective suppliers must read the UN Supplier Code of Conduct and acknowledge that it provides the minimum standards expected of suppliers to the UN. The Code of Conduct, which includes principles on labour, human rights, environment and ethical conduct may be found at: Supplier Code of Conduct (ungm.org) .
Conflict of Interest	UN encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to UN 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.
General Conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the IOM General Conditions of Contract for provision of goods/services/transportation/medical services available at https://www.iom.int/do-business-us-procurement .
Eligibility	Bidders shall have the legal capacity to enter into a binding contract with IOM and to deliver in the country, or through an authorized representative.
Currency of Quotation	Quotations shall be quoted in USD
Duties and taxes	The International Organization for Migration is exempt from all direct taxes, except charges for public utility services, and is exempt from customs restrictions, duties, and charges of a similar nature in respect of articles imported or exported for its official use. All quotations shall be submitted net of any direct taxes and any other taxes and duties, unless otherwise specified below: All prices shall:

	<input type="checkbox"/> be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> be exclusive of VAT and other applicable indirect taxes
Language of quotation and documentation including catalogues, instructions and operating manuals	English
Documents to be submitted	Bidders shall include the following documents in their quotation: <input checked="" type="checkbox"/> Whole RfQ Document duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 2: Quotation Submission Form duly completed, signed and stamped <input checked="" type="checkbox"/> Annex 3: Technical Offer duly completed, signed and stamped and in accordance with the Schedule of Requirements in Annex 1 <input checked="" type="checkbox"/> Annex 4: Financial Offer duly completed, signed and stamped <input type="checkbox"/> Other Click or tap here to enter text.
Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
Price variation	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.
Price validity period	Prices are valid for 2 years contract duration.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days after receipt of goods, works and/or services and submission of payment documentation. <input type="checkbox"/> Other Click or tap here to enter text.
Contact Person for correspondence, notifications and clarifications	Focal Person: Mr. Emre SECER Mobile Number: +90 536 738 2840 E-mail address: procsupportist@iom.int The above e-mail procsupportist@iom.int should be used <u>only</u> for any potential questions/clarifications. Attention: Quotations shall not be submitted to this address. (Quotations received to procsupportist@iom.int , will not be considered for evaluation.)
Clarifications	Requests for clarification from bidders will not be accepted any later than 3 days before (24 MAY 2024) the submission deadline. Responses to request for clarification will be communicated through email and Tender Bulletin at IOM web page by 24 May 2024
Evaluation method	<input checked="" type="checkbox"/> The contract will be awarded to the lowest priced, most technically acceptable <input type="checkbox"/> Other Click or tap here to enter text.
Evaluation criteria	<input checked="" type="checkbox"/> Full compliance with all requirements as specified in Annex 1 <input checked="" type="checkbox"/> Full acceptance of the General Conditions of Contract <input checked="" type="checkbox"/> Comprehensiveness of after-sales services <input type="checkbox"/> Earliest Delivery /shortest lead time <input type="checkbox"/> Others (<i>for ex, environmental criteria/considerations, etc</i>)
Right not to accept any quotation	IOM is not bound to accept any quotation, nor award a contract or Purchase Order
Right to vary requirement at time of award	At the time of award of Contract or Purchase Order, IOM reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum 25% of the total offer, without any change in the unit price or other terms and conditions.
Type of Contract to be awarded	Service Agreement
Expected date for contract award.	03 June 2024
Policies and procedures	This RFQ is conducted in accordance with Policies and Procedures of IOM

UNGM registration	IOM is encouraging all suppliers to register at the United Nations Global Marketplace (UNGM) website at www.ungm.org . The Bidder may still submit a quotation even if not registered with the UNGM, however, if the Bidder is selected for Contract award of USD 100,000 and above, the Bidder is recommended to register on the UNGM prior to contract signature. For vendors who do not have the technical means to register in UNGM, the UNGM has implemented an assisted vendor registration functionality that allows IOM procurement personnel to add local vendors to the UNGM.
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ANNEX 1: SCHEDULE OF REQUIREMENTS

1. Description of Services

1.1 IOM requests prospective Service Providers (Transportation Companies) to submit their best priced proposals for providing different type of transportation services in relation to IOM needs with due consideration to the following requirements:

1.2 Monthly Rental Vehicles / Buses

No.	Description	Qty.	Unit Measure
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 wheelchairs+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.
- 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.

1.3 Daily Rental Vehicles / Buses

No.	Description	Qty.	Unit Measure
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
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.
- 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.

1.4 Rental Vehicles / Buses on trip basis

Description			
No.	Mini Van	Qty.	Unit Measure
1	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman Hotel – to/from Istanbul Airport	1	Trip
2	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
3	Mini Van (8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip
4	Mini Van (8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
5	Mini Van (8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip
6	Mini Van (8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip
7	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip
8	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman Hotel	1	Trip
9	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip

10	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip
11	Mini Van (8+1 seaters) to/from Gayrettepe Dedeman – to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip
12	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip
13	Mini Van (8+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip
No.	Mini Bus	Qty.	Unit Measure
1	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip
2	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip
3	Mini Bus (16+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip
4	Mini Bus (16+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
5	Mini Bus (16+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip
6	Mini Bus (16+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip
7	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip
8	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip
9	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip
10	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip
11	Mini Bus (16+1 seaters) to/from Gayrettepe Dedeman – to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip
12	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip
13	Mini Bus (16+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip
No.	Midi Bus	Qty.	Unit Measure
1	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip

2	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip
3	Midi Bus (25+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip
4	Midi Bus (25+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
5	Midi Bus (25+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip
6	Midi Bus (25+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip
7	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip
8	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip
9	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip
10	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip
11	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip
12	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip
13	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip
No.	Bus	Qty.	Unit Measure
1	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip
2	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip
3	Bus (45+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip
4	Bus (45+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
5	Bus (45+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip
6	Bus (45+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip

7	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip
8	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip
9	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip
10	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip
11	Bus (45+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip
12	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip
13	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip
No.	Sprinter	Qty.	Unit Measure
1	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip
2	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip
3	Sprinter (1 wheelchairs+8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip
4	Sprinter (1 wheelchairs+8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip
5	Sprinter (1 wheelchairs+8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip
6	Sprinter (1 wheelchairs+8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip
7	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip
8	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip
9	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip
10	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip

11	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip
12	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip
13	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	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.

General Notes:

- 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 Türkiye 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 24 months. In case the fuel price increased centrally by the Government of Turkey more than 15% in a year, then IOM is obliged to reconsider the prices.

- Year of manufacture of the buses should not be beyond 2022.
- Year of manufacture of the monthly rental Mini Vans should not be beyond 2022.
- 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.
- 1.5 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.
- 1.6 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.
- 1.7 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.



ANNEX 2: QUOTATION SUBMISSION FORM

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of their Technical Offer along with Annex 3: Technical Offer. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	TD-IST-2024-0234	Date: Click or tap to enter a date.

VENDOR INFORMATION SHEET¹

(Please fill it up, sign it and attach it to the Quotation package)



VENDOR INFORMATION SHEET

Vendor No. _____
Internal to IOM

Registered Vendor Name*: Mr. _____

Other Names/Acronyms _____

Address*

House No _____

Street Name _____

ZIP/Postal Code* _____

City* _____

Region* _____

Country* _____

Contact Information

Company Tel/Mobile: _____ Contact Person: _____

Company Email: _____ Contact Person: _____

Company Website: _____

Industry Category*:

<input type="checkbox"/> 0100 - Commercial Vendors	<input type="checkbox"/> 0500 - International Organizations - Non-UN
<input type="checkbox"/> 0200 - National CSOs	<input type="checkbox"/> 0600 - UN entities
<input type="checkbox"/> 0300 - National Government Entities	<input type="checkbox"/> 0005 - Individual Consultant/Non-Staff
<input type="checkbox"/> 0400 - International CSOs	

Business Type*:

Direct Producer/Manufacturing

Reseller/Distributor/Service Provider

Provide Services/Goods Internationally* Yes No

Disability-inclusive* Yes Not applicable

Women-owned/controlled*

At least 51% women-owned/controlled

Less than 51% women-owned/controlled

Not applicable

Environmental Statement* Yes No

Environmental or Energy Management System* Yes No

Notes

All fields marked with * are mandatory. The form may be returned if mandatory fields are missing/incorrect or in the wrong format (esp. Zipcode).

Vendor Name - should match IDs or registration documents.

If there is insufficient space, please use the **Other Information** section

Product Categories (check all applicable)*

<input type="checkbox"/> Agriculture, Livestock and Fisheries	<input type="checkbox"/> Fuels and Derivatives	<input type="checkbox"/> Legal and Investigation	<input type="checkbox"/> Power Supply and Electric
<input type="checkbox"/> Chemicals	<input type="checkbox"/> Furniture	<input type="checkbox"/> Logistics and Warehousing	<input type="checkbox"/> Quality Control and Environment
<input type="checkbox"/> Clothing and Luggage	<input type="checkbox"/> Hospitality, Events	<input type="checkbox"/> Media and Printing	<input type="checkbox"/> Security
<input type="checkbox"/> Construction	<input type="checkbox"/> Insurances	<input type="checkbox"/> Medical, Drugs and Pharma	<input type="checkbox"/> Social and Humanitarian Services
<input type="checkbox"/> Consultancy and Contracted Services	<input type="checkbox"/> IT and Communications	<input type="checkbox"/> NFIs – Household and Camps	<input type="checkbox"/> Tickets
<input type="checkbox"/> Finance and Administration	<input type="checkbox"/> Land and Buildings	<input type="checkbox"/> Office Equipment and Supply	<input type="checkbox"/> Tools and Machinery
<input type="checkbox"/> Food and Beverage	<input type="checkbox"/> Learning, Training and Recreation	<input type="checkbox"/> Personal Care	<input type="checkbox"/> Vehicles and Accessories

UNGM No. _____ <https://www.ungm.org/UNI/User/Home>

UN Partner Portal Reference _____ <https://www.unpartnerportal.org>

Registration Date* _____

VAT Number _____ Country of Operations (dd-mmm-yyyy)

Licensing Auth./Type _____ **License No.:** _____ **Reg. Date:** _____ **Expiry Date:** _____

For additional licenses, please use the Other Information Section dd-mmm-yyyy dd-mmm-yyyy

Partner Entities (indicate if there are other relevant business partner accounts already registered in IOM. *Format: Account Number-Name*)

Same entity registered in another office _____

Parent company _____

Subsidiaries/Branches _____

Other Information:



VENDOR INFORMATION SHEET

Section II: Payment and Banking Information

Payment Details

Payment Method* Bank Transfer Check** Cash** Others** _____
 Justification for Non-Bank Payment Method** _____

Notes

Payment currency of the vendor MUST be clearly marked in order to avoid additional bank charges and/or delay in payments.
 Non-bank payment methods require justification.

Bank Details (mandatory if Payment Method is via Bank Transfer):

Bank Name _____
 Bldg and Street _____
 City _____
 Postal Code _____
 Country _____
 Bank Account Name _____
 Bank Keys _____
 Account Currency _____
 Bank Account No. _____

***Depending on the country**

Swift Code/BIC (accounts outside U.S.A.) _____
 IBAN Number (mandatory for banks in Europe) _____
 Clearing No. (CHF accounts in Switzerland) _____
 ABA No. for ACH (USD accounts in U.S.A.) _____
 Bank Branch Code _____

Notes

If there are multiple bank accounts, please add an extra sheet, and mark the default bank account.

If awarded, please submit ID/Registration, signed IOM Supplier Code of Conduct and Proof of Banking Details to IOM

I hereby certify that the information above are true and correct. I am also authorizing IOM to validate all claims with concerned authorities.

 Printed Name

 Position/Title

 Signature

 Date

BIDDER'S DECLARATION OF CONFORMITY²

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I hereby represent and warrant that neither the Supplier, nor any person having powers of representation, decision-making or control over it or any member of its administrative, management or supervisory body, has been the subject of a final judgement or final administrative decision for one of the following reasons: bankruptcy, insolvency or winding-up procedures; breach of obligations relating to the payment of taxes or social security contributions; grave professional misconduct, including misrepresentation, fraud; corruption; conduct related to a criminal organisation; money laundering or terrorist financing; terrorist offences or offences linked to terrorist activities; child labour and other trafficking in human beings, any discriminatory or exploitative practice, or any practice that is inconsistent with the rights set forth in the Convention on the Rights of the Child or other prohibited practices; irregularity; creating or being a shell company.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier is financially sound and duly licensed.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has adequate human resources, equipment, competence, expertise and skills necessary to complete the contract fully and satisfactorily, within the stipulated completion period and in accordance with the relevant terms and conditions.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier complies with all applicable laws, ordinances, rules and regulations.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will in all circumstances act in the best interests of IOM.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that no official of IOM or any third party has received from, will be offered by, or will receive from the Supplier any direct or indirect benefit arising from the contract.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier has not misrepresented or concealed any material facts during the contracting process.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier will respect the legal status, privileges and immunities of IOM as an intergovernmental organization.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that neither the Supplier nor any persons having powers of representation, decision-making or control over the Supplier or any member of its administrative, management or supervisory body are included in the most recent Consolidated United Nations Security Council Sanctions List (the "UN Sanctions List") or are the subject of any sanctions or other temporary suspension. The Supplier will immediately disclose to IOM if it or they become subject to any sanction or temporary suspension.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier does not employ, provide resources to, support, contract or otherwise deal with any person, entity or other group associated with terrorism as per the UN Sanctions List and any other applicable anti-terrorism legislation.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that, the Supplier will apply the highest ethical standards, the principles of efficiency and economy, equal opportunity, open competition and transparency, and will avoid any conflict of interest.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I further represent and warrant that the Supplier undertakes to comply with the Code of Conduct, available at https://www.ungm.org/Public/CodeOfConduct .

² This form is mandatory to fill in and sign by every vendor who submits quotation

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	It is the responsibility of the Supplier to inform IOM immediately of any change to the information provided in this Declaration.
<input type="checkbox"/>	<input type="checkbox"/>	On behalf of the Supplier, I certify that I am duly authorized to sign this Declaration and on behalf of the Supplier I agree to abide by the terms of this Declaration for the duration of any contract entered into between the Supplier and IOM.
<input type="checkbox"/>	<input type="checkbox"/>	IOM reserves the right to terminate any contract between IOM and the Supplier, with immediate effect and without liability, in the event of any misrepresentation made by the Supplier in this Declaration.

Signature: _____

Name:

Title:

Date:

ANNEX 3: TECHNICAL OFFER – SERVICES

Bidders are requested to complete this form, sign it and return it as part of their Technical Offer along with Annex 2 Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	TD-IST-2024-0234	Date:

Technical Offer

Provide the following:

The Technical Offer shall be in a separate document, provides the following information using the Service Provider’s preferred template:

Quotations should be sent in separate emails as follows:

- **Separate e-mail for the Technical Offer**
- **Separate e-mail for the Financial Offer**

Non-compliance with this instruction shall result in rejection of the bid received.

3.1 Administrative Documents

- i. Chamber of commerce
- ii. Official gazette
- iii. Taxation cards
- iv. Authorized signature list
- v. Association of Turkish Travel Agencies (TURSAB) Registration Document

3.2 A brief description of the Service Provider’s profile and past performance/experience of the same type of the requested activity. Experience and Reference Contact Information (project names, description, status, reason for relevance, roles and responsibilities):

- i. Relevant Contractual projects (UN Agencies)- if any.
- ii. Relevant Contractual projects (EU Agencies) - if any.
- iii. Relevant Contractual projects (Others) - if any.

ANNEX 4: FINANCIAL OFFER

Bidders are requested to complete this form, sign it and return it as part of their quotation with separate email. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:		
RFQ reference:	TD-IST- 2024-0234	Date:

Quotations should be sent in separate emails as follows:

- Separate e-mail for the Technical Offer
- Separate e-mail for the Financial Offer

Non-compliance with this instruction shall result in rejection of the bid received.

4. Financial Offer

Currency of Quotation: USD

4.1 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 wheelchairs+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.

4.2 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		
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.

4.3 Rental Vehicles / Buses on trip basis

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

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

9	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip	
10	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip	
11	Midi Bus (25+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
12	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip	
13	Midi Bus (25+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip	
No.	Bus	Qty.	Unit Measure	Rate per Trip
1	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
2	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
3	Bus (45+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip	
4	Bus (45+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip	
5	Bus (45+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip	
6	Bus (45+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip	
7	Bus (45+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
8	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
9	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip	
10	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip	
11	Bus (45+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
12	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip	
13	Bus (45+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	1	Trip	

No.	Sprinter	Qty.	Unit Measure	Rate per Trip
1	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Istanbul Airport	1	Trip	
2	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Sabiha Gökçen	1	Trip	
3	Sprinter (1 wheelchairs+8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Istanbul Airport	1	Trip	
4	Sprinter (1 wheelchairs+8+1 seaters) to/from Bostancı Dedeman Hotel – to/from Sabiha Gökçen	1	Trip	
5	Sprinter (1 wheelchairs+8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Istanbul Airport	1	Trip	
6	Sprinter (1 wheelchairs+8+1 seaters) to/from Maltepe Dreamhill Hotel – to/from Sabiha Gökçen	1	Trip	
7	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman – to/from Medical Facilities within the Sisli Territory, Amerikan, Memorial	1	Trip	
8	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Gayrettepe Dedeman	1	Trip	
9	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Bostancı Dedeman Hotel	1	Trip	
10	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Maltepe Dreamhill Hotel	1	Trip	
11	Sprinter (1 wheelchairs+8+1 seaters) to/from Gayrettepe Dedeman– to/from Taksim (Consulates of Italy/Belgium/Germany)	1	Trip	
12	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from PDMM Kumkapı	1	Trip	
13	Sprinter (1 wheelchairs+8+1 seaters) to/from Esentepe, Sisli – to/from Pakistan Consulate General at 4. Levent	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.

Compliance with Requirements

	You Responses		
	Yes, we will comply	No, we cannot comply	If you cannot comply, pls. indicate counter proposal
Delivery Lead Time	<input type="checkbox"/>	<input type="checkbox"/>	
Validity of Quotation	<input type="checkbox"/>	<input type="checkbox"/>	
Payment terms	<input type="checkbox"/>	<input type="checkbox"/>	
Other requirements [pls. specify]	<input type="checkbox"/>	<input type="checkbox"/>	

<p>I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.</p>	
<p><i>Exact name and address of company</i></p> <p>Company Name</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature(s):</p> <p>Date:</p> <p>Name:</p> <p>Title of Authorised Signatory:</p> <p>Email Address:</p>