

**UNHCR**United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

ANNEX A - TERMS OF REFERENCE
UNHCR OFFICE IN GALKAYO, SOMALIA
RFQ/SOM/GLK/2025/014

SCOPE

UNHCR Office in Galkayo is in the process of obtaining pricing for vehicle rental services to establish the Frame Agreement(s) for Three years (2+1). The areas that need to be provided with the transportation stipulated in Annex B. The contractor will work in Puntland and Galmudug.

VEHICLES SPECIFICATION

- UNHCR will require rental vehicles 4x4 Toyota Land Cruisers/Leyla calaawi (1994-2013 or latest versions), mechanically sound and road worthy.

Proposals should address the following points.

- Brand, age, and condition of vehicles (Luxury brand and models will not be considered.)
- Availability of vehicles when needed.
- Monthly servicing by the supplier
- Roadside emergency servicing provided throughout
- Immediate replacement of faulty or damaged vehicles
- Availability of additional vehicles at the same unit rates
- All light duty vehicles to be 4x4 Toyota Land cruiser - and 6-cylinder engines, automatic or manual transmissions, good quality tires, equipped with air conditioning, air power windows and lock, fire extinguishers, AM/FM stereo with CD player.
- Seats should be in a good usable condition.
- It is preferred that Land Cruisers are 1994-2013 or latest versions.
- All offered vehicles should have Quality of vehicles and support services registration and tax documents, Valid driver's license, complete tool kit, valid insurance, Flexibility to provide additional vehicles, when needed and at the same unit rates.
- The cost should include, driver salaries, fuel, maintenance, and all government tax and third-party claims.

Roadside Assistance

The supplier is required to provide roadside assistance should a vehicle breakdown take place. In the event of a vehicle breakdown, the supplier should be able to provide immediate vehicle repair

and/or towing service and address maintenance issues i.e. oil change, tire repair, etc in a timely manner.

- Drivers should have a clear driving record, valid driving license, free of criminal record, etc.
- The working days will be 5 days per week, on average. 22 days a month, excluding weekends and official holidays.

Deliverables

Only the selected supplier will be required to deliver its vehicles to UNHCR Office in Galkayo for inspection, testing and certified by the designated UNHCR Focal point prior to full engagement, and subsequent change of vehicle/driver will be subject to mutual understanding between UNHCR office and supplier.

- Normal Working Hours is start from 6:00 AM-6:00 PM.
- Rented vehicles will be required to show flexibilities and drop regular staff report to office.
- Working days will be Sunday-Thursday, and on need basis in the Weekends (Friday & Saturday)
- Supplier will have to provide to office log sheet, with invoices at the end of each month and this will be certified by the admin and finance on case-by-case basis.
- Supplier will be established proper coordination and communication with UNHCR office.
- Managing drivers will be responsible UNHCR admin Unit.

Pricing (PLEASE USE THE FINANCIAL OFFER FORM)

- Provide pricing per vehicle on a daily basis for both permanent and need based vehicles.
- Provide pricing for each Metric Ton capacity, Forklifts and Cranes

Billing

- UNHCR prefers monthly billing for all permanent vehicles.
- For need-based vehicles, the supplier has the option to submit invoices on an ad hoc basis and can accumulate for end-of-month submission depending on the specific circumstances.

Other Duties: perform other duties as required.

Vehicle requirements checklist:

No	ITEM
1	Jack with handles & wheel Spanner
2	Tow wire or pulling rope
3	Jump leads for batteries
4	Pulling hook fixed at the back of the car
5	Two spare tires with good shape
6	Complete Mechanic tool
7	Shovel
8	Fire extinguisher
9	First Aid kit - Check expire date
10	Seats with good shape
11	Seat belts properly functioning
12	All lights (front and rear) functioning
13	Good physical body condition
14	Vehicle starter in good condition
15	Stop triangle