

1. Invitation to Tender:

Tender Name: Master Agreement for Car Hire Services for Mercy Corps Nigeria	Tender No: NIG/ABV/TEN/69
Location: Imo, Abia, Delta, Katsina and Kogi States	Correspondence Language(s): English
<p>Brief Summary Description of Mercy Corps:</p> <p>Mercy Corps, an International Non-Governmental Humanitarian Organization is pleased to invite your company to submit Proposal for Car Hire Services in the following Location: Imo, Abia, Delta, Katsina and Kogi States</p> <p>Mercy Corps chooses to hold competitive bids for selection of company who will fulfill our requirements. We believe that competitive Bids is the only way to fairly select the best company for the job while ensuring good prices and preventing collaboration and corruption.</p> <p>Upon receipt of the tender documents, please read the instructions fully and prepare bids as described. The completed document must be submitted to Mercy Corps on or before the closing date.</p>	

Tender Package Available from: 28th September 2022, 8:00am West African Time	Tender Package Pickup Location: Tenders are available to download at: https://www.mcnigeria.com/tenders/
Deadline for Offer Submission: 11th October 2022, 5:00pm West African Time	Submit Offers to: Electronic Submissions must be sent in PDF Format via email to ng-tenders@mercycorps.org Subject Line must be: “NIG/ABV/TEN69-Car Hire services for Mercy Corps Nigeria”. Hard copy submissions must be submitted in a sealed envelope labelled as “NIG/ABV/TEN69-Car Hire services for Mercy Corps Nigeria” to: Mercy Corps Abuja Office with address at No 166 Umar Dikko Street, Adjacent Lakeview Estate Jabi, FCT Abuja. <i>Note: Vendors should only apply for locations where they have offices</i> Mercy Corps encourages electronic submissions

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)

If any, Submit Questions in writing to: qa-ng-tenders@mercycorps.org

Last Day for Questions:
(6th October 2022 by 5:00pm West African time)

Questions will be answered by:
(7th October 2022 by 3:00pm West African Time) All answers will be uploaded to www.mercycorps.org/tenders

Documentation Checklist

These documents are contained within this tender package:

- | | |
|---|--|
| ✓ | Invitation to Tender |
| ✓ | General Conditions for Tender |
| ✓ | Criteria and Submittals |
| ✓ | Price Offer Sheet |
| ✓ | Supplier Information Form |
| ✓ | Scope of Work/Technical Specifications/BoQ |
| ✓ | Sample Contract |

2. General Conditions for Tender

Mercy Corps invites offers for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- Conflicts of interests in the awarding or management of contracts
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- *The sharing or obtaining of confidential information*
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- *Collusion between/among offerors*
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting bids can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@mercy corps.org

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.

- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of bids. Furthermore, Mercy Corps reserves the right to reject any and all offers, if such action is considered to be in the best interest of Mercy Corps.

2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: the United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host

nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

3.2 Specific Eligibility Criteria

In keeping with Mercy Corps' guiding principle for procurement, Mercy Corps Nigeria Uses only responsible service providers that possess the ability to perform successfully under the terms and conditions of a proposed procurement. In addition to the ability to perform, Mercy Corps also consider minimum standards of responsibility to determine which Service provider(s) Mercy Corps will do business with. These standards include;

- Being eligible business under applicable laws and regulations of the Federal Republic of Nigeria
- Being in good standing with any taxation or legal authority in Nigeria
- Having a satisfactory record of performance and business and ethics based on information available to Mercy Corps

Below are set of supplier's eligibility criteria that form part of the above-mentioned standards

- The business must be registered and incorporated under the laws of Nigeria with corporate Affairs Commission (CAC)
- The business must be registered with CAC and FIRS and has a Tax Identification Number (TIN) and EFCC certificate
- The business must have a valid address
- The business is not bankrupt or in the process of going bankrupt
- The business/owners have not been convicted of an offence concerning professional conduct
- The business/owners have not been guilty of grave professional misconduct (proven by any means that the contracting authorities can justify).
- The business has fulfilled obligations related to payment of social security and taxes
- The business is not guilty of serious misinterpretation in supplying information
- The business is not in situation of conflict of interest (with prior relationship to project or family or business relationship to parties on commission)
- The business does not employ personnel below the legal working age.
- The business provides basic social right and fair working conditions to the employees.

The business/Owners are not on any list of sanctioned parties issued by the United States Government and/or United Nations and European Union.

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively affect the technical evaluation of an offer.

Documents supporting the Eligibility Criteria:

- Copy of Certificate of Incorporation
- Copy of Corporate Tax Registration Certificate year 2020 upwards.
- Signed and stamped MC Supplier Information form and price offer sheet

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Must attach copy of Company Profile, 2-page max showing verifiable business location where offerors have offices, also showing proof of being into vehicle hire services
- Must have an evidence of good track record for similar contracts executed with references from previous clients. (Attach 3 Copies of Service Contracts, service completion certificate or Purchase Orders from 3 notable Organizations preferably INGOs).
- Vendor confirming commitment to deliver / make vehicles available on short notice. For suppliers to pass they must confirm to being able to deliver within 24hrs (on the supplier information page)
- Must attach proof of ownership proof or lease agreement for a minimum of 5 vehicles; year of manufacture must be from year 2010 and above.
- Evidence of financial capability: must attach audit report from 2019- date or 2 years bank statement to execute the contract if successfully selected.

Price Offer:

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis, either in the form of a total fixed price or a per-unit/deliverable fixed price. As a Cost Reimbursement plus Fixed Fee contract, the price of contract to be awarded will be based on estimated costs at cost and specified fee paid; the contract to be awarded will have a ceiling amount not to be exceed without prior written approval. As a Time and Materials contract, the price of contract to be awarded will be based on estimated direct labor hours/days at specified fixed hourly/daily rates and materials at cost; the contract to be awarded will have a ceiling amount not to be exceeded without prior written approval. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors must not include VAT and customs duties in their offer; However, Mercy corps charges 5% withholding Tax in line with government regulation in Nigeria.

3.4 Currency

Offers should be submitted in (NGN) Nigerian Naira.
 Payments will be made in (NGN) Nigerian Naira through wire transfer.

3.5 Tender Evaluation (LPTA Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all bids, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses, which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Mercy Corps Tender Committee will conduct a technical evaluation, which will grade technical criteria on a pass/fail basis. Supplier's bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

Technical Criteria	Pass or Fail?
Must attach copy of Company Profile, 2-page max showing verifiable business location where offerors have offices, also showing proof of being into vehicle hire services	
Must have an evidence of good track record for similar contracts executed with references from previous clients. (Attach 3 Copies of Service Contracts, service completion certificate or Purchase Orders from 3 notable Organizations preferably INGOs).	
Vendor confirming commitment to deliver / make vehicles available on short notice. For suppliers to pass they must confirm to being able to deliver within 24hrs (on the supplier information page)	
Must attach proof of ownership proof or lease agreement for a minimum of 5 vehicles; year of manufacture must be from year 2010 and above.	
Evidence of financial capability: must attach audit report from 2019- date or 2 years bank statement to execute the contract if successfully selected.	

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed fair and reasonable and subject to the additional due diligence in section 3.5.3.

3.5.3 Additional Due Diligence

Upon completion of both the technical and financial evaluations, Mercy Corps may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier's ability to perform
- Technical condition of the vehicle will be checked by committee at the vendor's shop for the technical condition of the vehicles.

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the "Eligibility Criteria" section of this Tender Package
- All documents requested in the "Tender Submittals" section of this Tender Package
- All information listed in the "Documents Comprising the Bid" section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Bid

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:
 - A detailed specification of the offered items if vary from the required specifications
 - Warranty.
 - Delivery time
 - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only using the **Price Offer Sheet** template provided in section 7



- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
- Other important documents offeror feels need to be attached to support their bid

The original bid shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

5. Scope of Work/Technical Specifications

5.1 Background

Mercy Corps is a leading global organization that works in 43 countries around the world to alleviate suffering, poverty and oppression by helping people build secure, productive and just communities. Since 2012, Mercy Corps has worked to tackle Nigeria's complex and evolving needs through a range of dynamic, multi-sector programs. Mercy Corps is addressing the immediate humanitarian needs of vulnerable communities; enabling conflict-affected populations to transform from relief to resilience using market-driven approaches; and supporting community-led peace building efforts.

5.2 Technical Specifications of the services.

The contractor will be required to provide well equipped and functional vehicles, valid vehicle registration and insurance documents for each vehicle proposed. Fully air-conditioned vehicles with spare tires, jack, wheel rim, spanner, fire extinguisher and all required items to ensure the safety of the vehicle in compliance with Nigerian law. The Service Provider will be fully responsible for the maintenance of both drivers and vehicles for the movement of Staff and cargoes.

Conditions apply for the vehicle:

a. USE OF VEHICLE

The Service Provider agrees that the LESSEE may use the leased vehicle(s) for the purposes of transporting goods and passengers. Hours of service will be as per Mercy Corps request, with occasional work on weekends as required. Typical working hours will be from 8 AM through 9 PM; however, these hours are subject to change as dictated by Mercy Corps staff and office hours. No overtime will be paid. For safety reasons, drivers shall be limited to 10 hours of driving time (time spent parked or not driving but on duty does not factor in this calculation) per day.

b. RENT



The lease payment after 10 working days following month of service, and Proper documentation (timesheet, vehicle log, and invoice) as required by Mercy Corps must be submitted before rent fees will be paid to Service Provider.

c. FUEL CHARGES

The Service Provider shall pay all charges related to fuel and toll fare used during the period of the Vehicle Rental Contract.

d. REPAIRS

The Service Provider shall keep the vehicle in good mechanical condition, including major repairs. The Service Provider is responsible for all maintenance and upkeep costs. Rental payment will not be paid for the time in which the vehicle is undergoing mechanical repair or maintenance, or during times when the vehicle is unavailable for use by Mercy Corps due to circumstances beyond Mercy Corps' control. All rented vehicles will be subject to inspection by Mercy Corps. Any vehicle found to be in poor condition at the time of delivery will not be rented by Mercy Corps and no payments will be made as a result. The Service Provider must give Mercy Corps 2 (two) days when the vehicle is due for service, repair, or maintenance. Mercy Corps will not be responsible for any damage, labor, service, or parts that result from overdue servicing or improper maintenance.

e. TAXES

The Service Provider shall be responsible to pay all vehicle registration and other related taxes or duties assessed on the vehicle. The Service Provider shall assume responsibility for all legal questions, obligations, and requirements related to this Vehicle Rental Contract including registration costs, titles, and all other expenses related to vehicle ownership.

f. THIRD PARTY CLAIMS

The LESSEE shall not be liable for any claims or compensation arising out of or in connection with any personal injury, death, damage, debt, or other loss resulting from use of the vehicle, unless it is determined that such injury or loss is the direct consequence of the LESSEE's negligence and during such time that the LESSEE is driving the vehicle. Mercy Corps will not be liable to indemnify any third party in respect for any claim, debt, damage, or demand arising out of this contract. Mercy Corps will not accept liability for the compensation for death, disability, or other hazards which may be suffered by the driver provided through this contract.

g. DRIVER

The Service Provider will provide licensed driver(s) with valid Nigerian driver's licenses, and the Service Provider is responsible for the driver's food, salary, and lodging. Delays in the availability of the vehicle that result from late attendance, unprofessional behavior, or improper/unsafe driving by this driver will be deducted from the rental payment for that period. Mercy Corps retains the right to refuse to use drivers for late attendance, unprofessional behavior or improper/unsafe driving or other justification. The driver must have a valid driver's license for the country of operation. The driver is responsible for ensuring all seats in the vehicle have functional seatbelts (including the



backseats), and that they are used by all passengers at all times during vehicle motion. Violation of this term is grounds for immediate termination of this contract at the LESSEE's discretion.

h. INSURANCE

The Service Provider shall be responsible for insurance costs for the vehicle against loss or damage due to accident, theft, vandalism or other risks normally insured against in a sum equivalent to the full insurable value of the vehicle. In the event of a loss covered by the insurance policy terms, the Service Provider shall apply all sums received for those purposes to be used to restore the damaged vehicle to a habitable state. If the vehicle becomes unsuitable for the purposes leased, the rent payment shall be suspended or, if LESSEE chooses to continue its use, adjusted to reflect proportional time not used due to repairs. Pre-paid rent, if any, will be reimbursed in proportion to the diminished use.

6. Sample Contract

MASTER SERVICE AGREEMENT

Contract No. _____

THIS MASTER SERVICES AGREEMENT entered into as of _____ by and between MERCY CORPS, a State of Washington, U.S.A. nonprofit corporation having its principal office in Portland, Oregon, U.S.A. (“**Mercy Corps**”) and _____ (“**Contractor**”) is as follows:

1. Master Agreement; Specific Services. From time to time, Mercy Corps may request services from Contractor. For each occasion on which Contractor is willing to provide requested services, the parties will enter into a task order (“**Task Order**” or “**TO**”) which will describe the services to be performed and the period for performance and which will be substantially in the form attached hereto as Exhibit A. Contractor must notify Mercy Corps within the Task Order Offer Period time specified in Schedule I if it accepts a Task Order, rejects a Task Order or requires changes to a Task Order. Mercy Corps may reject any acceptance or request for changes that Mercy Corps receives after the Task Order Offer Period has expired.

2. Additional Terms and Defined Terms. Additional Terms are specified in Schedule I hereto (the “**Additional Terms**”). The terms in Schedule I are incorporated in this Agreement by this reference. The following additional defined terms are included in Schedule I: Task Order Offer Period, Authorized Representative, Key Personnel, Payment Terms, Services, TO and Scope of Work (SOW). “**Agreement**” means this Master Services Agreement and Schedule I, in each case as amended, modified or supplemented from time to time. Other terms may be defined throughout this Agreement as specified.

3. Delivery of Services.

- a. Contractor will perform the Services, and Mercy Corps will pay for the Services, in accordance with the terms and conditions set forth in this Agreement and each TO.
- b. Contractor will perform all Services through the services of Contractor’s employees. Contractor will not delegate or subcontract any Services to be provided to Mercy Corps without Mercy Corps’ prior written consent. Contractor agrees that including the specific individuals named (if any) as Key Personnel in the Additional Terms is a material part of the bargain. Contractor will not change the Key Personnel without prior notice and an amendment to the Additional Terms specifying the change. Mercy Corps may withhold its consent to substitute personnel using its sole discretion.

4. Compliance with TOs and Changes to TOs. Services will be provided strictly in accordance with each TO. No deviation, substitution or change is permitted without Mercy Corps’ prior written consent; provided that Mercy Corps may terminate, suspend, increase or decrease the scope of Contractor’s performance under a TO by written notice to Contractor specifying the changes. Unless mutually agreed, a change to a TO by Mercy Corps does not apply to Services timely and fully delivered and



performed before the date of the change. If any change causes an increase or decrease in the cost of, or the time required for, Contractor's performance, an equitable adjustment may be made in the TO or Payment Terms or both, if such adjustment is set forth in an amendment signed by Mercy Corps' and Contractor's Authorized Representative.

5. Non-Exclusivity. This Agreement is not intended to create an exclusive relationship between the parties. Unless the Additional Terms specify a minimum purchase of services, Mercy Corps is not obligated to issue any Task Order to Contractor. If the Additional Terms specify a minimum purchase of services, Mercy Corps shall be obligated only to issue a TO(s) for the minimum purchase amount.

6. Invoicing and Payment.

- a. Contractor will submit invoices to Mercy Corps in accordance with the invoicing schedule and invoicing delivery terms set forth in the Additional Terms. Each invoice will include (i) the Contract Number and TO number; (ii) Contractor's name and address; (iii) a description of the Services performed, (iv) the dates such Services were performed, (v), if applicable per the Additional Terms, an itemization of the specified increments of time worked, (vi), if applicable per the Additional Terms, properly reimbursable expenses (if any) incurred along with receipts for such expenses; and (vii) such other information as Mercy Corps may reasonably request. Invoices will only be deemed received on the date they are delivered to Mercy Corps' Authorized Representative pursuant to the Payment Terms. If Mercy Corps determines that Services that are the subject of an invoice have not been performed in accordance with the Additional Terms, Mercy Corps may dispute the invoice by sending Contractor notice of such dispute after Mercy Corps receipt of the invoice. Such notice shall clearly state the specific Services disputed, and Mercy Corps' reason for disputing the performance of the Services. If both parties accept the dispute of the invoice, they shall agree in writing as to the steps required of Contractor to ensure that the performance of the disputed Services is subsequently completed in accordance with the Additional Terms, and the time required of Contractor to complete the Services
- b. Except as otherwise provided in the Additional Terms, Mercy Corps will pay each invoice (or adjusted invoice if the subject of dispute) in accordance with the Payment Terms within 30 days after the later of (i) receipt of the invoice or (ii) resolution of the items set forth in the notice of disputed charges.
- c. Mercy Corps may off-set any amount it owes Contractor against any amount Contractor owes Mercy Corps.

7. Taxes, Duties and Expenses.

- a. Except as otherwise provided in the Additional Terms, Contractor is responsible for all expenses incurred by it in performing under this Agreement and all taxes, duties and other governmental charges with respect to the provision of Services. If the law requires Mercy Corps to withhold taxes from payments to Contractor, Mercy Corps may withhold those taxes and pay them to the appropriate taxing authority. Mercy Corps will deliver to Contractor an official receipt for such taxes. Mercy Corps will use reasonable efforts to minimize any taxes withheld to the extent allowed by law.



- b. In the event the Additional Terms do allow for reimbursement of Contractor expenses, such expenses must be listed as acceptable expenses in the Additional Terms or the Task Order and fully documented with receipts and any other documentation reasonably necessary for Mercy Corps to determine the costs were reasonable and properly incurred.

8. Representations, Warranties and Additional Covenants. Contractor represents and warrants to Mercy Corps and covenants with Mercy Corps as follows.

- a. Contractor has full rights and authority to enter into and perform its obligations under this Agreement. Contractor's performance will not violate any agreement or obligation between Contractor and any third party.
- b. Contractor has the requisite skills to perform the Services in accordance with this Agreement.
- c. Contractor possesses all governmental and other certifications and licenses necessary to perform the Services in accordance with this Agreement. Performance by Contractor of its obligations under this Agreement will not infringe on any patent, copyright, trademark, trade secret or other proprietary right of any third party.
- d. Contractor will comply with all applicable law, regulations and rules in the performance of its obligations under this Agreement.
- e. Contractor has not, and will not, engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).
- f. Contractor will comply with and train its employees in all applicable laws against bribery, corruption, inaccurate books and records, inadequate internal controls and money-laundering, including the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. Contractor has not and will not offer or give any employee, agent, or representative of Mercy Corps anything of value to secure any business from Mercy Corps or influence such person to alter the terms, conditions, or performance of any contract with or purchase order from Mercy Corps, including but not limited to this Agreement.
- g. Contractor, including its owners or employees, does not own, directly or indirectly, any other company that was competing for award of this Agreement or any TO. Contractor did not seek or obtain confidential information related to the award of this Agreement or any TO from any Mercy Corps employee, agent or representative. Contractor did not collude or conspire with any other individual or entity to limit competition for the award of this Agreement or any TO, to set prices being offered or in any other way to interfere with free and open competition.
- h. Contractor is not owned in whole or in part, directly or indirectly, by any immediate or extended family member of any Mercy Corps employee, agent or representative, or, if so owned, Contractor fully disclosed such relationship and any potential conflict of interest has been waived, in writing, by Mercy Corps.

- i. Contractor has not engaged in, and will not engage in, any of the following conduct: (A) trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime); (B) procuring a commercial sex act; or (C) using forced labor.
- j. Contractor is not the subject or any governmental or donor investigation and has not been debarred or suspended by any government, governmental agency or donor.

9. Independent Contractor. The parties intend to be independent contractors. Contractor will be solely responsible for and have control over the means, methods, techniques, personnel and procedures for performing the Services. Neither party will be deemed an agent or partner of the other party.

10. Work Product and Intellectual Property Rights.

- a. “Work Product” means any and all (1) intellectual property, intellectual property rights, materials, tangible personal property and other work product that Contractor creates (or has created), alone or jointly with one or more other persons, (a) that relates to any TO, (b) that results from or arises out of any services performed by Contractor for Mercy Corps, (c) for which Contractor used equipment, supplies, facilities or trade secret information of Mercy Corps in creating such work product, or (d) that is derived or otherwise created from any intellectual property, intellectual property rights, materials, tangible personal property, or other assets of Mercy Corps; and (2) materials that contain, embody, disclose, reflect, or refer to any of the foregoing.
- b. Mercy Corps will be the sole owner of all Work Product. To the extent allowed by applicable law, all Work Product that consists of subject matter of U.S. or any other country’s copyright laws will constitute “works made for hire” under applicable copyright laws. Contractor will not provide Work Product to any person other than employees or agents of Mercy Corps. Contractor will hold all Work Product in trust for Mercy Corps. All Work Product will be deemed to be Confidential Information of Mercy Corps and subject to the provisions of Section 10.
- c. Contractor will promptly disclose in writing to Mercy Corps all Work Product that Contractor creates, alone or jointly with others, in the performance of its obligations under this Agreement.
- d. Contractor hereby irrevocably assigns and transfers to Mercy Corps (i) all rights, title and interest in all Work Product, (ii) all related rights and remedies, and (iii) all claims (for damages or otherwise) and causes of action with respect to any Work Product.
- e. Contractor hereby irrevocably waives and agrees never to assert any Moral Rights that may exist anywhere in the world in or with respect to any Work Product, including claims for damages and other remedies. “Moral Rights” means any and all right to claim authorship to or to object to any distortion, mutilation or other modification or other derogatory action in relation to a work, whether or not such action would be prejudicial to the author’s reputation, and any similar right, existing under common or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or generally referred to as a “moral right”.

11. Confidentiality. Contractor will maintain, and cause each of its employees and others it involves in performing its obligations under this Agreement to maintain, the confidentiality of: (i) any



information Mercy Corps provides to Contractor that Mercy Corps identifies as confidential; (ii) the terms and conditions of this Agreement (including all Statements of Services); and (iii) nonpublic information regarding Mercy Corps' policies and practices. Upon Mercy Corps' request, Contractor will return to Mercy Corps all confidential information provided by Mercy Corps to Contractor.

12. Indemnification. Contractor will indemnify Mercy Corps and each of its officers, directors, employees, representatives and agents (each, an "Indemnitee"), and hold them harmless from, any and all losses, claims, damages, liabilities, any government or donor investigations, fines or penalties and related expenses (including incidental and consequential damages and reasonable attorneys' fees, whether incurred at the investigative, trial or appellate level or otherwise) incurred by any Indemnitee or asserted against any Indemnitee by any third party or by Contractor arising out of, in connection with, or as a result of this Agreement, any failure by Contractor to fully perform its obligations under this Agreement or any breach by Contractor of any of its representations and warranties under this Agreement, provided that such indemnity will not, as to any Indemnitee, be available to the extent that such losses, claims, damages, liabilities or related expenses resulted from the gross negligence or willful misconduct of such Indemnitee.

13. Termination and Remedies.

- a. Provided no TO is outstanding and remains to be performed by either party, this Agreement may be terminated by either party upon 30 days prior written notice to the other party.
- b. Any TO may be terminated under the following circumstances:
 - i. by both Parties on mutual written agreement of the Parties;
 - ii. by either Party for its convenience with written notice and after the Termination Notice Period specified in the Additional Terms has expired;
 - iii. by Mercy Corps immediately upon written notice in the event Mercy Corps' donor(s) terminates or withdraws funding that Mercy Corps would use to pay Contractor under the Additional Terms;
 - iv. by either Party due to the non-terminating Party's breach of this Agreement and failure to correct such breach within 15 days prior notice of such breach;
 - v. by either Party upon written notice if a force majeure event, including any not reasonably foreseeable war, insurrection, change in law or government action or inaction, strike, natural disaster or similar event, prevents the terminating Party from being able to fulfill its obligations under this Agreement; or
 - vi. by Mercy Corps immediately upon written notice if Mercy Corps using its sole discretion determines that Contractor has or will breach any of its warranties, covenants or representations in this Agreement, in which case Mercy Corps may withhold any and all amounts owed to Contractor until such breach is remedied.

In the event of termination due to Contractor's breach or by Contractor for Contractor's convenience, Mercy Corps will not be obligated to pay Contractor for any partially completed work. In the event termination is due to Mercy Corps' breach, by Mercy Corps for Mercy Corps convenience, due to force majeure event, or due to loss of funding, Mercy Corps will be obligated to pay Contractor for its



reasonable, pro-rated costs of work completed and expenses properly incurred prior to termination. However, Mercy Corps will not be responsible for any expenses incurred in anticipation of termination or suspension.

If Mercy Corps determines that Contractor has or will breach any of its warranties, covenants or representations in this Agreement, Mercy Corps may, in addition to any other remedies for such breach available at law or in equity, terminate this Agreement.

14. Dispute Resolution. Any unresolved dispute or claims will be settled by arbitration administered by the International Centre for Dispute Resolution in accordance with its International Arbitration Rules. The number of arbitrators will be one. The place of arbitration will be Portland, Oregon. The language of the arbitration will be English.

15. Access to Books and Records. Mercy Corps, its donors (including, if applicable, USAID, and the Comptroller General of the United States) and any of their respective representatives will have access to any books, documents, papers and records of Contractor that are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcriptions for a period of seven years following the completion of the final TO issued by Mercy Corps under this MSA.

16. Additional Donor Terms and Conditions. The Donor Terms (if any) are incorporated in this Agreement by reference and are fully binding on Contractor and Mercy Corps. In the event of a conflict between the Donor Terms and any other provision of this Agreement (including any Additional Terms of TO) or any other document between Contractor and Mercy Corps, the Donor Terms will prevail.

17. Miscellaneous.

- a. This Agreement and the rights and obligations of the parties hereto will be governed by and construed in accordance with the laws of the State of Oregon (exclusive of the United Nations Convention on Contracts for the International Sale of Goods), without regard to the conflict of laws provisions thereof.
- b. No right or obligation under this Agreement (including the right to receive monies due) will be assigned without the prior written consent of Mercy Corps. Any assignment without such consent will be void. Mercy Corps may assign its rights under this Agreement.
- c. All notices provided for herein will be in writing and will be delivered by hand or overnight courier service, email or fax in accordance with each party's contact information set forth on the Additional Terms. Notices will be deemed to have been given when received, provided that notices sent by email or fax will be deemed received when sent (except that, if not sent during normal business hours for the recipient, will be deemed received at the opening of business on the next business day for the recipient).
- d. Time is of the essence of each and every obligation of Contractor under this Agreement.
- e. If any provision of this Agreement is prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such provision or any remaining provisions of this Agreement.



- f. Except as otherwise provided above, this Agreement may be amended or modified only by a written document signed by both parties. This Agreement constitutes the entire contract between the parties relating to the subject matter hereof and supersedes any and all previous agreements and understandings, oral or written, relating to the subject matter hereof.
- g. No failure on the part of Mercy Corps to exercise, and no delay in exercising, any right, power, privilege or remedy under this Agreement will operate as a waiver thereof; nor will any single or partial exercise of any such right, power, privilege or remedy preclude any other or further exercise thereof or the exercise of any other right, power, privilege or remedy. The rights and remedies under this Agreement are cumulative and not exclusive of any rights, powers, privileges and remedies that may otherwise be available to Mercy Corps.
- h. The warranty, representations, dispute resolution, confidentiality and indemnification provisions of this Agreement will survive the termination, cancellation or expiration of this Agreement.
- i. In the event that there is a conflict in term between this Master Services Agreement and any TO, the terms in the Master Services Agreement shall prevail unless the changed terms in the TO specifically state the section of the Master Services Agreement or Additional Terms that the TO is changing, in which case the new terms in the TO shall prevail only as to that TO.

IN WITNESS WHEREOF, this Master Services Agreement has been duly executed as of the date first written above.

MERCY CORPS

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____



SCHEDULE I. ADDITIONAL TERMS

1. Term: This Agreement shall have an effective date of XXX and, unless earlier terminated in accordance with Section 13, an expiration date of XXX *[1 year]*.

2. Offer Period: *[xxx]* business days (“**Task Order Offer Period**”).

3. Services: In accordance with the terms of the Agreement, Contractor agrees to perform the following services in the following manner.

- a. Background:
- b. Scope of Work:

The term “**Services**” means all services, including delivery of all deliverables, described in all Task Orders.

4. Pricing: Invoicing & Payment Terms: Contractor will submit an Invoice in accordance with pricing as specified in the Agreement. Mercy Corps will make payment to Contractor for all sums not in dispute within 30 days of receipt of Contractor’s invoice(s) (the “**Payment Terms**”).

5. Key Personnel:

6. Reimbursable Expenses:

7. Authorized Representatives and Contact Information:

- a. **Mercy Corps:** Only the following Mercy Corps employees are authorized to agree to any amendment of the Agreement, a new Task Order or an amendment to a Task Order:

Attn: _____
 Fax: _____
 Email: _____

Only the following Mercy Corps employees are authorized to receive invoices, accept or reject Services or sign SCRs.

- b. **Contractor:** Contractor’s authorized representative for all purposes is:

Attn: _____
 Fax: _____
 Email: _____

8. Termination for Convenience Notice Period: _____ (the “**Termination Notice Period**”).

SCHEDULE II. DONOR TERMS.

Other Contract Provisions Required by Law or MC's Donor

A: ECHO General Conditions

Liability/Indemnity

Under no circumstances nor for any reason whatsoever will the European Commission be held liable for damages as a result of the work pursuant to this Contract.

Right of Access/ Audit

- (a) The Contractor will be responsible for holding all invoices, receipts and financial and accounting documents relating to this Contract for at least seven years following final payment made under this Contract.
- (b) The Contractor will allow Mercy Corps or the European Commission (or any other organization authorized by the European Commission) access to the location where the Contractor is based or any location where the Services are being implemented and to all documents, information and other material related to this Contract (including in electronic format), necessary to assess, or audit the implementation of the project and compliance with this Contract. Such audit may take place at any time during this Contract and up to seven years following final payment made under this Contract.

Confidentiality

The Contractor acknowledges that Mercy Corps has reporting obligations to the European Commission. Accordingly, the Contractor consents to Mercy Corps sharing information about the Contractor or the Services with the European Commission as required.

Conflict of Interest

- (a) The Contractor shall take all reasonable precautions to avoid any conflict of interests and shall inform Mercy Corps without delay of any situation constituting or likely to entail a conflict of interests.

There is a conflict of interests where the impartial and objective exercise of the functions, tasks and activities under this Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person or party.

Anti-Corruption

The Parties recognize that Mercy Corps has a zero tolerance approach to bribery and corruption. The Contractor will comply with all relevant anti-bribery and anti-corruption laws (including the UK Bribery Act 2010) and comply with the principles of Mercy Corps Anti-Corruption and Anti-Bribery Policies, or equivalent policies, including: (a) not accepting or offering a bribe or facilitation payment; and (b) reporting immediately to Mercy Corps any bribery issues which the Contractor becomes aware of during this Contract; and, at the reasonable request of Mercy Corps, confirming in writing that they have complied with this Clause number and provide any information reasonably requested in support of such compliance.

Mercy Corps recognizes that in complying with this Clause number, the Contractor is not expected to risk life, limb or freedom.

B: DFID requires certain clauses and provisions to be included in all contracts;

Liability/Indemnity

The Solicitor acknowledges that DFID will not be held responsible for or in relation to the activities of the Solicitor under this Contract.

Right of Access/ Audit

Access – The Solicitor shall permit Mercy Corps, its donor, DFID (UK), and/or the UK’s National Audit Office and/or any of their duly authorized representatives, access to project sites and relevant records, including books, documents, papers (including in electronic format) for the purpose of monitoring, evaluation and audit. Such verification or audit may take place at any time during this Contract and up to seven years after final payment made under this Contract.

Anti-Corruption and Anti-Bribery

The parties recognize that Mercy Corps has a zero tolerance approach to bribery and corruption. The Solicitor will comply with all relevant anti-bribery and anti-corruption laws (including the UK Bribery Act 2010) and comply with the principles of Mercy Corps’ Anti-Corruption and Anti-Bribery Policies, or equivalent policies, including: (a) not accepting or offering a bribe or facilitation payment; and (b) reporting immediately to Mercy Corps any bribery issues which the Solicitor becomes aware of during this Contract; and, at the reasonable request of Mercy Corps, confirming in writing that they have complied with this Section and provide any information reasonably requested in support of such compliance.

Cancellation of the contract

If any illegal or corrupt practices were or are committed in the award or execution of this Contract, including if any offer, gift, payment, contribution or benefit of any kind was accepted as an inducement or reward for the award or execution of this Contract, this Contract will be cancelled with immediate effect, in which case Mercy Corps will return to the Solicitor any items delivered and the Solicitor will return to Mercy Corps any funds paid (at each of their own cost, unless otherwise agreed).

Confidentiality

The Solicitor acknowledges that Mercy Corps has reporting obligations to DFID. Accordingly, the Solicitor consents to Mercy Corps sharing information about the Solicitor or the Services with the DFID as required.

Conflict of interest

The Solicitor shall take all reasonable precautions to avoid any conflict of interests and shall inform Mercy Corps without delay of any situation constituting or likely to entail a conflict of interests. There is a conflict of interests where the impartial and objective exercise of the functions, tasks and activities under this Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person or party.

Intellectual Property Rights

Mercy Corps shall be the owner of any product and/or copyrightable item that results from the performance of the Contract.

C: CHILD AND VULNERABLE ADULTS PROTECTION POLICY

Mercy Corps aims to safeguard children/vulnerable adults from abuse, violence and exploitation in all that we do, in line with Article 19* of United Nations Convention on the Rights of the Child.

Besides economic, social and political problems affecting large numbers of children/vulnerable adults in countries where Mercy Corps works, individuals may be at risk from abuse by adults or other children. This policy concerns maltreatment of a child/vulnerable adult in contact with a Mercy Corps team member. Mercy Corps' policy is to react sensitively to any suspicions or allegations and deal with them appropriately. Any team member who has suspicions of or has witnessed any form of inappropriate behavior as defined in this policy should immediately report it to the Country Director or Regional Program Director as appropriate and the UK HR Director or US HR Services Director.

Any employee who is accused of inappropriate behavior towards a child/vulnerable adult, regardless of whether this is within or outside the work context, will be immediately removed from contact with children/vulnerable adults in the work context while the incident is being investigated.

Any inappropriate behavior towards a child/vulnerable adult, regardless of whether this is within or outside the work context, could constitute gross misconduct and could result in termination of employment. Appropriate action will also be taken against partners and others engaged in our work.

Mercy Corps works in many situations which are inherently abusive to children/vulnerable adults, and in some situations it is unrealistic to intervene on a personal level in the lives of individuals who could be seen as suffering 'abuse' in the widest sense. Such concerns may be addressed more appropriately at a programmatic level. However, Mercy Corps team members may well have a professional duty to act where there are concerns in relation to children/vulnerable adults with whom they are in contact, directly or indirectly. Their ability to act may be severely limited by particular circumstances prevailing locally, but concerns must still be raised, and possible action considered.

Values and Principles in working with Children/Vulnerable Adults:

When team members are in contact with children/vulnerable adults, they should:

- At all times treat children/vulnerable adults with respect.
- Regard them positively and value them as individuals who have specific needs and rights and a particular contribution to make.
- Work with them in a spirit of co-operation and partnership based on mutual trust and respect; value their views and take them seriously
- Work with them in ways that enhance their inherent capacities and capabilities, and develop their potential
- Strive to understand them within the context in which they live.

It is important for all team members in contact with children/vulnerable adults to:

- Be aware of situations which may present risks and manage these risks.
- Plan and organize the work and the workplace so as to minimize risks as far as possible.
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed.
- Ensure that a sense of accountability exists between team members so that poor practice or potentially abusive behavior does not go unchallenged.

Team members must be especially aware of potential abusive situations when working with children.

Team members must never:

- Develop physical/sexual relationships with children
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse.

Team members must avoid actions or behavior that could be construed as poor practice or potentially abusive. For example, they should never:

- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Behave physically in a manner toward children which is inappropriate or sexually provocative
- Have a child/children with whom they are working stay overnight at their home unsupervised
- Sleep in the same room or bed as a child with whom they are working
- Do things for children of an intimate personal nature that they can do for themselves
- Condone, or participate in, behavior toward children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse discriminate against, show differential treatment, or favor particular children to the exclusion of others

PREVENTION OF SEXUAL EXPLOITATION AND ABUSE POLICY

All Mercy Corps team members must be aware of and adhere to the Core Principles laid out by the United Nations and INTERACTION in 2002, to which Mercy Corps is committed.

1. Sexual activity with children (persons under the age of 18, when not legally married) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
2. Exchange of money, employment, goods or services for sex, including sexual favors or other forms of humiliating, degrading or exploitative behavior is prohibited. This includes an exchange of assistance that is due to beneficiaries. Sexual acts with prostitutes are prohibited at any time during employment with Mercy Corps.
3. Sexual relationships between expatriate humanitarian workers and beneficiaries are prohibited since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work.
4. Where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same agency or not, s/he must report such concerns via established agency reporting mechanisms.
5. Humanitarian workers are obliged to create and maintain an environment that prevents sexual exploitation and abuse and promotes the implementation of the code of conduct. Managers at all



levels have particular responsibility to support and develop systems that maintain this environment.

6. Sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment

D: Other USAID Contract Provisions Required by Law

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

1. The recipient must not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (online at: <http://www.treasury.gov/resourcecenter/sanctions/SDNList/Pages/default.aspx>) or the United Nations Security designation list (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).
2. Contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any US Government department or agency.
3. Contractor certifies that it will not and has not used any funds received directly or indirectly from the U.S. Government to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this Contract or any other U.S. government funded project.
4. Mercy Corps, USAID, and the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of Contractor which are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions.
5. The Contractor or its employees, or any Subcontractor or its employees, must not engage in any of the following conduct:
 - (i) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;
 - (ii) Procure a commercial sex act during the period of this Contract;
 - (iii) Use forced labor in the performance of the Contract; or
 - (iv) Commit acts that directly support or advance trafficking in persons, including the following acts:



- a. Destroying, concealing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
- b. Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - exempted from the requirement to provide or pay for such return transportation by Mercy Corps under this award; or
 - the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
- c. Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- d. Charging employees recruitment fees ; or
- e. Providing or arranging housing that fails to meet the host country housing and safety standards.

Contractor agrees to report in a timely manner to Mercy Corps any credible information from any source that alleges the contractor or any sub-contractor has engaged in any of the prohibited activities identified in this provision.

6. The Contractor must inform its employees working under this contract in the predominant native language of the workforce that they are afforded the employee whistleblower rights and protections provided under 41 U.S.C. § 4712; and
7. Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements
 - (a) The Contractor must not require its employees or sub-contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees or sub-contractors from lawfully reporting waste, fraud, or abuse related to the performance of this contract to Mercy Corps or to USAID's Office of the Inspector General.
 - (b) The Contractor must notify current employees and sub-contractors that prohibitions and restrictions of any preexisting internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.
 - (c) If Mercy Corps, USAID or other authorized officials of the US Government determines that the Contractor is not in compliance with the requirements of this provision, Mercy Corps may, at its sole discretion, suspend or terminate the contract. Further, Mercy Corps may, at its sole discretion, decide not pay a portion or all of amounts invoiced or expenditures incurred, as applicable, by the Contractor with funds provided under this contract, and also may require



the Contractor to refund a portion or all of any amounts paid to the Contractor under this contract.

(d) Definitions:

Terms in this clause will have the meaning defined in this section or as defined in 2 CFR 200.

“Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the Contractor requires any of its employees or sub-contractors to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that Contractor employees or sub-contractors sign at the behest of a US government agency.

(e) The Contractor must include this provision, including this paragraph (e), in subawards and sub-contracts funded under this contract.

8. Contractor must disclose, in a timely manner, in writing to the USAID Office of Inspector General and Mercy Corps all violations of US government criminal law involving fraud, bribery or gratuity violations potentially affecting this Contract.

Disclosures to USAID must be sent to:
U.S. Agency for International Development
Office of the Inspector General
P.O. Box 657
Washington, DC 200044-0657
Phone: 1-800-230-6539 or 202-712-1023
Email: ig.hotline@usaid.gov
URL: <https://oig.usaid.gov/content/usaid-contractor-reporting-form>

9. The Contractor agrees to incorporate the terms of “Annex D” word-for-word in all of its sub-contracts funded under this Contract, if any.

E: Other DOS Contract Provisions Required by Law

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

1. The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor to ensure compliance with these Executive Orders and laws.
2. Contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any US Government department or agency.

3. Contractor certifies that it will not and has not used any funds received directly or indirectly from the U.S. Government has been paid or will be paid to any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this Contract or any other U.S. government funded project.
4. Mercy Corps, the US Department of State, the Inspector General of the United States, and the Comptroller General of the United States, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers and records of Contractor that are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts and copies of such documents. This right also includes timely and reasonable access to a Contractor's personnel for the purpose of interview and discussion related to such documents.
5. The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. None of the funds made available under this contract may be used to promote, support, or advocate for the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to ameliorate the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The Contractor does not promote, support, or advocate the legalization or practice of prostitution.
6. Mercy Corps has the right to terminate this Contract, without penalty, if Contractor or its employees, or any Subcontractor or its employees, engage in any of the following conduct:
 - (i) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;
 - (ii) Procure a commercial sex act during the period of time that this Contract is in effect; or
 - (iii) Use forced labor in the performance of the Contract.
7. The Contractor agrees to incorporate the terms of "Annex E" word-for-word in all of its sub-contracts funded under this Contract, if any.

F: Other Contract Provisions Required by Law or European Union

Mercy Corps has received funding from the European Union. Mercy Corps, in accordance with the European Union regulations under which this contract is executed, requires certain certifications and provisions, set forth herein, to be included in all contracts.

Liability/Indemnity

Under no circumstances nor for any reason whatsoever will the European Union be held liable for damages as a result of the work pursuant to this Contract.

Right of Access/ Audit

- (c) The Vendor will be responsible for holding all invoices, receipts and financial and accounting documents relating to this Contract for at least seven years following final payment made under this Contract.
- (d) The Vendor will allow Mercy Corps or the European Union (or any other organisation authorised by the European Union) access to the location where the Vendor is based or any location where the Services are being implemented and to all documents, information and other material related to this Contract (including in electronic format), necessary to assess, or audit the implementation of the project and compliance with this Contract. Such audit may take place at any time during this Contract and up to seven years following final payment made under this Contract.

Conflict of Interest

The Contractor shall take all reasonable precautions to avoid any conflict of interests and shall inform Mercy Corps without delay of any situation constituting or likely to entail a conflict of interests.

There is a conflict of interests where the impartial and objective exercise of the functions, tasks and activities under this Contract is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person or party.

Confidentiality

The Vendor acknowledges that Mercy Corps has reporting obligations to the European Union. Accordingly, the Vendor consents to Mercy Corps sharing information about the Vendor or the Services with the European Union as required.

Anti-corruption

The Parties recognize that Mercy Corps has a zero tolerance approach to bribery and corruption. The Vendor will comply with all relevant anti-bribery and anti-corruption laws (including the UK Bribery Act 2010) and comply with the principles of Mercy Corps' Anti-Corruption and Anti-Bribery Policies, or equivalent policies, including: (a) not accepting or offering a bribe or facilitation payment; and (b) reporting immediately to Mercy Corps any bribery issues which the Vendor becomes aware of during this Contract; and, at the reasonable request of Mercy Corps, confirming in writing that they have complied with this Clause and provide any information reasonably requested in support of such compliance.

Mercy Corps recognizes that in complying with this Clause, the Vendor is not expected to risk life, limb or freedom.



Visibility

Any information or publications, in any form and medium, including the Internet, published pursuant to this Contract must include the following text or a similar disclaimer: “This document has been produced with the financial assistance of the European Union. The views expressed herein should not be taken, in any way, to reflect the official opinion of the European Union.

Principal of Ethical Procurement

The Vendor acknowledges that Mercy Corps must comply with the European Union’s principle of Ethical Procurement including adhering to the minimum ethical standards of the avoidance of child labour, and the respect of basic social rights and working conditions based on international labour standards.

Payment/ Service Fee

Payment will be made to [Contractor’s] bank account:

Account No.	
Account Name	
Bank Name	
Bank Address	

Intellectual Property Rights

Mercy Corps shall be the owner of any [product copyrightable, patentable item] that results from the performance of the Contract. The Contractor grants the right to Mercy Corps and the European Commission to use freely and as it sees fit all documents produced under this Contract, whatever their form or medium.

Procurement:

If the Contractor will also carry out procurement (e.g. for travel or supplies), please contact Mercy Corps Compliance.

G: Other USDA Contract Provisions Required by Law

Mercy Corps, in accordance with donor regulations, requires certain certifications and provisions, set forth herein, to be included in all contracts.

1. The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor to ensure compliance with these Executive Orders and laws.
2. Contractor certifies that neither it nor its principals is presently excluded or disqualified from participation in this transaction by any US Government department or agency.

3. Contractor certifies that it will not and has not used any funds received directly or indirectly from the U.S. Government has been paid or will be paid to any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of U.S. Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this Contract or any other U.S. government funded project.

4. Mercy Corps, the US Department of Agriculture, the Inspector General of the United States, and the Comptroller General of the United States, or any of their duly authorized representatives have the right of timely and unrestricted access to any books, documents, papers and records of Contractor that are pertinent to this Contract, in order to make audits, examinations, excerpts and transcripts and copies of such documents. This right also includes timely and reasonable access to a Contractor's personnel for the purpose of interview and discussion related to such documents.

5. Mercy Corps has the right to terminate this Contract, without penalty, if Contractor or its employees, or any Subcontractor or its employees, engage in any of the following conduct:
 - (i) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this Contract;

 - (ii) Procure a commercial sex act during the period of time that this Contract is in effect; or

(iii) Use forced labor in the performance of the Contract.

6. The Contractor agrees to incorporate the terms of "Donors" word-for-word in all of its sub-contracts funded under this Contract, if any.

End.

Tender Package — Request for Bid (RFB)



EXHIBIT A

FORM TASK ORDER - **FIXED PRICE**

Task Order No. _____

1. **Contractor:** _____.
2. **Master Service Agreement No.:**_____.
3. **Statement of Work (the “SOW”):** In accordance with the terms of the above-referenced Master Services Agreement, Contractor agrees to perform the following services in the following manner:
 - a. Task Order Scope of Work: *[Include a narrative description of the work being performed under this contract that fully outlines all of the tasks required to achieve the deliverables]*
 - b. Deliverables: The Contractor shall deliver the following deliverables in accordance with the schedule set in Section 4 below:
 - i. Deliverable 1: *[Include a description of the individual deliverable, making sure they fit within the SOW stated in Schedule I of the MSA.*
 - ii. Deliverable 2: *[add additional deliverables as needed]*
4. **Performance Period:** This Task Order shall have an effective date of XXX and, unless earlier terminated in accordance with Section 13 of the Agreement, an expiration date of XXX. The individual due dates of each deliverable are as follows:

Deliverable #	Deliverable Description	Deliverable Due Date

5. **Price:** This is a fixed price Task Order. Mercy Corps agrees to pay Contractor no more than *[describe the price per deliverable]* for services rendered under this Task Order. Payment for deliverables will be made according to the schedule below: *[Refer to the Service Agreement template for more guidance regarding Cost Reimbursable or Time and Materials payment and pricing terms.]*

Tender Package — Request for Bid (RFB)



Deliverable #	Deliverable Description	Deliverable Price	Total Price

IN WITNESS WHEREOF, this Task Order has been duly executed by the parties' Authorized Representatives as of the date written below.

DATED: _____

MERCY CORPS

CONTRACTOR

Name:

Name:

Title:

Title

For Mercy Corps internal purpose only				
PR Number	Fund Code	GL Account	LIN Code	Office Code

Tender Package — Request for Bid (RFB)



7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form.

This document must be submitted with your bid

The information provided will be used to evaluate the Company before contracting with the Mercy Corps.

Please complete all fields.

Supplier Information

Company Name	
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____
# of Staff	
# of Branch offices	
Avg. Value of Stock on Hand (USD)	

Tender Package — Request for Bid (RFB)



Government - owned (yes/no)	
Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies if any	
Subsidiary or affiliate companies if any	

Financial Information

Bank Name and Address	
Name under which company is registered at bank	
Payment Terms. Payment will be done in wire transfer do you agree?	
MC will do the payment after 100% delivery; do you agree on these terms	

Operational Capacity

How many years of experience do you have in this field?	
Do you have NGO, INGO, and UN Agencies Experience? (If yes / please attach the copies of the experience certificates or contracts).	

Tender Package — Request for Bid (RFB)



Confirm commitment to deliver / make vehicles available on short notice. If yes how much notice do you need?	
Please list the type, year of manufacture and number of vehicles in possession. (Please attach copy registration documents or lease agreement)	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Supplier Self-Certification of Eligibility

Company certifies that:

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government's sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
3. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
4. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
5. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.

Tender No: *NIG/ABV/TEN0069_Car Hire Services for Mercy Corps Nigeria*

Tender Package — Request for Bid (RFB)



9. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
10. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
11. It treats its employees with dignity and respect and maintains social operating standards, including:: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
12. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
14. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
16. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: _____

Name of Representative: _____

Title: _____

Signature: _____

Date: _____

Tender Package — Request for Bid (RFB)



Attachment 2 - Price Offer Sheet.

LOT 1: ABIA SALOON CAR

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osioma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			
17	Umu Nneochi			

SUV 4X4

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osioma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			

Tender Package — Request for Bid (RFB)



17	Umu Nneochi			
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MINI-VAN (7-SEATER)

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osisoma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			
17	Umu Nneochi			

14-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osisoma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			
17	Umu Nneochi			

Tender Package — Request for Bid (RFB)



18-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osisoma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			
17	Umu Nneochi			

30-SEATER BUS.

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aba North			
2	Aba South			
3	Arochukwu			
4	Bende			
5	Ikwuano			
6	Isiala Ngwa North			
7	Isiala Ngwa South			
8	Isuikwuato			
9	Obi Ngwa			
10	Ohafia			
11	Osisoma Ngwa			
12	Ugwunagbo			
13	Ukwa East			
14	Ukwa West			
15	Umuahia North			
16	Umuahia South			
17	Umu Nneochi			

Tender Package — Request for Bid (RFB)



Outside Abuja:

Destination	One way trip	Return trip
Abia - Abuja – Saloon Car		
Abia - Abuja – 4X4 SUV		
Abia - Abuja – Mini Van (7-Seater)		
Abia - Abuja – 14-Seater Bus		
Abia - Abuja – 18-Seater Bus		
Abia - Abuja – 30-Seater Bus		
Abia - Delta – Saloon Car		
Abia - Delta – 4X4 SUV		
Abia - Delta – Mini Van (7-Seater)		
Abia - Delta – 14-Seater Bus		
Abia - Delta – 18-Seater Bus		
Abia - Delta – 30-Seater Bus		
Abia - Imo – Saloon Car		
Abia - Imo – 4X4 SUV		
Abia - Imo – Mini Van (7 Seater)		
Abia - Imo – 14-Seater Bus		
Abia - Imo – 18-Seater Bus		
Abia - Imo – 30-Seater Bus		
Abia - Enugu – Saloon Car		
Abia - Enugu – 4X4 SUV		
Abia - Enugu – Mini Van (7 Seater)		
Abia - Enugu – 14 Seater Bus		
Abia - Enugu – 18 Seater Bus		
Abia - Enugu - 30 Seater Bus		
Abia - Anambra – Saloon Car		
Abia - Anambra – 4X4 SUV		
Abia - Anambra – Mini Van (7 Seater)		
Abia - Anambra – 14 Seater Bus		
Abia - Anambra – 18 Seater Bus		
Abia - Anambra – 30 Seater Bus		
Abia - Ebonyi – Saloon Car		
Abia - Ebonyi – 4X4 SUV		
Abia - Ebonyi – Mini Van (7 Seater)		
Abia - Ebonyi – 14-Seater Bus		
Abia - Ebonyi – 18-Seater Bus		
Abia - Ebonyi – 30-Seater Bus		
Abia - Kogi – Saloon Car		

Tender Package — Request for Bid (RFB)



Abia - Kogi – 4X4 SUV		
Abia - Kogi – Mini Van (7-Seater)		
Abia - Kogi – 14-Seater Bus		
Abia - Kogi – 18 Seater Bus		
Abia - Kogi – 30 Seater Bus		
Abia - Benue – Saloon Car		
Abia Benue – 4X4 SUV		
Abia - Benue – Mini Van (7-Seater)		
Abia - Benue– 14-Seater Bus		
Abia - Benue – 18 Seater Bus		
Abia - Benue – 30 Seater Bus		
Abia – Akwa Ibom – Saloon Car		
Abia - Akwa Ibom – 4X4 SUV		
Abia - Akwa Ibom – Mini Van (7-Seater)		
Abia - Akwa Ibom – 14-Seater Bus		
Abia - Akwa Ibom – 18 Seater Bus		
Abia - Akwa Ibom – 30 Seater Bus		

LOT 2: DELTA STATE

Within Delta

SALOON CAR

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			
6	Ethiope West			
7	Ika North			
8	Ika South			
9	Isoko North			
10	Isoko South			
11	Ndokwa East			
12	Ndokwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			

Tender Package — Request for Bid (RFB)



20	Ughelli South			
21	Ukwuani			
22	Uvwie			
23	Warri North			
24	Warri South			
25	Aniocha North			

SUV 4X4

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			
6	Ethiope West			
7	Ika North			
8	Ika South			
9	Isoko North			
10	Isoko South			
11	Ndokwa East			
12	Ndokwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			
20	Ughelli South			
21	Ukwuani			
22	Uvwie			
23	Warri North			
24	Warri South			
25	Aniocha North			

MINI-VAN (7-SEATER)

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			

Tender Package — Request for Bid (RFB)



6	Ethiope West			
7	Ika North			
8	Ika South			
9	Isoko North			
10	Isoko South			
11	Ndokwa East			
12	Ndokwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			
20	Ughelli South			
21	Ukwuani			
22	Uvwie			
23	Warri North			
24	Warri South			
25	Aniocha North			

14 SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			
6	Ethiope West			
7	Ika North			
8	Ika South			
9	Isoko North			
10	Isoko South			
11	Ndokwa East			
12	Ndokwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			
20	Ughelli South			
21	Ukwuani			
22	Uvwie			

Tender Package — Request for Bid (RFB)



23	Warri North			
24	Warri South			
25	Aniocha North			

18-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			
6	Ethiope West			
7	Ika North			
8	Ika South			
9	Isoko North			
10	Isoko South			
11	Ndokwa East			
12	Ndokwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			
20	Ughelli South			
21	Ukwuani			
22	Uvwie			
23	Warri North			
24	Warri South			
25	Aniocha North			

30-SEATER BUS.

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aniocha North			
2	Aniocha South			
3	Burutu			
4	Bomadi			
5	Ethiope East			
6	Ethiope West			
7	Ika North			
8	Ika South			

Tender Package — Request for Bid (RFB)



9	Isoko North			
10	Isoko South			
11	Ndakwa East			
12	Ndakwa West			
13	Oshimili North			
14	Oshimili South			
15	Okpe			
16	Patani			
17	Sapele			
18	Udu			
19	Ughelli North			
20	Ughelli South			
21	Ukwuani			
22	Uvwie			
23	Warri North			
24	Warri South			
25	Aniocha North			

Outside Delta State:

Destination	One way trip	Return trip
Delta - Abuja – Saloon Car		
Delta - Abuja – 4X4 SUV		
Delta - Abuja – (7-Seater)		
Delta - Abuja – 14 Seater Bus		
Delta - Abuja – 18-Seater Bus		
Delta - Abuja – 30-Seater Bus		
Delta -Abia – Saloon Car		
Delta -Abia – 4X4 SUV		
Delta -Abia – Mini Van (7 Seater)		
Delta -Abia – 14 Seater Bus		
Delta -Abia – 18 Seater Bus		
Delta -Abia -30 Seater Bus		
Delta- Imo – Saloon Car		
Delta- Imo– 4X4 SUV		
Delta- Imo– Mini Van (7 Seater)		
Delta- Imo– 14 Seater Bus		
Delta- Imo– 18 Seater Bus		
Delta- Imo– 30 Seater Bus		
Delta- Enugu – Saloon Car		
Delta- Enugu – 4X4 SUV		
Delta- Enugu – Mini Van (7 Seater)		
Delta- Enugu – 14 Seater Bus		

Tender Package — Request for Bid (RFB)



Delta- Enugu – 18 Seater Bus		
Delta- Enugu – 30 Seater Bus		
Delta- Anambra – Saloon Car		
Delta- Anambra – 4X4 SUV		
Delta- Anambra – Mini Van (7 Seater)		
Delta- Anambra – 14 Seater Bus		
Delta- Anambra – 18 Seater Bus		
Delta- Anambra – 30 Seater Bus		
Delta- Ebonyi – Saloon Car		
Delta- Ebonyi – 4X4 SUV		
Delta- Ebonyi – Mini Van (7 Seater)		
Delta- Ebonyi – 14 Seater Bus		
Delta- Ebonyi – 18 Seater Bus		
Delta- Ebonyi – 30 Seater Bus		
Delta- Kogi – Saloon Car		
Delta- Kogi – 4X4 SUV		
Delta- Kogi – Mini Van (7 Seater)		
Delta- Kogi – 14 Seater Bus		
Delta- Kogi – 18 Seater Bus		
Delta- Kogi – 30 Seater Bus		
Delta- Benue – Saloon Car		
Delta- Benue – 4X4 SUV		
Delta- Benue – Mini Van (7 Seater)		
Delta- Benue – 14 Seater Bus		
Delta- Benue – 18 Seater Bus		
Delta- Benue – 30 Seater Bus		
Delta- Akwa Ibom – Saloon Car		
Delta- Akwa Ibom – 4X4 SUV		
Delta- Akwa Ibom – Mini Van (7 Seater)		
Delta- Akwa Ibom – 14 Seater Bus		
Delta- Akwa Ibom – 18 Seater Bus		
Delta- Akwa Ibom – 30 Seater Bus		

Airport Trips Salon Car :

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Tender Package — Request for Bid (RFB)



Airport Trips 4X 4 SUV:

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Airport Trips Mini Van (7-Seater):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Airport Trips Mini Van (7-Seater):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Airport Trips Mini Van (14-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Airport Trips Mini Van (18-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Airport Trips Mini Van (30-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Delta Airport.			
Delta Airport – Office/Hotel			

Tender Package — Request for Bid (RFB)



LOT 3: IMO STATE

Within Imo State

SALOON CAR

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			
2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			
7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			
16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			
22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

SUV 4X4

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			
2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			

Tender Package — Request for Bid (RFB)



7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			
16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			
22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

MINI VAN (7-SEATER)

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			
2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			
7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			
16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			

Tender Package — Request for Bid (RFB)



22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

14-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			
2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			
7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			
16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			
22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

18-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			

Tender Package — Request for Bid (RFB)



2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			
7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			
16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			
22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

30-SEATER BUS

S/N	MC Office/Guesthouse/hotels to -as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Aboh Mbaise			
2	Ahiazu Mbaise			
3	Ehime Mbano			
4	Ezinihitte Mbaise			
5	Ideato North			
6	Ideato South			
7	Ihitte/Uboma			
8	Ikeduru			
9	Isiala Mbano			
10	Isu			
11	Mbaitoli			
12	Ngor Okpala			
13	Njaba			
14	Nkwerre			
15	Nwangele			

Tender Package — Request for Bid (RFB)



16	Obowo			
17	Oguta			
18	Ohaji/Egbema			
19	Okigwe			
20	Onuimo			
21	Orlu			
22	Orsu			
23	Oru East			
24	Oru West			
25	Owerri Municipal			
26	Owerri North			
27	Owerri West			
28	Njaba South			

Outside Imo:

Destination	One way trip	Return trip
Imo - Abuja – Saloon Car		
Imo - Abuja – 4X4 SUV		
Imo - Abuja – (7-Seater)		
Imo - Abuja – 14 Seater Bus		
Imo - Abuja – 18-Seater Bus		
Imo - Abuja – 30-Seater Bus		
Imo- Delta– Saloon Car		
Imo -Delta – 4X4 SUV		
Imo -Delta – Mini Van (7 Seater)		
Imo -Delta – 14 Seater Bus		
Imo -Delta – 18 Seater Bus		
Imo -Delta -30 Seater Bus		
Imo - Abia– Saloon Car		
Imo - Abia – 4X4 SUV		
Imo - Abia – Mini Van (7 Seater)		
Imo - Abia – 14 Seater Bus		
Imo - Abia – 18 Seater Bus		
Imo - Abia – 30 Seater Bus		
Imo - Enugu – Saloon Car		
Imo - Enugu – 4X4 SUV		
Imo - Enugu – Mini Van (7 Seater)		
Imo - Enugu – 14 Seater Bus		
Imo - Enugu – 18 Seater Bus		
Imo - Enugu – 30 Seater Bus		

Tender Package — Request for Bid (RFB)



Imo - Anambra – Saloon Car		
Imo - Anambra – 4X4 SUV		
Imo - Anambra – Mini Van (7 Seater)		
Imo - Anambra – 14 Seater Bus		
Imo - Anambra – 18 Seater Bus		
Imo - Anambra – 30 Seater Bus		
Imo - Ebonyi – Saloon Car		
Imo - Ebonyi – 4X4 SUV		
Imo - Ebonyi – Mini Van (7 Seater)		
Imo - Ebonyi – 14 Seater Bus		
Imo - Ebonyi – 18 Seater Bus		
Imo - Ebonyi – 30 Seater Bus		
Imo - Kogi – Saloon Car		
Imo - Kogi – 4X4 SUV		
Imo - Kogi – Mini Van (7-Seater)		
Imo - Kogi – 14 Seater Bus		
Imo - Kogi – 18 Seater Bus		
Imo - Kogi – 30 Seater Bus		
Imo - Benue – Saloon Car		
Imo - Benue – 4X4 SUV		
Imo - Benue – Mini Van (7-Seater)		
Imo - Benue – 14 Seater Bus		
Imo - Benue – 18 Seater Bus		
Imo - Benue – 30 Seater Bus		
Imo- Akwa Ibom – Saloon Car		
Imo- Akwa Ibom – 4X4 SUV		
Imo- Akwa Ibom – Mini Van (7-Seater)		
Imo- Akwa Ibom – 14 Seater Bus		
Imo- Akwa Ibom – 18 Seater Bus		
Imo- Akwa Ibom – 30 Seater Bus		

Airport Trips Salon Car:

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips 4X 4 SUV:

Tender No: *NIG/ABV/TEN0069_Car Hire Services for Mercy Corps Nigeria*

Tender Package — Request for Bid (RFB)



Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips Mini Van (7-Seater):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips Mini Van (7-Seater):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips Mini Van (14-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips Mini Van (18-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Airport Trips Mini Van (30-Seater Bus):

Pick up Location	Drop-Off	Pick-up	Drop-off and Pick-up
Office /Hotel – Owerri Airport.			
Owerri Airport – Office/Hotel			

Tender Package — Request for Bid (RFB)



LOT 4: KATSINA STATE

Within Katsina State:

SALOON CAR

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



SUV 4X4

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



MINI VAN (7- SEATER)

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



14-SEATER BUS

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



18 SEATER BUS

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



30-SEATER BUS

S/N	MCOffice/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Bakori			
2	Batagarawa			
3	Batsari			
4	Baure			
5	Bindawa			
6	Charanchi			
7	Dan Musa			
8	Dandume			
9	Danja			
10	Daura			
11	Dutsi			
12	Dutsin-Ma			
13	Faskari			
14	Funtua			
15	Ingawa			
16	Jibia			
17	Kafur			
18	Kaita			
19	Kankara			
20	Kankia			
21	Katsina			
22	Kurfi			
23	Kusada			
24	Mai'Adua			
25	Malumfashi			
26	Mani			
27	Mashi			
28	Matazu			
29	Musawa			
30	Rimi			
31	Sabuwa			
32	Safana			
33	Sandamu			
34	Zango			

Tender Package — Request for Bid (RFB)



Outside Katsina:

Destination	One way trip	Return trip
Katsina - Abuja – Saloon Car		
Katsina - Abuja – 4X4 SUV		
Katsina - Abuja – Mini Van (7 Seater)		
Katsina - Abuja – 14 Seater Bus		
Katsina - Abuja – 18 Seater Bus		
Katsina - Abuja – 30 Seater Bus		
Katsina - Kaduna – Saloon Car		
Katsina - Kaduna – 4X4 SUV		
Katsina - Kaduna – Mini Van (7 Seater)		
Katsina - Kaduna – 14 Seater Bus		
Katsina - Kaduna – 18 Seater Bus		
Katsina - Kaduna – 30 Seater Bus		
Katsina– Kano – Saloon Car		
Katsina– Kano – 4X4 SUV		
Katsina– Kano – Mini Van (7 Seater)		
Katsina– Kano – 14 Seater Bus		
Katsina– Kano – 18 Seater Bus		
Katsina– Kano – 30 Seater Bus		
Katsina – Jos – Saloon Car		
Katsina – Jos – 4X4 SUV		
Katsina – Jos – Mini Van (7 Seater)		
Katsina – Jos – 14 Seater Bus		
Katsina – Jos – 18 Seater Bus		
Katsina – Jos - 30 Seater Bus		

LOT 5: KOGI STATE

Within Kogi State:

SALOON CAR

S/N	MC Office/Guesthouse/hotels as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			
3	Ankpa			
4	Bassa			

Tender Package — Request for Bid (RFB)



5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			
17	Okene			
18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

SUV 4X4

S/N	MC Office/Guesthouse/hotels toas indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			
3	Ankpa			
4	Bassa			
5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			
17	Okene			

Tender Package — Request for Bid (RFB)



18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

MINI VAN (7 SEATER)

S/N	MC Office/Guesthouse/hotels toas indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			
3	Ankpa			
4	Bassa			
5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			
17	Okene			
18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

14 SEATER BUS

S/N	MC Office/Guesthouse/hotels toas indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			

Tender Package — Request for Bid (RFB)



3	Ankpa			
4	Bassa			
5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			
17	Okene			
18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

18 SEATER BUS

S/N	MC Office/Guesthouse/hotels toas indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			
3	Ankpa			
4	Bassa			
5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			

Tender Package — Request for Bid (RFB)



17	Okene			
18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

30 SEATER BUS

S/N	MC Office/Guesthouse/hotels to -.....as indicated below:	Hourly Rate	Full day Charges	Drop off/ Pick up Rate
1	Adavi			
2	Ajaokuta			
3	Ankpa			
4	Bassa			
5	Dekina			
6	Ibaji			
7	Idah			
8	Igalamela-Odolu			
9	Ijumu			
10	Kabba/Bunu			
11	Koton Karfe			
12	Lokoja			
13	Mopa-Muro			
14	Ofu			
15	Ogori/Magongo			
16	Okehi			
17	Okene			
18	Olamaboro			
19	Omala			
20	Yagba East			
21	Yagba West			

Tender Package — Request for Bid (RFB)



Outside Kogi State:

Destination	One way trip	Return trip
Kogi - Abuja – Saloon Car		
Kogi - Abuja – 4X4 SUV		
Kogi - Abuja – (7 Seater)		
Kogi - Abuja – 14 Seater Bus		
Kogi - Abuja – 18 Seater Bus		
Kogi - Abuja – 30 Seater Bus		
Kogi - Benue – Saloon Car		
Kogi - Benue – 4X4 SUV		
Kogi - Benue – Mini Van (7 Seater)		
Kogi - Benue – 14 Seater Bus		
Kogi - Benue – 18 Seater Bus		
Kogi - Benue – 30 Seater Bus		
Kogi - Jos – Saloon Car		
Kogi - Jos – 4X4 SUV		
Kogi - Jos – Mini Van (7 Seater)		
Kogi - Jos – 14 Seater Bus		
Kogi - Jos – 18 Seater Bus		
Kogi - Jos – 30 Seater Bus		
Kogi - Kaduna – Saloon Car		
Kogi - Kaduna – 4X4 SUV		
Kogi - Kaduna – Mini Van (7 Seater)		
Kogi - Kaduna – 14 Seater Bus		
Kogi - Kaduna – 18 Seater Bus		
Kogi - Kaduna – 30 Seater Bus		
Kogi - Delta – Saloon Car		
Kogi - Delta – 4X4 SUV		
Kogi - Delta – Mini Van (7 Seater)		
Kogi - Delta – 14 Seater Bus		
Kogi - Delta – 18 Seater Bus		
Kogi - Delta – 30 Seater Bus		
Kogi - Imo – Saloon Car		
Kogi - Imo – 4X4 SUV		
Kogi - Imo – Mini Van (7 Seater)		
Kogi - Imo – 14 Seater Bus		
Kogi - Imo – 18 Seater Bus		
Kogi - Imo – 30 Seater Bus		
Kogi - Abia – Saloon Car		

Tender Package — Request for Bid (RFB)



Kogi - Abia – 4X4 SUV		
Kogi - Abia – Mini Van (7 Seater)		
Kogi - Abia – 14 Seater Bus		
Kogi - Abia – 18 Seater Bus		
Kogi - Abia – 30 Seater Bus		
Kogi - Nasarawa– Saloon Car		
Kogi - Nasarawa – 4X4 SUV		
Kogi - Nasarawa – Mini Van (7 Seater)		
Kogi - Nasarawa – 14 Seater Bus		
Kogi - Nasarawa – 18 Seater Bus		
Kogi - Nasarawa – 30 Seater Bus		

Note: This Master Agreement is for a period of one (1) year, during this period; supplier will be engaged through the issuance of Task Order.

Note that Mercy Corps will deduct 5% applicable taxes in accordance with the Nigeria Tax laws