Call for an Expression of Interest

Fleet Management Tracking System

Publish date: 4 Feb 2020
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<u>Interested service providers are strongly advised to read through the entire document before submitting their response to this EOI.</u>

The International Rescue Committee

The International Rescue Committee responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover and gain control of their future. In more than 40 countries and in 26 U.S. cities, our dedicated teams provide clean water, shelter, health care, education and empowerment support to refugees and displaced people.

The IRC Operates in the following countries across the Middle East and North Africa Region
- Lebanon
- Jordan
- Syria
- Iraq
- Libya

The Purpose of this Request for Information

The main objective of the EOI is to identify and shortlist potential service provider which has the capacity to offer an automated Fleet Management software solution in the MENA Region countries.

IRC MENA Fleet Overview

Average number of vehicles

Country	
Iraq	52
Jordan	43
Lebanon	82
Libya	12
North East Syria	68
Tunisia	1
North West Syria	42
Grand Total	**300**

Vehicle Ownership

Country	
IRC Owned Vehicles	10
Rented Vehicle From Individual	154
Rented Vehicle from Private Company	136
Grand Total	**300**

Vehicle Types

Country	
Mini Van (H1)	**144**
Other	**12**
Sedan	**82**
SUV	**62**
Grand Total	**300**

Solution Requirement

The Service Provider is expected to provide a Vehicle Fleet Management Solution that is able to automate the following Processes:

A. Vehicle Request
The solution should be able to cover the process of vehicle request from multiple predefined users across different locations/offices/countries.

B. Vehicle Dispatching
The solution should have the capacity of optimizing the routing and the dispatching processes performed by the Fleet Officers

C. Trip confirmation / Cost allocation.
The solution should include an automated solution to confirm the start and end of the trip with the ability to capture requester(s) signature(s) and Register the Respective Charging Codes.

D. Vehicle Tracking (GPS)
The Solution should include options to include a Mobile or a Fixed GPS unit, the unit should be able to capture the following:
- Live tracking, preferably linked to reliable and user-friendly maps, such as Google Maps
- Driver Behavior (Speeding, harsh braking …)
- Geo-fencing (Fixed Units)
- Panic button, (Fixed units)
- Additional features will be communicated at the RFP Process

E. Vehicle Inspection
The Solution should automate the Daily, Weekly and Monthly Vehicle Inspection requirements.

F. Vehicle Maintenance
The Solution should Track the Vehicle Maintenance records and should send notifications to admins around the prevention Maintenance Dates with the ability to upload documentation

G. Incident / Accident Reporting
The Solution should include an incident/ Accident Report form with the Ability to upload pictures or documentation

H. Reporting Functionality
The Solution should include an ability to generate reports of all measured metrics and should provide a country and regional dashboard

I. Multiple Language
The Solution should be able to support multiple languages, English, French and Arabic

J. Mobile Application
The Solution should have a mobile application that support the Android and IOS devices.

K. Data Storage
The Solution should include assurances around the Security of the Data Storage.

Submission of the Expression of Interest (EOI)

Service Providers who wish to participate with the RFP Process should provide the following information to the following Email Address: **Tenders.Mena@rescue.org**

1. Company profile detailing your Company Name, Contact details, address, staffing structure, organizational experience in the last 5 years etc.

2. Contact details for clients who have similar fleet and requirements including company names locations and contact details, preferably INGOs/ UN Agencies.

3. The Supplier should provide a cover letter providing information on the solution to be provided and the modules that can be covered, this would include a description if the service provider aims to utilize an existing application or develop an application tailored for IRC needs.

This EOI does not constitute a solicitation. IRC is not requesting any bids or proposals at this stage; IRC is seeking information on your business in participating in future tender.
Your response to this EOI does not automatically ensure that you will be selected to participate in tender or be selected for procurement.