**D: TERMS OF REFERENCE**

**For:**

**The provision of car rental for the Albanian Network for Rural Development.**

**Organization:** Albanian Network for Rural Development (ANRD)

**Service required:** Car rental for Albanian Network for Rural Development

**Contracting Authority:** Albanian Network for Rural Development (ANRD)

**Typology:** Single service provider framework agreement

**Duration:** Two years with the possibility of extension for additional one more year

**Eligibility:** Local legal entity

1. **BACKGROUND**

The Albanian Network for Rural Development (ANRD) is a national CSO network in the domain of rural development, registered as a membership organization. Since its establishment by 14 founding organizations, ANRD membership has sustainably expanded territorially and thematically. As of April 2023, there are 35 full-fledged member organizations that are active and visible in various rural development themes and different geographical areas of the country.

As a genuine initiative of civil society, ANRD seeks to contribute to the development of rural communities and the wellbeing of rural residents by taking up an active role in the processes and reforms of the rural development sector. Locally led development based on the EU LEADER approach and integrated sustainable local development are at the center of Network’s activities. In this light, ANRD is putting a lot of effort into introducing LEADER approach, capacity building and know-how transfer on LEADER LAGs from different European countries and of those in the region to a broad spectrum of stakeholders. Additionally, ANRD is trying to build an active and inclusive national rural agenda including gender equality, rural youth civic engagement, green economy, family farming, short value chains etc.

1. **OBJECTIVE**

ANRD is seeking a local qualified travel agency to conclude a framework agreement for car rental services. The successful travel agent shall provide full, prompt, and accurate services as may be requested by ANRD as well as other associated services described in this Terms of References following the principle of cost effectiveness.

1. **REQUIRED SERVICES**

The required services shall include, but are not limited to, the following:

1. **Cars to be rented:**

The type of the vehicle shall be determined by the number of the passengers:

* Executive car – 4 persons
* Van – up to 8 persons

All vehicles used should have a manufacturing year as follows:

Executive car- should be no more than 8 years old.

Van- Should be no more than 10 years old.

The cars should have the following specifications:

Fuel: Petrol

Class: Small / Medium

Gearbox: Automatic

1. **Car insurance**

All the cars should have Civil and CASCO insurance.

1. **SERVICE PROVIDER PROFILE**

**The service provider should:**

* + - 1. Be a duly registered company exercising this kind of activity with an experience of minimum 10 years in the field. The agency shall have all the necessary technical, financial, logistical, and human capacities to handle ANRD requirements.
      2. Have competent and experienced consultants as evidenced by their track record in their Curriculum Vitae,
      3. Be financially and logistically capable of rendering services to ANRD,
      4. Be willing and able to guarantee the delivery of services in accordance with the performance standards required by this TOR.

1. **DURATION AND PAYMENT MODALITY**

The successful agency will be invited to sign a framework agreement defining the terms and conditions for placing call-off orders. The duration of the framework agreement will be two years with the possibility of extension one more year.

Payments under the call off orders will be executed within 30 days upon receipt and confirmation of the invoice.

1. **EVIDENCE AND SUPPORTING DOCUMENTS**

The interested applicants should submit:

* Certificate of registration/incorporation (NIPT):
* The extract on the subject's history issued by the National Registration Center (Ekstrakti historik ne QKB)
* Balance sheet for last 3 (three) financial years:
* Profile of the agency (experience, number, and type of cars, founding year etc.)
* List of other business clients and Recommendation letters from at least two business clients.
* Financial Offer (ANEKSI 2)
* ANRD Code of Conduct and Statement

1. **AWARD CRITERION:**

The sole award criterion will be the lowest price for the financial offer.