Annex A: Scope of Services

General Introduction:

DRC is seeking to establish a Framework Agreement for the duration of 24 months (with the possibility of 12-month extension) for the rental of vehicles to serve DRC's operations across various locations in Jordan. DRC operates in Amman, Irbid, Mafraq, Azraq camp, Madaba, Karakand Maan.
DRC – Jordan currently has a fleet comprised of **eighteen sedan cars, three mini-vans and two pickup trucks** (the evaluation will focus but not limited on the current types of vehicles used by DRC). The type and number of vehicles to be rented will vary during the term of the agreement either by increasing or decreasing.
DRC is not committed to rent all types of the listed vehicles or a fixed number of any of the vehicles.

The following technical requirements are mandatory (any bid not in compliance with these requirements will be disqualified), this annex will be a part of the Framework Agreement:

- All Vehicles must be in good shape and in a safe mechanical operating condition.
- All vehicles must have full comprehensive insurance with passenger and third party liability insurance inclusive of Collision Damage Waiver (CDW) Insurance per vehicle (Zero Deductible).
- When DRC rents a car with driver, DRC shall not be responsible for any loss or damage for the vehicle and/ or driver engaged by the agency.
- All vehicles must be equipped with the following: spare tire (very good condition), mechanical kit, warning triangle, dry powder fire extinguishers (1kg), first aid kit, minimum two airbags, ABS breaking system, powered windows, power steering, Bluetooth connectivity, Automatic transmission, reverse sensor (optional), rear camera (optional).
- All vehicles must be fully fitted with functioning seat belts.
- All vehicles should be equipped with a GPS system tracker accessed by DRC.
- The service provider guarantees to do all the routine services and maintenances without any extra cost including but not limited to all fluids, windows wipers, worn out tires, faulty or burnt out headlights, lights signals,batteries,etc….., and a periodic maintenance report should be submitted to DRC.
- In case of breakdowns or routine services, the Service Provider will be expected to provide a replacement vehicleimmediately (within 6 hours). Replacement vehicles must be of good condition and meets DRC requirements forvehicles.
- All vehicles to have roadside assistance throughout Jordan.
- In case of any accident and or breakdown across Jordan, the service provider must tow the car without anycharges to DRC.

- DRC expects that in cases when cars are needed for few days that the same monthly rates apply on a pro rata basis.
- Typically DRC would expect to increase or decrease the number of vehicles within 24hours.
- When DRC returns a car, it should be charged on the number of days and not on the monthly basis.
- The service provider shall give same price offered to DRC staff when renting vehicles for personal use.
- The service provider shall not charge DRC for minor scratches and dints.
- In Azraq camp we face some cases of children throwing stones at vehicles, if a window is broken or cracked, wecan only obtain police report and not "kroke", and this should be acceptable by the service provider.
- DRC has the right to reject receiving any vehicle that is deemed unsuitable in terms of its condition.
- Chinese made vehicles are not acceptable.

As stated in the introduction DRC is looking to rent a combination of different types of vehicles (DRC is not committedto rent all types of the listed vehicles or a fixed number of any of the vehicles.
Specifications and minimum requirements for each type of vehicles are:

Lot 1:

Vehicle Type	Specifications
Small Size Sedan	• **Engine Size: 1000cc to 1400cc** • **4 doors / or 2 doors** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Medium Size Sedan	• **Engine Size:1600cc to 1800cc** • **4 doors/5 passengers** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Hybrid Medium Size Sedan	• **Engine Size:1600cc to 2000cc** • **4 doors/5 passengers.** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Large Size Sedan	• **Engine Size:2000cc to 2500cc** • **4 doors/5 passengers.** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Hybrid Large Size Sedan	• **Engine Size:2000cc to 2500cc** • **4 doors/5 passengers.** • **Make year not less than 2021** • **Odometer must be less than 30000KM**

Medium Size SUV	• **Engine Size:2000cc to 2500cc** • **4 doors/5 passengers** • **4x4 wheel drive** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Hybrid Medium Size SUV	• **Engine Size:1800cc to 2500cc** • **4 doors/5 passengers** • **4x4 wheel drive** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Large Size SUV	• **Engine Size:2800cc to 4800cc** • **4 doors/5&7passengers** • **4x4 wheel drive** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Hybrid Large Size SUV	• **Engine Size:3000cc to 5700cc** • **4 doors/5&7passengers** • **4x4 wheel drive** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Regular Pickup	• **Engine Size:2000cc to 3000cc** • **4 doors/5 passengers** • **4x4 wheel drive** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Minivan	• **Engine Size:2400cc to 3800cc** • **7 to 9 passengers** • **Make year not less than 2021** • **Odometer must be less than 30000KM**
Electrical Car	**Optional and if available (please note that this will not be included in the technical evaluation)**
Provide a driver when needed (daily/ weekly/ monthly)	

<u>Lot 2:</u> Taxi Services (the evaluation of the taxi services will be separate from the car rentals and will be based on thelowest price offer)

From Amman to the Airport	
From the Airport to Amman	Include how many hours allowed without extra charge, and when does theextra hours waiting charge begin, and the cost of each extra hour.