

## EU EOM Nigeria 2023- IOM Request For Quotation / Car Rental

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Date: Monday, November 14, 2022 at 02:45 PM GMT+1

Dear Sir, Dear Madam,

In the framework of the Election Observation Mission of the European Union to Nigeria (EU EOM), the International Organization for Migration, as one of the potential service providers for the implementation of the project, would like to request a quotation for the vehicles needed during the mission.

As you can see from the table below, the **Long-Term Observers (LTO)** will be based in the following capitals traveling **within the assigned states**.

LTO Team	Base city	State
LTO 01	Sokoto	Kebbi
		Sokoto
	Gusau	Zamfara
LTO 02	Katsina	Katsina
	Dutse	Jigawa
LTO 03	Kano	Kano
LTO 04	Kano	Kano
LTO 05	Ilorin	Kwara
	Lokoja	Kogi
LTO 06	Abuja	FCT
LTO 07	Makurdi	Benue
	Abakaliki	Ebonyi
LTO 08	Lafia	Plateau
	Jos	Nasarawa
LTO 09	Gombe	Gombe
	Bauchi	Bauchi
LTO 10	Maiduguri	Borno
	Damaturu	Yobe

LTO 11	Jalingo	Taraba
	Yola	Adamawa
LTO 12	Umuabia	Abia
	Owerri	Imo
LTO 13	Calabar	Cross River
	Uyo	Akwa Ibom
LTO 14	Port Harcourt	Rivers
LTO 15	Yenagoa	Bayelsa
	Asaba	Delta
LTO 16	Benin City	Edo
	Akure	Ondo
LTO 17	Ado Ekiti	Ekiti
	Oshogbo	Osun
LTO 18	Lagos	Lagos
LTO 19	Lagos	Lagos
LTO 20	Ibodan	Oyo
	Abeokuta	Ogun

Below you will find the table with the estimated number of cars and types needed and the tentative dates:

From	To	User	# of Days	Vehicles needed	Total # days
TBC	TBC	CO- De luxe car - 4x4	30	1	30
TBC	TBC	CO- De luxe car - HILUX for Escorts	30	2	60
<b>TBC</b>	<b>TBC</b>	<b>CO- De luxe car - 4x4 ARMoured</b>	<b>30</b>	<b>1</b>	<b>30</b>
10/01/2023	11/04/2023	Core Team (Based in Capital) 4x4	91	5	455
26/01/2023	29/03/2023	Long Term Observers (1 per Region/ Capital) + Escorts- 4x4	62	20	1240
27/01/2023	29/03/2023	Long Term Observers (1 per Region/ Capital) + Escorts- HI LUX for Escorts	61	40	2440
<b>27/01/2023</b>	<b>29/03/2023</b>	<b>Long Term Observers (1 per Region/ Capital) + Escorts-ARMoured</b>	<b>61</b>	<b>20</b>	<b>1220</b>
28/12/2022	22/04/2023	IOM Team (Based in Capital)- 4x4	115	4	460
28/12/2022	31/03/2023	Liaison Officers + Escorts -4x4	93	6	558
28/12/2022	31/03/2023	Liaison Officers + Escorts- HILUX for Escorts	93	12	1116
<b>28/12/2022</b>	<b>31/03/2023</b>	<b>Liaison Officers + Escorts- ARMoured</b>	<b>93</b>	<b>6</b>	<b>558</b>
<b>24/02/2023</b>	<b>26/02/2023</b>	<b>Back up Vehicles on E-day ( first round)- ARMoured</b>	<b>2</b>	<b>4</b>	<b>8</b>
<b>17/03/2023</b>	<b>19/03/2023</b>	<b>Back up Vehicles on E-days ( second round)- ARMoured</b>	<b>2</b>	<b>4</b>	<b>8</b>
					<b>2708</b>

*IMPORTANT: All data included in the tables is given just as a reference and is based in a potential second round of elections; the final figures and locations will be given to the company once the implementation team will be deployed to Abuja.*

In order to submit your quotation, please provide us with the cost breakdown as follows:

- Cost per day per car in the capital.

- Cost per day per car outside of the capital. If possible, please provide us with 1 price for all observer bases.
- Cost per driver in the capital.
- Cost per driver outside of the capital. If possible, please provide us with 1 price for all observer bases.
- Cost per 4 night drivers working from 8 pm till 12 pm in the capital ( drivers covering the partial night shift use day cars)
- Cost per 1 night driver working from 8 pm till 8 am in the capital (drivers covering the full night shift using one of the day cars)

**In terms of cars, please note the following:**

- All vehicles must be 4x4 mechanically sound (no pick-ups) of no more than 5 years old. The company must ensure all vehicles are fully operational i.e. Air Condition, Seat belts, Spare tire, Tool Kit, etc
- The rental cost must include unlimited mileage.
- All vehicles must be equipped with 1 enhanced first- aid kit.
- All vehicles must be equipped with an emergency kit composed by the following items: 2 Reflective warning triangles/ 2- Fluorescent jackets / 1- Fire extinguisher/ 1 tool kit/ 1 Fire extinguisher/ 1 jumper cables( booster)/ 1 Shovel/ 1 HD Tow rope/ 1 20L jerry can.
- All vehicles must be covered by a **full risk insurance policy**.
- The company should provide one fleet manager fully dedicated to the EOM. During their assignment the fleet manager will be under the direct supervision of the EOM Operations Expert.
- In case of mechanical problems please specify the time of car replacement and how the company will intervene.
- In case of problems with a driver please confirm the time of replacement .The decision of replacing a driver will be taken by the EOM and must be respected by the company and take place immediately.
- The mission will conduct its own checkup of vehicles and will have the final decision on what vehicle to use and the final location.
- During the operation the overall management of the vehicle fleet would be the EU EOM responsibility.( logbooks, movements, etc)
- Fuel supply will be handled and paid by the EU EOM.
- Communication charges ( SIM cards/ top up credit) will be provided by the EU EOM.

**In terms of drivers please specify in your offer the following details and your methodology:**

- **- Working time for drivers as per local labor law.**
- **- Overtime costs.** Cost per hour per driver overtime. Please specify how you will pay it and on what basis
- **- Per diem.** Assuming that the cost you will provide for the drivers outside of the capital include the per diem of the driver, please specify how much the drivers will receive and how your company will ensure that drivers get the payment in due time so they can travel, pay their accommodation and their food.
- **- Premium bonus.** The EOM might decide to pay a bonus based on the good performance of the drivers (to be determined by the EOM on a case by case basis). Please confirm this payment can be done through your company and that you have no objection to this.
- **- Drivers Payment Proofs** In order to ensure that drivers are paid on time the agreed amount please specify how the drivers will be paid (daily, weekly basis?) and what kind of proofs will be provided to the EOM to verify these payments.
- **- Drivers Rotation** The EOM would need back up drivers in order to organize a rotation system so that drivers can get at least one day off ( to be decided by the EOM on a case by case basis) . In this regard please confirm the availability of extra drivers.
- **- Drivers Replacements** Same as above, the company should ensure the availability of drivers in order to cover sick drivers, replaced drivers due to poor performance, etc
- **- Drivers Experience** The drivers must be from the region where they will be operating. During the briefing with the drivers, the EOM Operations Expert will verify their region and their english knowledge together with their capacities to drive a 4WD in a personal test.

**IMPORTANT. In order to submit your offer, kindly note the following:**

- The offer must be submitted in a letterhead of your company.
- The offer must be addressed to the IOM Elections Support Unit . Attention. Ricardo Tapia .
- In case your company has sub offices/mechanical workshops in the country, please specify the locations.
- Kindly let us know if your company can provide Defense Driving training to the drivers
- **The deadline for submission of offers is the 21/11/2022 CoB -Brussels Time**

Kindly confirm the good reception of this email.

Please do not hesitate to contact us for any further information.

Thanks in advance,  
Ricardo

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