

## INVITATION TO TENDER CAR HIRE SERVICES IN BORNO, YOBE AND ADAMAWA

**Market type:** CAR RENTALS  
**Reference** NGA/CAR/RENT/03/25  
**Scope:** Maiduguri Office, Borno State, Nigeria  
**Date:** 1st September 2025

### I. Introduction

Solidarités International (SI) is a French humanitarian organization operating in Nigeria since 2016, responding to the humanitarian crisis in Borno State and other regions. SI has operational bases in Gusau and a sub-base in Anka (Zamfara State), a regional base in Maiduguri, two sub-bases in Ngala and Monguno (Borno State), and a coordination office in Abuja.

For its activities, SI requires reliable vehicle rental services across these locations. The monthly vehicle needs are currently distributed as follows:

- **Maiduguri:** 5 to 8 SUVs (4X4) & 2 HILUX 4X4, on daily basis and 2 on monthly basis
- **Borno LGAs:** 2 to 6 SUVs per LGAs on daily basis

*\*With occasional needs for minivans and Sedan 2X4.*

*\*Vehicle needs may vary significantly based on operational requirements.*

To meet these needs, Solidarités International seeks one or more very flexible suppliers capable of providing vehicle rental services across the specified regions.

### II. Technical Scope of the Call for Tender

The tender is divided into the following **lots**:

- **LOT 01:** Borno State
- **LOT 02:** Adamawa State
- **LOT 03:** Yobe State

The primary vehicle types required include:

- SUVs (4x4).
- Double cabin pick-up trucks (4x4).
- Minivans

**Fuel and maintenance included, with the option of including a driver**

### III. Requirements for submission

Interested service providers must submit a comprehensive offer including the following:

**Mandatory Documents to provide:**

- Corporate Affairs Commission (CAC) registration documents.
- Valid company tax clearance certificate.
- ID of the company director.
- Proof of subscription to a comprehensive insurance policy for the vehicle fleet.
- SCUML

*If one or more of these documents are not submitted with the bid, the bid will be automatically rejected.*

**Technical Requirements:**

- Completed quotation form for each lot the supplier wishes to bid for.
- Proof of experience with at least three (3) different NGOs
- Company organizational chart.
- Detailed composition of the vehicle fleet, specifying the number and types of vehicles available per location.
- Vehicle insurance
- A detailed organigram of the company
- Technical note detailing how the company organizes:
  1. its fleet,
  2. its maintenance
  3. its refueling.

**Evaluation and Quality Assurance:** Pre-selected suppliers will undergo a **site visit and fleet evaluation** to verify the quality of the vehicles and compliance with the stated requirements.

## **IV. Selection criteria**

Bids will be evaluated based on the following criteria:

- **Price of the Offer:** Competitive and reasonable pricing relative to market standards
- **Modality of payment:** Bank transfer XXX days after completing monthly delivery
- **Fleet capacity:** Number of cars available per location
- **Quality of the technical note:** If the management description matches SI's needs
- **Quality of the organigram provided**
- **Evaluation Visit** for the pre-selected suppliers.
- **Similar experience in retendering the same services**
- **List of mandatory documents as listed above under requirements for submission**

## **Submission Guidelines**

Tender documents should be requested from the following addresses:

- [log.coo@solidarites-nigeria.org](mailto:log.coo@solidarites-nigeria.org)
- [dpt.log.coo@solidarites-nigeria.org](mailto:dpt.log.coo@solidarites-nigeria.org)

**With reference: NGA/CAR/RENT/03/25**

All complete offers must be submitted via email to [tenders@solidarites-nigeria.org](mailto:tenders@solidarites-nigeria.org) no later than **5:00 PM, by the 19<sup>th</sup> of September 2025**.

Late submissions or incomplete offers will not be considered.

The contract is expected to commence on **1<sup>st</sup> of October 2025**, following the evaluation and selection process.

For any clarifications regarding this tender, questions may be submitted to the same email address no later than **16<sup>th</sup> September 2025 5:00 PM**. Responses to all inquiries will be shared with all bidders to ensure transparency.

### **Tenders Schedule:**

	<b>DATE</b>	<b>TIME*</b>
Issuing Call for Tender	02nd of September 2025	09:00 AM
Deadline for requesting clarifications from Solidarites International	16th of September 2025	5:00 PM
Last date on which clarifications are issued by Solidarites International	18th of September 2025	5:00 PM
Deadline for submission of tenders (receiving date, not sending date)	19th of September 2025	5:00 PM
Tender opening & Evaluation session by Solidarites International	22 <sup>ND</sup> of September 2025	10: 00 AM
Vehicle Inspection <b>Note:</b> only the shortlisted bidders will be contacted and considered for this stage	To be determined later	TBD
Notification of award to the successful tenderer	To be determined later	TBD
Signature of the contract	To be determined later	TBD

\* All times are in the local time of Nigeria  
Please note all dates are provisional dates and Solidarites International reserves the right to modify this schedule.

Please note that Solidarites International reserves the right to pre-select some of the offers received, based upon the criteria listed in article 13 of the present document, to enter a competitive dialogue with the shortlisted companies.