



Turkey
CRS IS ISSUING A TENDER FOR
CAR RENTALS BASED IN ANTAKYA AND GAZIANTEP

Tender No: 857/2
February 2017

Dear Sir/Madam

Subject: Request for quotation

The CRS/Turkey Country Program is responding to the political crisis in Syria and is currently implementing a myriad of humanitarian response programs. Its programs work to assist vulnerable conflict-affected Syrians in Northern Syria and Turkey through the provision of food baskets and flour, implementation of small-scale water and agricultural initiatives, distribution of non-food items for winter, and organization of psychosocial assistance for refugee children in Turkey through child-friendly spaces (CFS). All activities are implemented through three local partners, one in Syria and two in Turkey. CRS is registered with the Government of Turkey.

This request for quotation is for Car Rental services which will base in Antakya and Gaziantep.

A. IMPORTANT NOTICE:

1. Vendors can apply for all or part of the services required as are partial applications will be accepted by CRS.
2. Carefully fill out the terms and conditions section.
3. Application should include “tender book” and all other required information and sample when applicable.
4. For inquiries please email: TR_Procurement@crs.org . Ensure Tender number is quoted in the email subject line
5. CRS is not bound to accept the lowest price but will also consider the quality, delivery time and other specifications.
6. 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.
7. 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.
8. Successful supplier will enter into one-year contract for the required services.
9. Bidders shall comply with the policies and regulations as indicated in the contract template annexed to this tender.
10. 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.
11. The VAT costs should be clearly indented in the tender book.
12. Price should be submitted in **US DOLLAR**.
13. Prices should be comprehensive in that they include insurance costs, and all Turkish Government taxes.

14. The vendor should submit a tax invoice.
15. The vendor abides to deliver services as noted in the tender book.
16. The vendor agrees to submit the actual prices in the tender book and agrees to hold these prices for the duration of **one year from tender submission date**.
17. The vendor shall provide:
 - a. Full legal address, with Registration of Business Certificate, VAT / Tax Certificate of the applicant
 - b. Copy of Registration of Business Certificate
 - c. Copy of VAT / Tax Certificate
 - d. Reference of and reference contact information for similar work performed with International organization and/or INGO.
 - e. The offers shall be complete in all aspects, signed, stamped and dated clearly.
18. CRS reserves its rights to reject any or all bids.

Tender submission

Interested parties must submit their application by email to: TR_Contractors@global.CRS.ORG, **no later than 20th - March 2017 at 17:00 hours**. Any bids received after the deadline will not be considered.

Note: Application email subject line must indicate: **Tender reference number_ Transportation Services #857/2_ Applicant Company's name**.

Bill of Quantities

Part 1: MONTHLY CAR RENTAL SERVICE FOR COMPACT/SEDAN (DIESEL ENGINE) CARS

Model	Year	Unit Cost (per car -monthly) (\$)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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

Part 2: MONTHLY CAR RENTAL SERVICE WITH DRIVER FOR COMPACT/SEDAN (DIESEL ENGINE) CARS

Model	Year	Unit Cost (per car -monthly) (\$)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

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

B. OTHER INFORMATION

1. Are you willing to accept monthly payment method? _____.
2. Do you agree to keep the price for one year from the tender submission date? If not, what is the maximum time you would agree to keep the price in your bid? _____
3. 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

- Please confirm you will be responsible for Stamp tax payment to the respective government authority (s) and he will provide to CRS a copy of the Stamp tax payment receipt as a prof of payment.

C. VENDOR INFORMATION

Company name	
Representative name	
Legal address	
Business registration	
Tax registration #	
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: