**We are looking for**

**One-Year Car Rental Framework Agreement with Driver**

**Vientiane | Lao – PDR**

 **PRN01157**



* **Organization:**  SNV - Netherlands Development Organisation
* **Location:**  Vientiane | Lao – PDR
* **Announcement:** One-Year Car Rental Framework Agreement with Driver
* **Closing Date: 17th March 2023**

**Company Description**

SNV is a not-for-profit international development organisation that applies practical know-how to make a lasting difference in the lives of people living in poverty. We use our extensive and long-term in-country presence to apply and adapt our expertise in agri-food, energy, and Water to local contexts. SNV has over 1250 staff in more than 25 countries in Asia and Africa.

*For more information on SNV and our operations in Laos PDR, visit our website:*laos@snv.org

**Announcement Description**

SNV in Laos seeks to enter into a framework agreement for provision of transportation services.

The service provider should provide cars that are in very good condition and meet the minimum requirements in section "**Requirements**." The definition of car rental is: "The service will be provided within Laos." The service offer should include the fuel cost, insurance cost, drivers’ fees, maintenance, and any other associated expenses. The offer should consider per-day rental service provision costs and billing on a monthly basis. The service contract is expected to be signed for a period of twelve months, with a possible extension subject to the availability of funding.

**Responsibilities**

* The safe transportation of SNV personnel.
* The safe transportation of SNV materials
* Ensure that the driver is replaced if he or she is unavailable for any reason (illness or otherwise).
* The care and maintenance of vehicles and their accessories.
* Note and report problems, including suspicious activities, behaviours, and maintenance concerns.
* Respond to emergencies and other problems in keeping with SNV guidelines, policies, and procedures.
* commitment and putting into action the work schedule assigned by the logistics department.
* Ensure the provision of service delivery even during critical incidents and contingencies.
* Any other tasks required from SNV

**Requirements**

* Very good condition of car made no earlier than 2020.
* Provide driver who has Minimum three years’ work as a professional driver. Experience working for international NGOs is an advantage.
* No road safety-related fines or convictions thorough knowledge of road rules and regulations.
* Skills in routine vehicle maintenance and minor repair.
* Able to carry out limited, un-supervised tasks.
* Drivers must display good attitude and behaviour that reflects well on both themselves and the SNV.
* The car/s must belong to the offeror.
* Copies of driver/s C.V. to be attached to the offer. (Offers without a C.V. will not consider).
* Knowledge of English is an advantage.

**Other duties**

* Strict adherence to the SNV transportation policies and procedures, including the use of seatbelts by all passengers.
* daily and pre-long-distance vehicle checks. accurate upkeep of the vehicle’s log sheet.
* maintaining the vehicle clean, fuelled, and mechanically sound.
* inspecting and maintaining all vehicle accessories.
* advising SNV of pending inspections, insurance renewals, or any defects or problems.

**Expression of Interest**

To all interested travel agencies or service contractors, we invite you to submit your expression of interest by completing the request form and details on ToR and others.



Please contact our procurement officer for clarifications and proposal submissions.

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