

SPECIFICATIONS

I. General information

Title of the mission	Selection of a vehicle rental company with drivers for the transport of people in Liberia
Recipient(s)	Projects Expertise France in Liberia
Country	Liberia
Form of contract	Single contract with order form without minimum amount and with a maximum amount
Period of validity	12 months from the notification of the contract (renewable 3 times for an equivalent duration, but the total duration of the contract may not exceed 4 years)

II. Background and rationale for the need

Agence publique, Expertise France is the interdepartmental player in international technical cooperation, a subsidiary of the French Development Agency (AFD group). Second largest agency in Europe, it designs and implements projects that sustainably strengthen public policies in developing and emerging countries. Governance, security, climate, health, education... It works in key areas of development and contributes to the implementation of the Sustainable Development Goals (SDGs) alongside its partners. Expertise France has been present in Liberia since 2024, where it leads projects for health and economic and agricultural development.

In order to ensure the implementation of its activities on national territory, Expertise France wishes to use the services of a car rental company with drivers for the transport of its staff, consultants and guests.

III. Purpose and objective of the requested service

Expertise France is seeking to conclude a single-tenderer's framework agreement for a 12-month period from the date of notification of the contract, which may be renewed up to three times for an equivalent term, with the total duration of the contract not exceeding four years, the services are provided satisfactorily. The objective of the framework agreement is to fix the unit costs for renting a vehicle with driver in the localities concerned over the specified period, to enable Expertise France's staff and projects to carry out their activities without interruption while benefiting from an efficient, safe and reliable transport service.

IV. Place of supply

Monrovia (departure and return of vehicles) and through the national territory, to and in the following counties:

- Bomi County
- Bong County
- Gbarpolu County
- Grand Bassa County
- Grand Cape Mount County
- Grand Gedeh County
- Grand Kru County
- Lofa County
- Margibi County (lower)
- Margibi County (rural)
- Maryland County
- Montserrado County (lower)
- Montserrado County (rural)
- Nimba County
- Rivercess County
- River Gee County
- Sinoe County

V. Details of the benefit

The service provider shall provide the following services:

- Inclusion of a driver;
- Inclusion of a driver, with stay (overnight);
- Transport the staff, consultants and guests of Expertise France throughout the national territory;
- Welcome and accompany the hosts of Expertise France to Monrovia International Airport by day or night;
- Fuel package included and not included;
- For missions inside the country (all regions mentioned above), ensure the driver's support (accommodation and food in case of travel with overnight stays);
- Make available cars adapted to the routes and road conditions and that can be made available simultaneously.

1) Technical specifications for vehicles

Types of vehicles

The contractor must be able to provide vehicles of the following types:

- Light vehicle (city) type Toyota Corolla, Hyundai Sedan or equivalent, capable of driving on tarred and non-tarred roads;
- 4x4 vehicle type Toyota Land Cruiser, Prado or equivalent, capable of driving in the interior of the country (in the counties mentioned above), on unpaved, sandy and uneven roads.

Standards to be met

- Punctuality: the service must be provided in accordance with the agreed date and time.
- Condition of vehicles: the lessor will provide Expertise France with recent vehicles (showing less than 60,000 km on the meter), diesel or petrol, air-conditioned, with central locking, in very good general operating condition, cleanliness and safety (brakes, tires, suspensions, chassis, engine) and with all options. Functional seat belts.
 - 4x4 vehicles must have the following equipment and accessories:
 - Complete troubleshooting tools: (spare wheels, jack, board kit, first aid kit, fire extinguisher, signaling triangle, flashlight...);
 - Liberia road map;
 - First aid kit;
 - Ensure that all seats in the vehicle are equipped with seat belts;
 - Towing device (GPS)
 - Have two (2) spare wheels on long-distance missions and on roads that are not in good working condition (difficult terrain during the rainy season, unpaved or degraded roads).
 - Light duty vehicles (for the city) must have the following equipment and accessories:
 - First aid kit.
 - Ensure that all seats in the vehicle are equipped with seat belts
 - A spare wheel and the necessary wheel change
 - Signaling triangle
- A car safety envelope must be made available to drivers for punctures and minor repairs. The safety envelope should be renewed regularly according to use.
- Vehicles must be listed in a table detailing specifications: make, type, fuel, basic mechanical information, insurance details (etc...). Each addition or deletion must be subject to an update of the table and must be communicated to Expertise France.

- The service provider must guarantee that it is the sole owner of the vehicles.
- **Papers:** all vehicles made available to Expertise France will have their papers in good standing (insurance, registration, technical inspection, registration card, etc.) according to the regulations in force in Liberia. Note that the contractor must guarantee to be the sole owner of the vehicles.
- **Drivers:** the provider will be responsible for ensuring that the drivers are professional, experienced, have a perfect command of the English language (read, written and spoken) and that their license is in good standing with the Liberian authorities. The driver's pick-up (salary, insurance, per diem, accommodation...) will be provided by the renter.
- In case of absence of the driver during the execution of a mission (due to illness, family problem, etc.) the service provider must provide as soon as possible a replacement driver who meets the same conditions initially requested in the specifications.
- **Mileage:** mileage is unlimited.
- **Delivery of vehicles:** The vehicles will be delivered directly to the Expertise France office in Monrovia or at any specified location. Vehicles will be delivered with full fuel. The vehicles are delivered after their systematic verification (condition of the body and the lights, administrative documents, fuel level, tire condition and presence of equipment and accessories mentioned above).
- **Insurance:** the service provider undertakes to have previously contracted the necessary insurance for the vehicle and the persons transported and to cover all damages that may be caused to third parties by the vehicle. The vehicles are insured by the renter and a valid insurance certificate will be available in each vehicle. The vehicles are insured in civil liability with the renter's insurer and an insurance certificate will be given to Expertise France. In the event of a traffic accident, the full responsibility rests with the bidder.
- Expertise France cannot be held responsible for acts of vandalism, looting or other damage suffered by the vehicle during the rental period.
- **Maintenance and servicing:** The service provider must guarantee that the vehicles made available to Expertise France have undergone a technical inspection in accordance with the regulations. The costs of maintenance and periodic maintenance of vehicles are the responsibility of the service provider. A vehicle maintenance will be required each month. This maintenance will include at least:
 - Cleaning the interior and exterior of the vehicle;
 - The oil, coolant and fuel supplies;
 - Checking the tyre pressure;
 - Repair or replacement of worn and defective parts, including those related to the safety of the vehicle.

The service provider will indicate in its offer the name and address of the garage responsible for preventive maintenance of its vehicles.

- **Repairs:** in case a vehicle needs to undergo a specific or routine repair, the renter must inform Expertise France and must provide an estimate of the required repair time. The renter must provide a spare vehicle within 6 hours, and for the remaining rental period, if applicable. The renter undertakes to repair the vehicle in case of breakdown or accident caused to the vehicle or a third party by the driver of the vehicle. All costs related to the repair and/or replacement of mechanical components necessary for normal use of the vehicles are borne by the service provider. In the event of an accident or breakdown of a vehicle, the service provider must react as quickly as possible to provide a replacement vehicle that meets the same conditions initially requested in the specifications.
- Expertise France reserves the right to request the replacement of any vehicle that does not meet the comfort and safety conditions of its personnel, of his property and/or any driver who does not meet the criteria for good behaviour or does not comply with safety instructions.

Mandatory visit of the provider's park and facilities

Expertise France will carry out a post-qualification visit of the selected bidder's fleet and its facilities to ensure that it has the necessary equipment and facilities for the correct performance of the required services. The date of the visit will be determined according to a schedule established with the selected provider. If this post-qualification visit does not satisfy Expertise France, the company's bid will be rejected and the process will continue with the next ranked bidder among those who have obtained the minimum technical score.

2) Driver qualification specifications

The drivers who will be made available must meet the following conditions:

- Have held a category B driving licence for at least 3 years;
- Have a minimum of two years' experience;
- Have a certificate of medical fitness;
- Have personal identification (CNI, passport);
- Have an empty criminal record;
- Be exemplary in punctuality, courtesy and courtesies;
- Do not smoke, eat, talk while driving, drink alcohol;
- Ability to speak in English (driver can read, write and speak English);
- Driver able to comply with the rules, principles & internal procedures of Expertise France. Able to fill in a logbook;
- Have a perfect knowledge of the destination regions. Each driver made available to Expertise France for 4X4 vehicles must be able to drive outside the city of Monrovia and be able to make long journeys on untarred and degraded roads;

- Keep the vehicle in a clean state and report to its employer and the Expertise France teams any failure or breakdown likely to cause inconvenience during the mission;
- Respect the duty of confidentiality. The driver is obliged not to disclose any information and conversation to anyone of which he would have knowledge during his activity. Any hindrance to this obligation may be considered by Expertise France as a serious professional misconduct and may lead to the termination of the contract;

VI. Terms of service initiation and conditions for performance of services

- **Purchase orders:** Each request for service must be the subject of a purchase order by Expertise France (specific format Expertise France) detailing the need. The purchase orders can then be settled if there are changes in the service (duration or route changes). The service provider must use the order tracking file set up by Expertise France, which will be shared for periodic balance sheet;
- **Invoicing:** upon receipt of the order form, the service provider will first submit to Expertise France a quote or pro-forma invoice based on the unit prices of the Framework Agreement. The service provider must comply with the accounting standards of Expertise France for invoicing. Payment deadlines for amounts due under the contract are 30 days maximum from the date of acceptance of the final invoice or the date of acceptance of the service (if later). No deposit will be required. The currency of payment is USD. All payments will be made exclusively by bank transfer.
- **Driver pick-up: the supplier will provide a guarantee of proper pick-up for drivers when renting for several days outside of Monrovia (accommodation and food costs).**
- **Logbook:** Each journey must be recorded by filling in the logbook provided by Expertise France. Payment of services by Expertise France will be conditional on the completion of this tool.
- **The log book requested must be transmitted each day by default no later than 5 days or at the end of each week by the company for all missions carried out.**

VII. Results / Expected Products

- The types of vehicles that will be made available and their number are known;
- Daily rental costs by type of vehicle and location are specified;
- The list of drivers and their administrative documents is established;

VIII. Coordination

The service provider shall designate a single contact person for project implementation purposes.

Mr Bijay BHARATI (Project Manager) of the HEALTH Department will be the sole contact person for Expertise France.

E-mail: bijay.bharati@expertisefrance.fr

Close collaboration must take place with the Expertise France team in Monrovia and will be essential from the preparation of trips inside and outside Monrovia through to their completion.

IX. Summary of documents to be submitted

Applicants must submit a file consisting of the following documents:

- Proof of company registration (k-bis or equivalent);
- The application form and its annexes, the declaration on honour concerning the exclusion criteria, the absence of conflict of interest and the third party identity card;
- A bank account number;
- Statements of turnover for the last three accounting years available;
- Where applicable, judgment(s) pronouncing the judicial reorganization (in case of judicial reorganization);
- A certificate of Civil and/or professional liability insurance valid at the deadline for submission;
- A brief from the bidder, including a description of the company's business and a list of similar services/contracts completed or in progress for the subject matter of this contract over the past three years (minimum of 5 - similar contract refers to rental services with driver from Monrovia and to at least three regions listed in the specifications);
- Minimum of two (02) certificates of reference/good performance signed by the bidder's clients and relating to similar services presented in the specifications;
- **A description of the human resources** meeting the conditions for participation described below:
 - Statement indicating the company's current workforce and the importance of management staff;
 - The list and curriculum vitae of designated drivers (Appendix 2);
- **A technical offer**, including:
 - Fleet summary status (number, type, make, vehicle model, capacity, age, current mileage, fuel type, with/without air conditioning, equipment, etc.) – Appendix 1.
 - Copy of the grey cards for all vehicles that may meet the specifications, in the table in Annex 1;
 - Photos of the inside and outside of all vehicles on the table in Appendix 1;
 - Vehicle maintenance policy;
 - The assistance arrangements and measures to guarantee repairs in the event of a breakdown, disaster or accident;
 - The notice period (time between ordering and vehicle availability);

- **A breakdown of the financial offer** presented in the form of a list of unit prices indicating the price in HT and TTC / type of vehicle and destination;

The documents requested above are mandatory. Their absence results in the non-conformity of the submitted offer and, in effect, its rejection.

The period of validity of submitted offers is 90 calendar days from the deadline for submission of tenders.

X. Selection procedure

Expertise France will first verify the eligibility of applications and their ability to provide services. Finally, it will evaluate the offers according to the following criteria:

- Criterion 1: Price (40%)
- Criterion 2: Technical value (60%)

Expertise France may, if it deems it necessary, open negotiations with all or part of the bidders and conclude the contract with the entity that submitted the offer with the highest rating in relation to these criteria.