**TENDER TO PROVISION OF VEHICLE HIRE FOR THE ACTIVITIES.**

**TENDER NO: BID-PSA/002/01/2025**

**Background/Context**

Puntland Youth and Social Development Organization(PSA) seeks to  facilitate inclusive political agreements, address grievances, promote democratic processes, strengthen local governance, and enhance accountability between citizens and the state by supporting political settlement, conciliation, democratization, and social contract initiatives.

We are seeking the bids of provision of Vehicle hire for the activities.

**Scope of Work**

**The scope of works shall entail the following;**

1. Provision of vehicle hire for the activities in a period of six days.

**Requirements from the Service Provider**

PSA is looking for vendors with capacity to provide the services.

**The service provider must provide the following documents**

1. **Technical Proposal**

The Technical Proposal must detail the following

1. **Experience in similar.**

Attach Local Purchase Orders for similar previous work.

1. **Certified copy of the driver’s license.**
2. **Current registration certificate.**
3. **Latest tax receipt or proof of payment of tax.**
4. **Certified copy of all pages of the vehicle Logbook with the generality of proprietors.**
5. **Financial Quotation**

Provide the total prices for the following items.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **DESCRIPTION (Technical specifications** | **Frq** | **QTY**  |
| 1 | Vehicle for Officials | 1 | 1 |
| 2 | Vehicle for remote area | 1 | 1 |
| 3 | Vehicle for Outreach | 1 | 1 |
| 4 | Vehicle for Escort | 1 | 1 |

The Format of the financial proposal to indicate lumpsum costs has been provided.

**Instructions to suppliers**

1. **Interested service providers must submit their applications using the application forms in the link.**
2. The proposal shall be reviewed based on set criteria. Technical Proposal shall take maximum of 70% while the Financial proposal to carry 30%.

All vendors interested must deliver their Technical and financial proposal to our offices latest **15 January 2025** by **5.00 PM** local time. The interested service providers can also send tenders through email procurement@psasomalia.org. Any submissions past the deadline will be rejected.

**Instructions for submission (Can be delivered through email or Physical delivery):**

1. **Physical delivery:** (i) Deliver in a sealed envelope (ii) Indicate Tender Number in the envelope.
2. Email: Send with the subject email indicating the TENDER NUMBER.

You are requested to ask any questions through 0907020036 or through email: procurement@psasomalia.org

1. The selected vendor will be awarded the agreement on **16 January 2025.**
2. All the service providers must comply with PSA Prevention of Sexual Exploitation and Abuse (PSEA) guidelines
3. **FINANCIAL PROPOSAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION (Technical specifications** | **Frq** | **QTY**  | **Rate ($)** | **Amount ($)** |
| 1 | Vehicle for Officials | 1 | 1 |  |  |
| 2 | Vehicle for remote area | 1 | 1 |  |  |
| 3 | Vehicle for Outreach | 1 | 1 |  |  |
| 4 | Vehicle for Escort | 1 | 1 |  |  |
|  | **Total** |  |  |  |  |

**Authorized by Supplier:**

**Company Name:**

**Contact Person:**

**Position:**

**Date:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Stamp:**