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| crslogo | **CRS Country IS ISSUING A REQUEST FOR QUOTE (RFQ) FOR****CAR RENTALS** **RFQ No: enter RFQ number**Date |

Dear Sir/Madam

**Subject: Request for quotation**

**CRS programs overview**

**Brief description of CRS program in the country**.

**This request for quotation is for Car Rental services.**

1. **IMPORTANT NOTICE:**
2. Vendors can apply for all or part of the services required as partial applications will be accepted by CRS.
3. Carefully fill out the terms and conditions section.
4. Application should include “tender book” and all other required information and sample when applicable.
5. For inquiries please email: **enter email address** . Ensure Tender number is quoted in the email subject line
6. CRS is not bound to accept the lowest price but will also consider the quality, delivery time and other specifications.
7. CRS reserves the right to choose more than one vendor and/or to split the tender between two or more suppliers and to divide the bid without mentioning the reasons.
8. CRS will select a vendor based on the following criteria: proposed price; quality of services; delivery time; mode of payment (advance, post-delivery, combination of the two); past experience in working with NGOs, UN agencies or companies for a similar type and scale of services as well as vendor flexibility and willingness to work with CRS.
9. Successful supplier will enter into Enter contract duration contract for the required services.
10. Bidders shall comply with the policies and regulations as indicated in the contract template annexed to this tender.
11. The vendor cannot claim any costs not captured in the prices provided. Arithmetical errors will be rectified 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. If the Supplier/Vendor does not accept the correction of errors, its Quote will be rejected. If there is a discrepancy between words and figures the amount in words will prevail.
12. The VAT costs should be clearly indented in the tender book.
13. Price should be submitted in **Enter Currency**.
14. Prices should be comprehensive in that they include insurance costs, and all **Country** Government taxes.
15. The vendor should submit a tax invoice.
16. The vendor abides to deliver services as noted in the tender book.
17. The vendor agrees to submit the actual prices in the tender book and agrees to hold these prices for the duration of **enter number of month months from tender submission date**.
18. The vendor shall provide:
	1. Full legal address, with Registration of Business Certificate, VAT / Tax Certificate
	2. Copy of Registration of Business Certificate
	3. Copy of VAT / Tax Certificate
	4. Proof of VAT payment for the past **enter number of years** years
	5. Reference of and reference contact information for similar work performed with International organization and/or INGO.
	6. The offers shall be complete in all aspects, signed, stamped and dated clearly.
19. CRS reserves its rights to reject any or all bids.

**Tender submission**

**For email submission:**

Interested parties must submit their application by email to: **enter email address**, **no later than** Date **at** Time **hours.**  Any bids received after the deadline will not be considered.

Email subject line must indicate**: Transportation Services\_RFQ # enter RFQ number\_ Applicant Company’s name.**

Or

**For paper based submission**

Interested parties must submit their application **no later than** Date **at** Time **hours at CRS Office located enter CRS office address.**

On sealed envelope labeled with **Transportation Services\_RFQ # enter RFQ number\_ Applicant Company’s name**.

**Only closed and sealed** bids will be considered.

Any bids received after the deadline will not be considered.

**Part 1: MONTHLY CAR RENTAL SERVICE WITH DRIVER FOR ENTER VEHICLE TYPE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Model** | **Fuel** | **Year** | **Unit Cost (per car -Monthly rates)(Enter Currency)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

* **Please define terms and conditions based on your offer above. (Maintenance, insurance, replacement in case vehicle damage, responsibility of regular previews that are asked by Country Government etc...**

|  |
| --- |
| **Signature with company stamp:** |
| (Name) | (Title) |
| (Signature) | (Date) |

|  |  |  |  |
| --- | --- | --- | --- |
| **Model** | **Fuel** | **Year** | **Unit Cost (per car -Monthly rates)(Enter Currency)** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

**Part 2: MONTHLY VEHICLE RENTAL SERVICE WITH DRIVER FOR ENTER VEHICEL TYPE**

* **Please define terms and conditions based on your offer above. (Maintenance, insurance, replacement in case vehicle damage, responsibility of regular previews that are asked by Country Government etc...**

|  |
| --- |
| **Signature with company stamp:** |
| (Name) | (Title) |
| (Signature) | (Date) |

1. OTHER INFORMATION
2. Are you willing to accept monthly payment method? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. Do you agree to keep the price for **enter number of month months** from the tender submission date? If not, what is the maximum time you would agree to keep the price in your bid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Reference contact (indicate NGO/Company name; contact details (name and position)) for similar work performed in the past 3 years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **Contact person name** | **Contact person Title** | **Telephone and email address** | **Description of service provided including quantity per month** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **VENDOR INFORMATION**

|  |  |
| --- | --- |
| Company name |  |
| Representative name |  |
| Legal address |  |
| Business registration |  |
| Tax registration # |  |
| Company creation date |  |
| Telephone # |  |
| E-mail address |  |

The name and title of the person authorized to sign the contract and/or Purchase Order:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Signature with company stamp:** |
| (Name) | (Title) |
| (Signature) | (Date) |

**Specifics comments on the offer:**