DANISH REFUGEE COUNCIL

Annex F - Terms of Reference (ToR)

DRC-LBY-TIP-ITB-2023-001– Provision of Driver and Vehicle Rental

Introduction

This document provides information on the specification required for the procurement of

- Rental vehicles
- Drivers

Suppliers are requested to ensure that they only submit bids whereby the product or service being offered meets the minimum specification stated in this document

Rental Vehicles

All rental vehicles offered should meet the following specification:

- 2019 model or later
- Automatic transmission (where possible)
- Fuel type: petrol
- Air conditioning
- Safety equipment: fire extinguisher, spare tyre, seatbelts, airbags, warning triangle, first aid kit

Vehicles should be provided in a clean condition, both interior and exterior.

All requested vehicles (except trucks – Lot 5 & 6) are to be delivered to the DRC office (unless otherwise stated), close to the Disability Hospital, Janzour District, Tripoli. Suppliers are to ensure that vehicles are delivered no later than 15 minutes prior to the requested shift time.

Vehicle Insurance

Suppliers are requested to provide fully comprehensive vehicle insurance in their bid submissions. The insurance should cover:

- Collision insurance – covers damage caused to the rental vehicle
- Liability insurance – covers damage caused to other people's vehicles
- Personal liability insurance – covers medical expenses of any injured parties.

The cost of insurance should be included in the supplier's bid submission for each vehicle rental.

Drivers

Rental drivers should meet the following minimum specification:

- Hold a valid Libyan driver's licence.
- Have a minimum of 5 years' experience as a professional driver.
- Knowledge of English language preferred

Please note – no single driver should work more than 48 hours per week.

Sub-contracting

For this particular tender DRC will only engage with direct suppliers of the requested services. Any services offered through sub-contracting will be dismissed.

Please contact Supply Chain Coordinator, Thomas Winter - thomas.winter@drc.ngo if you require further clarification. Closing date for clarifications is 01st June, 2023 – 17:00 PM