

JHPIEGO

REQUEST FOR QUOTATION FOR THE PROVISION OF CAR HIRE SERVICES

BACKGROUND

Jhpiego Corporation, an affiliate of Johns Hopkins University, is an international non-profit, non-governmental organization that works to improve the health of women and families throughout the world.

Jhpiego Nigeria and its project sites seeks reputable and reliable car hire services companies to provide car hire services in **Abuja (Federal Capital Territory), Jigawa, Taraba and Sokoto States.**

Vendors should provide most competitive fixed rates for their services that will be valid for the next **twelve (12) months**. Interested vendors are encouraged to read the entire document to ensure that they have a clear understanding of Jhpiego requirements before submitting a bid.

(1.1) DESCRIPTION OF SERVICE:

Car hire services in Abuja (Federal Capital Territory), Jigawa, Taraba and Sokoto States, inclusive of all Local Government Areas (LGAs) using the state capital as take off point

Quotations should include:

- Airport drop off and pick up
- Hourly rates (Pick up and drop off inclusive)
- Rate from state capital to each LGAs within the state
- Full day rates
- Interstate rates (To all state capital in Nigeria)

Vendors should submit bids that are well labelled accordingly, based on the state(s) of interest.

(2.1) QUOTATION SHOULD INCLUDE THE FOLLOWING;

- Proof or license to offer required services as given by the responsible
- Quote must be valid for the next 12 months, i.e., January -December 2024.
- Payment terms if different (preferably Net 30).

(3.1) ELIGIBILITY

All vendors should provide the following;

- Certificate of registration/incorporation, memorandum and articles of association and valid Tax Identification Number (TIN).
- Vendor must be a licensed/authorized vendor for services to be rendered (please provide supporting documentation).
- Company profile (briefly reflecting the core competencies, key management personnel and clearly stating the physical verifiable office address, mobile number and e-mail address).
- Minimum of three (3) reputable references active within the last three years' form clients/organization.
- Note that applicable government taxes will be deducted prior to making payments for services provided.

(4.1) DELIVERY ADDRESS

All bids should be addressed and sent to:

The Procurement Committee

Plot 971, Reuben Okoya Crescent,

Off Okonjo Iweala Road, Wuye

Abuja.

(5.1) COMMUNICATION

Please send all enquiries via e-mail to nigeriabidqueries@jhpiego.org

(6.1) CLOSING DATE

The closing date for the submission of bids is at **4pm WAT on 31 October, 2023.**