* Terms of Reference

**RFQ-012-24: Rental of Soft-Skin Vehicles and Drivers for ILO in Iraq 2025**

**Background and Context**

The International Labour Organization (ILO) seeks a service provider to supply soft-skin rental vehicles with or without drivers to facilitate ILO operations in the Kurdistan Region of Iraq (KRI) and Federal Iraq for the period from **January 1, 2025, to December 31, 2025**.

**Objective of the Assignment**

The selected company will provide soft-skin vehicles, either with or without drivers, as requested by ILO. The service will be on-demand for locations across KRI, Federal Iraq, and other cities relevant to ILO's activities.

**Details of Service:**

* **Service Duration**: January 1, 2025, to December 31, 2025
* **Vehicle Specifications:**
  + - Type: SUV, 6-cylinder, 4x4
    - Model: 2020 or newer
    - Capacity: Minimum 7 seats
* **Driver Requirements:**
  + - Availability for local travel across KRI, Ninawa, Basra, and other ILO project sites.
    - The company must ensure that the driver can stay overnight if required for missions beyond one-day trips.
    - ILO will not cover the driver's accommodation and meals; these must be provided by the company.

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| **Description** | **Qty** | **Unit** |
| **KRI (Kurdistan Region of Iraq)** | | |
| 1. One rented vehicle for one day, SUV 6-cylinder, 4x4, 7 seats, 2020 model or newer | 1 | Day |
| 2. One rented vehicle for half-day, SUV 6-cylinder, 4x4, 7 seats, 2020 model or newer | 1 | Half day |
| 3. One rented vehicle for one month, SUV 6-cylinder, 4x4, 7 seats, 2020 model or newer | 1 | Month |
| 4. Driver for one-day mission without overnight stay | 1 | LS |
| 5. Driver for one-day mission with overnight stay | 1 | LS |
| **Basra** | | |
| 1. One rented vehicle for one day, SUV 6-cylinder, 4x4, 7 seats, Toyota Land Cruiser or Prado, 2020 model or newer | 1 | Day |
| 2. One rented vehicle for half-day, SUV 6-cylinder, 4x4, 7 seats, Toyota Land Cruiser or Prado, 2020 model or newer | 1 | Half day |
| 3. Driver for one-day mission without overnight stay | 1 | L.S |
| 4. Driver for one-day mission with overnight stay | 1 | L.S |

**Delivery**

The service provider must deliver vehicles and drivers to ILO’s requested locations upon advance notice from ILO operations staff.

**Outputs and deliverables**

* The supplier must provide approved vehicle models for the duration of the contract.
* The supplier is responsible for refuelling the vehicles after each assignment requested by ILO.
* The supplier must submit invoices for services rendered.

**Duration and timeframe of assignment**

The assignment will run from the signing of the contract until December 31, 2025. Contract extension will depend on project budget availability.

**Supervision and Coordination**

The supplier will liaise and report to the following ILO staff:

* **Hawzheeb Mohedeen** ([moheehdeen@ilo.org](mailto:moheehdeen@ilo.org))
* **Miran Bakr Agha** ([bakragha@ilo.org](mailto:bakragha@ilo.org))
* **Saydeh Bou Sawma** ([bousawma@ilo.org](mailto:bousawma@ilo.org))

**Payments**

* Payments will be made 30 days after the receipt of service.
* Payments will be made via wire transfer to the supplier’s designated bank account.
* The supplier must provide a valid business registration certificate, and the bank account details must match the certificate.