

**YW/TENDER/04/2024**

**INVITATION FOR TRANSPORT BIDS (ONE-YEAR CONTRACT).**

YOUTH WINGS (YW) is a Youth-Led CSO based in Arusha whose purpose is to respond to the rights and needs of young generations caught up in the turbulence in achieving their ambitions to reach their fullest potential. YOUTH WINGS is dedicated to advocates for the improvement of health services, economic opportunities and equity social wellbeing of Tanzanian youths who are vulnerable to contract HIV. It expands its interventions to all parts of mainland Tanzania with the focus on comprehensive public health and mental health, human rights, gender equality, social inclusion, governance and community economic empowerment. YOUTH WINGS is registered with NGO No. 24 ya 2002, dated 08, July, 2014 No.00NGO/R1/00462. YOUTH WINGS works as a sub-recipient in partnership with FHI360 in implementing meeting target and maintaining epidemic control (EpiC) project supported by USAID through the Ministry of Health (MoH). The goal of EpiC project is to support government's effort in providing strategic technical assistance and direct service delivery to break through barriers to 95-95-95 and promote self-reliant management of national HIV programs by improving HIV case-finding, prevention and treatment programming. EpiC Project is implemented in of Meru-DC and Arusha CC in Arusha region. The EpiC project is implemented in effective cooperation with the Local Government Authority in supporting targeted prevention and case-finding strategies at the community level amongst the targeted populations.

YOUTH WINGS is pleased to invite qualified and experienced car rental service providers to submit bids for a one-year contract, with the possibility of contract extension for one more year based on desirable performance in the first year of the contract. We are seeking reliable and reputable vendors to provide transportation services to support our organization's activities and initiatives.

**REQUIREMENTS:**

**CATEGORY A:** Vehicle & Service Specifications.

**1. Rental Period:** The contract will be for one year, starting from **October 2024 to September 2025.**

**2. Vehicle Requirements:**

- We require one car in good condition, including a cruiser and/or Prado, with seating capacity for minimum of 8 passengers.
- Vehicles must be clean, well-maintained and equipped with safety features.
- The vehicle should be 4WD/AWD.
- The vehicle should have 5 doors.
- The vehicle should be in a good condition (internal and external).
- The vehicle should have a comprehensive insurance.
- The vehicle should have been inspected and has qualified from all the responsible authorities.

### 3. Service Requirements:

- Provide a professional and courteous driver with each rental vehicle.
- Ensure timely and reliable transportation services for our organization's activities, meetings and events.
- Adhere to all safety regulations and traffic laws.
- Maintain proper insurance coverage for rented vehicles.
- The bidder should have more than one qualified driver that will reach the above requirements so as can be used as a backup plan.
- The bidder should have more than one car if we need more than one car on the same day of our activities or incase the one on service has a default.

### 4. Pricing:

- Bidders should provide a detailed pricing structure, including daily and monthly rates, for each vehicle type offered.
- Prices should be inclusive of fuel, insurance, and any applicable taxes or fees.
- The contract may include provisions for mileage limits and additional charges for excess mileage.

### 5. Bid Submission Deadline:

- All bids must be received by **14<sup>th</sup> October 2024 5:00PM** at [procurement@youthwings.or.tz](mailto:procurement@youthwings.or.tz). Late submissions will not be considered.

### 6. Evaluation Criteria: bids will be evaluated based on the following criteria.

- Competitive pricing.
- Vehicle quality and age.
- Vendor's reputation and experience.
- Compliance with contract terms and conditions.
- Availability and responsiveness of customer support.

### 7. Contract Award: The contract will be awarded to the bidder whose proposal best meets the organization's needs and represents the best value for money.

## CATEGORY B:

### SUPPLIER ATTACHMENTS:

A prospective bidder must have an operational office in the region where the services are required. The supported documents required for the bid are as follows.

- Application letter.
- Company registration.
- Vat Registration Number (VRN).
- TIN Number.
- Business license.
- An updated CV for service provision.

### See the table below

NO	Previous Companies/Customers you worked with	Time frame of the contract ie DD/MM/YY	Contacts of the Customers
1			
2			
3			

### Attach the list of cost per kilometer (inclusive VAT if registered). See the table below.

No	Description	Cost per Kilometers per day TZs
1	Total cost per day (inclusive fuel cost, Driver allowance, maintenance)	
2	Total cost per day without Fuel used NB The organization will cover the fuel cost without driver allowance and maintenance	

### Read Also:

A bidder should have a well-trained driver with license, who observe Health, Safety and Environment at the workplace. At least three years of experience at the same field. Documents that show your car numbers and physical address of operation.

YOUTH WINGS reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to the contract award, without thereby incurring any liability to bidders. The YOUTH WINGS is under no obligation to accept the lowest proposal. Late proposals, proposals not received shall not be accepted for evaluation irrespective of the circumstances.

Bids will be reviewed on **18<sup>th</sup> October 2024**. A prospective bidder having any question regarding this tender shall send an email three days prior to the due date and time for submission of offers to the following address: [procurement@youthwings.or.tz](mailto:procurement@youthwings.or.tz) . We look forward to receiving your proposals and working with a dedicated and reliable car rental service provider to support the mission and activities of YOUTH WINGS Organization. **NB: Closing date will be Monday, 14<sup>th</sup> October 2023.**