Request for Proposals for
[Vehicle Rental Service Provider]
Dear Sir/Madam,

You are invited to submit a proposal to iMMAP with the requirements mentioned herein. The purpose of this request for proposal (RFP) is to identify suitable provider(s) to deliver Rental Vehicle(s).

iMMAP is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP has promoted measurable change in people’s lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes. iMMAP’s expertise in data collection, analysis, and presentation has revolutionized the decision-making process for diverse, multi-sectoral partners who seek enhanced coordination and sustainable solutions through information management. iMMAP is home to a robust and dynamic team of recognized experts in social science, software development, statistics, (GIS), performance monitoring and evaluation, technical assistance and capacity development.

We anticipate that the bidder whose proposal suggests the best solution and prices for Vehicle(s) Rental (as per the requirements set forth in this RFP) will be selected by 06/10/2020.

We will notify all bidders, whether they are rejected or unsuccessful.

We thank you in advance for your effort and interest in iMMAP.

غزيري السيد/السيدة،

ندعوك لتقديم عرض سعر لخدمة منظمة iMMAP المذكورة هنا. العرض من طلب تقديم العروض (RFP) هو تحديد مزود (مقدم خدمة) مناسب لتقديم خدمة تأجير المركبات.

هي منظمة دولية غير ربحية توفر دعمًا يستهدف إدارة المعلومات للشركاء الذين يعملون على الاستجابة للتحديات الإنسانية والإنمائية المعقدة. على مدار أكثر من 17 عامًا، عملت بطالع مملوء على تغيير حياة الناس من خلال الفلسفة الأساسية وهي البيانات الأفضل تؤدي إلى قرارات أفضل، مما يؤدي إلى النهاية في نتائج أفضل. لقد أحدثت خبرة iMMAP في جمع البيانات وتحليلها وعرضها ثورة في عملية صنع القرار. iMMAP ودائمًا من الخبراء المتخصصين في الرعاية المعتمدة، وتطوير البرمجيات، والإحصاءات، (GIS) ورصد وتقييم الأداء، والمساعدة التقنية وتنمية القدرات.

نتوقع أن يتم اختيار مقدم العطاء الذي يقترح عرضه أفضل الحلول والأسعار لاستئجار المركبات (وفقًا للمتطلبات المنصوص عليها في طلب تقديم العروض) بحلول 06/10/2020.

سنقوم بإخطار جميع مقدمي العطاءات سواء تم رفضهم أو عدم نجاحهم.

شكراً مقدماً على جهودك واهتمامك بـ iMMAP.
1.0 INTRODUCTION

1.1 INTRODUCTION

1.2 Scope of Services
This scope of work is intended to provide a professional Vehicle(s) Rental service to iMMAP.
The provider will provide iMMAP with convenient vehicle(s) and qualified Driver(s) who will be responsible for secure and timely driving services to transport passengers and/or goods, deliver documents to the banks, suppliers and iMMAP’s partners, assist with postage and with pick up of office purchases, and any other tasks required by the Operation Unit, while at the same time the Service Provider observing adequate duty of care to its staff in Jordan.

Project Goal: To fulfill iMMAP’s needs of movement during the missions within the borders of the Hashemite Kingdom of Jordan.

Constraints: The result of this RFP process will be a Framework Agreement valid for One year and multiple assignments based on iMMAP needs, each specified in a separate purchase order with services to be delivered in a specified time frame.

2.0 Deliverables
2.1 Responsibilities
Under the supervision of Operation Unit, the Service Provider and the assigned Driver will provide the below:
• Transportation needs for iMMAP.
• Deliver and pick up any documents requested by iMMAP.
• follow up and conduct maintenance for the vehicle (including oil and tires, maintain the vehicles in a clean condition, both inside and outside, presence of a fire extinguisher, a spare wheel kit, a warning triangle and a first aid kit).
• Keep track of timely vehicles’ insurance and licenses, as well the driver’s licenses renewals as per the local rules and regulations.
• Maintain a logbook of vehicle mileage and trip details on a daily basis, and report it to the Operations Unit.
• Submit fuel card invoices and report usage to the Operations Unit.
2.2 Requirements

Proposers of this RFP must meet the following qualifications:

- The Proposer should be registered within the borders of the Hashemite Kingdom of Jordan. The Registration Certificate should be included in the technical proposal envelope.
- The Service Provider must provide experience certificates providing similar services to companies and/or NGOs.
- The Service Provider and the driver must have good English skills.
- The Service Provider and the Driver must carefully follow the Jordanian Traffic Law and Regulations. Any violation of these laws will engage the responsibility of the service provider.
- The Service Provider and the assigned Driver must follow iMMAP’s internal regulations.
- The Service Provider shall provide iMMAP with the driver’s non-criminal certificate.
- The Service Provider shall provide iMMAP with a healthy fit Driver.
- In case of any technical issues with the vehicle, the Driver shall be responsible to inform the Operations Unit and the Service Provider in order to solve the problem or replace the vehicle, if needed.
- Vehicles must contain the following:
  - Tire change kit.
  - Fire extinguisher.
  - Emergency triangle.
  - GPS tracker.
  - Jump start cable.
  - Vehicle towing wire
- Smoking is strictly prohibited inside the vehicle.

Proposers should ensure that their proposals contain sufficient information for iMMAP by presenting acceptable evidence of the above to perform the services called for by this RFP.

3.0 ADMINISTRATIVE INFORMATION

3.1 Expected Time Period for the Framework Agreement

The performance period of the Framework Agreement is expected to last 12 months, starting from the date of signing the framework agreement.

The successful proposer should be prepared to begin work according to the time schedule proposed by iMMAP.
3.2 RFP Coordinator
Written questions must be directed, via email, to
rfps.mena@immap.org

3.3 Proposer Inquiries
iMMAP will consider written proposer inquiries regarding
RFP requirements or Scope of Services until the date
specified in the “3.4 Calendar of Events”. iMMAP reserves
the right to modify the RFP that is in the best interest of
iMMAP.

To be considered, written inquiries and requests for
clarification of the content of this RFP must be received via
e-mail at rfps.mena@immap.org maximum by the local
time and date as specified in the “3.4 Calendar of Events”.
Any and all questions directed to the RFP Coordinator will
be deemed to require an official response. Official
responses to each of the questions presented by the
proposers will be sent via email to all proposers by the date
specified in the “3.4 Calendar of Events”.

Only the RFP Coordinator has the authority to officially
respond to a proposer’s questions on behalf of iMMAP.
Any communications from any other individuals are not
binding to iMMAP.

3.4 Calendar of Events

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<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Release RFP</td>
<td>09/09/2020</td>
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<tr>
<td>Proposer expression of interest and inquiries by 5:00 pm Jordan time</td>
<td>14/09/2020</td>
</tr>
<tr>
<td>Response to proposer inquiries by 5:00 pm Jordan time</td>
<td>17/09/2020</td>
</tr>
<tr>
<td>Proposal submission by 4:00 PM Jordan Time</td>
<td>24/09/2020</td>
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<tr>
<td>Formally announce the “Successful Proposer”</td>
<td>06/10/2020</td>
</tr>
<tr>
<td>Execute contract</td>
<td>06/10/2020</td>
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</tbody>
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NOTE: iMMAP reserves the right to amend and/or change
this Calendar of Events of RFP activities as it deems
necessary. The amendment will be notified via email.
4.0 PROPOSAL INFORMATION

4.1 Proposal Response Location
Proposers who are interested in providing professional services should submit a proposal as per instruction in below Annex I- Format of Proposal.

4.2 RFP Addenda
iMMAP reserves the right to revise any part of the RFP by issuing an addendum to the RFP at any time. This addendum will be notified to the proposers via email.

4.3 Proposal Rejection
Issuance of this RFP in no way constitutes a commitment by iMMAP to award a framework agreement. iMMAP reserves the right to accept or reject, in whole or in part, all proposals submitted and/or cancel this announcement.

4.4 Withdrawal and Re-submission of Proposal
A proposer may withdraw a proposal that has been submitted at any time before the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator at iMMAP Location specified in Annex I- Format of Proposal.

4.5 Service Provider Information
iMMAP shall have a single prime provider or more than one primary provider as the result of this RFP, and the provider(s) shall be responsible for all deliverables requested by iMMAP. This general requirement notwithstanding, proposers may not enter into subcontracting arrangements; and should acknowledge in their proposal total responsibility for the entire agreement.

4.6 Ownership of Proposal
All materials submitted in response to this RFP become the property of iMMAP. Selection or rejection of a proposal does not affect this right.

4.7 Proprietary Information
Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any proposal marked deemed proprietary or confidential. Any proposal marked
as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

4.8 Cost of Preparing Proposals
iMMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a framework agreement. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP.

4.9 Errors and Omissions in Proposal
iMMAP will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP, at its option, has the right to request clarification or additional information from the proposer.

4.10 Framework Agreement Award and Execution
iMMAP reserves the right to enter into a Framework Agreement without further discussion of the proposal submitted based on the initial offer received. iMMAP reserves the right to enter into an Agreement for all or a partial list of Services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any Agreement between the selected Service Provider and iMMAP.

If the selected proposer fails to sign the final contract within 5 business days of delivery, iMMAP may elect to cancel the agreement and award the agreement to the next highest-ranked proposer.

5.0 RESPONSE INSTRUCTIONS

5.1 Proposal Submission
It is solely the responsibility of each proposer to assure that their proposal is received at iMMAP Location specified in Annex I-Format of Proposal prior or on the deadline date and time for submission as per of the “3.4 Calendar of Events”. Proposals received after the submission deadline will not be considered. The proposer shall insure to submit the following documents in Two separate envelopes: one technical proposal and one
financial proposal in order to evaluate their proposal.

Technical Proposal envelope shall contain the following documents:
1- Copy of Company Registration in Jordan.
2- Experience certificates.
3- Technical proposal as per instructions in Annex I-Format of Proposal
4- Signed and stamped Annex II-CERTIFICATION STATEMENT

Failing to provide any of the above documents will result in excluding the vendor from the whole RFP evaluation.

Financial Proposal envelope shall contain the following documents:
1- Financial proposal as per instructions in Annex III-Financial Proposal

iMMAP reserves the right to exclude any proposal from the evaluation process in case one or some of the above documents are missing.

5.2 Certification Statement
The proposer must sign, stamp and submit the ANNEX II-Certification Statement.

5.3 Proposal Format
The proposer should submit a proposal as specified in the RFP Annex I-Format of Proposal which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. The Proposer should respond to all requested areas.

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team
The evaluation of proposals will be accomplished by an Evaluation Committee, to be designated by iMMAP, which will determine the proposal most advantageous to iMMAP.

6.2 Administrative and Mandatory Screening
All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in

...
compliance will be rejected from further consideration. Risk mitigation procedures should also be provided.

IMMAP takes meeting duty-of-care obligations and compliance with the principles of ‘do no harm’ very seriously.

6.3 Evaluation and Review

The purpose of the RFP process is to secure the provider most capable of providing the services specified in this RFP and its Annexes. The principle applied to the selection is: best price for best service proposal. Selection of the provider will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP reserves the right to enter into an agreement based upon initial offers received. Proposals submitted should follow Annex I-Format of Proposal.

The criteria for the evaluation process will be weighted as follows:

70% = 70 points on technical evaluation
30% = 30 points on financial evaluation
100% total

Minimum Scores:

60% of 70 points for technical evaluation = 42 points
Proposers scoring 42 points and above will qualify for the financial evaluation.

Technical Evaluation Scoring Points (70 points):
The technical scoring points will be divided into three categories.

A. Vehicle Specifications (30 points)
1. Vehicle(s) model 2019 and 2020 (5 points)
2. Vehicle shall contain the following (5 points);
   - Tyre change kit.
   - Fire extinguisher.
   - Emergency triangle.
   - GPS tracker.
   - Jump start cable.
   - Vehicle towing wire.
3. Variety of vehicle(s) (mid-size cars, 4x4 car, Van, etc..) (10 points)
4- Reverse camera, Automatic transmission, Fog lights and Auto lock. (5 points)
5- ABS, ESP, ASR and brake assistant. (5 points)

B. Service Provider (20 points)
6- Experience working with companies and NGOs. (5 points)
7- Communications must be in English. (5 points)
8- Account manager assigned. (5 points)
9- Ability to provide / replace vehicle(s) and driver immediately. (5 points).

C. Driver (20 points)
10- Experience working with companies and NGOs. (10 points)
11- Good oral English skills. (5 points)
12- Health fit Driver (5 points).

Financial Evaluation Scoring Points (30 points):
The scoring of the financial proposal will be based on the best price. Proposers shall follow the requirements in Annex III-Financial Proposal and specify the prices using the tables in Annex III-Financial Proposal.

6.4 Announcement of selected provider
The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for final agreement. Unsuccessful proposers will be notified by email accordingly.

4- كاميرا خلفية، حركة أوتوماتيكية، ضباب وقف الไฟائي (5 نقاط)
5- نظام ABS و ESP و ASR و مساعد الفرامل (5 نقاط)
6- خبرة العمل مع الشركات والمنظمات غير الحكومية (5 نقاط)
7- يجب أن تكون المراسلات باللغة الإنجليزية (5 نقاط)
8- مسؤول حساب ل IMMAP (5 نقاط)
9- القدرة على توفير / استبدال المركبة والسائق بشكل فوري (5 نقاط)

ج - سائق (20 نقطة)
10- خبرة بالعمل مع شركات ومنظمات (10 نقاط)
11- التواصل الشفوي الجيد باللغة الإنجليزية (5 نقاط)
12- أن يكون السائق لائق صحياً (5 نقاط)

نقاط تقييم التقييم المالي (30 نقطة): سيكون التقييم المالي للمقدم بناءً على أفضل سعر. يجب على المقدم العرض إتباع المتطلبات المذكورة في الملحق الثالث وتحديد الأسعار باستخدام الجداول في الملحق الثالث، العرض المالي.

6.4 الإعلان عن المدفوع المختار
سيقوم منسق طلب تقديم العروض بإختيار مقدم العرض الفائز والمضي قدماً في التفاوض على شروط الاتفاقية النهائية. وفقًا لذلك، سيتم إخطار مقدمي العروض غير الناجحين عن طريق البريد الإلكتروني.
ANNEX I - Format of Proposal

You are encouraged to follow this format. Proposals must be attached in two sealed separate envelopes, one financial and one technical to the following address:

iMMAP MENA Regional Office – office number 309 3rd Floor #145- Al Hussieni Complex, Makkeh Street., Amman, Jordan

No later than 24 September 2020.

Proposer is requested to include a half page value statement indicating why they are the most suitable to carry out the assignment.

| Name of Proposing Organization: |  |
| Country of Registration: |  |
| Type of Legal entity: |  |
| Name of Contact Person for this Proposal: |  |
| Address: |  |
| Phone: |  |
| E-mail: |  |

Section A: Expertise and Capability of Proposer

1.1 Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum response date to iMMAP’s requests, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of 90 days from the date of submission. This section should also include a summary of the proposer’s qualifications and ability to meet iMMAP’s overall requirements.
1.2 Organizational architecture, Corporate Qualifications and Management Support

- The proposer should give a brief description of their company, including a brief history, structure and organization, and number of years in business.
- The proposer should provide detailed information regarding its ability to perform the work requested in this RFP. The proposer should discuss its resources that will be available to work on this project in order to meet time restraints and desired performance levels. The proposer should describe the qualifications and experience of the key personnel who will be assigned to this project.

1.3 Adverse judgements or awards

- The proposer should include reference to any adverse judgements or awards.

1.4 General organizational capability

- Outline General Organizational Capability which is likely to affect performance (i.e. size of the organization, strength of project management support, e.g. project management controls, networking).
- Include a description of past and present experiences and relationships that have a direct relationship to the performance of the deliverables.
- Explain any partnerships with local or other organizations relevant to the performance of the deliverables.

1.5 Quality assurance procedures, risks and mitigation measures

- Describe the potential risks for the performance of the deliverables that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks. Provide any relevant certificate(s) for accreditation of processes, policies, e.g. ISO.

1.6 Relevance of specialized knowledge and experience on similar projects

- Detail any specialized knowledge that may be applied to the performance of the responsibilities.
- Describe the experience of the organization in performing similar services. Experience with other INGOs, UN organizations, and any other companies.

1.2 الهيئة التنظيمي ومؤهلات الشركة والدعم الإداري

- يجب أن يقدم مقدم العرض وصاغًا موجزًا لشركته، بما في ذلك نبذة مختصرة عن تاريخ الشركة والهيكل التنظيمي. يجب على مقدم العرض تقديم معلومات مفصلة بشأن قدرته على أدائه العمل المطلوب في طلب تقديم العروض هذا. يجب على مقدم العرض ذكر موارده التي ستكون متاحة للإمساك لهذه المشروعات والمستويات المطلوبة في الوقت المحدد. يجب على مقدم العرض وصف مؤهلات وأدوات الإدارات الرئيسيين الذين سيتم تعيينهم لهذا المشروع.

1.3 الأحكام أو الجوائز

- يجب أن يدرج مقدم العرض إشارة إلى أي أحكام أو قرارات معاكسة متعددة ضده، وذكر أي جوائز حاصل عليها.

1.4 القدرة التنظيمية العامة

- الخطط التنظيمية اللازمة للقدرة التنظيمية العامة التي من المحتمل أن تؤثر على الأداء (أي حجم المنظمة، قوة دعم إدارة المشروع، مثل ضوابط إدارة المشروع، الشبكات).

1.5 إجراءات ضمان الجودة والمخاطر وتدرير التخفيف

- وصف المخاطر المحتملة ذات الصلة بإسهام المهمات المطلوبة، والتي قد تؤثر على الإنجاز في الوقت المناسب وبالجودة المطلوبة. صف التدابير التي سيتم وضعها لتفادي من هذه المخاطر. قد تشمل شهادات (شهادات) ذات صلة لعملية إدارة المهام المطلوبة.

1.6 ملاءمة المعرفة والخبرة المتخصصة في مشاريع مماثلة

- ذكر بالتفصيل أي معرفة أو خبرة يمكن تطبيقها لأداء المهام المطلوبة. قم بتضمين الخبرات في المنطقة.

- وصف خبرة المتخصصة في أداء خدمات مشابهة مع المنظمات غير الحكومية الدولية الأخرى أو منظمات الأمم المتحدة أو شركات أخرى.
Provide at least three references:

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<thead>
<tr>
<th>Project No.1</th>
<th>No.2</th>
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<tbody>
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<td>Client</td>
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<td>Contract Value</td>
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<td>Responsibilities</td>
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<td>Reference Contact Details (Name, Phone, Email)</td>
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1.7 Duty of care
- Describe Duty of Care mechanisms (ex. Social Security Insurance, implementing the Labor Law, health insurance and accident insurance...etc.) that will be put in place with regards to the staff involved in the project proposal as well as the sources and information security.

Section B: Resource Plan, Key Personnel
- Describe the availability of resources in terms of personnel and variety of vehicles. Describe the team who will be assigned to this project and their specialty.

presentation of at least three references on the following:

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<th>اسم العمل</th>
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ANNEX II-CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including Annexes.

OFFICIAL CONTACT: iMMAP requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the contact name and fill in the information below:

Date:__________________________________________

Official Contact Name: _______________________

A. E-mail Address: ______________________________

B. Mail Address: ________________________________

The Proposer certifies that the above information is true and grants permission to iMMAP to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, the Proposer certifies that:

1) The information contained in its response to this RFP is accurate.

2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.

3) Proposer accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFP.

4) Proposer's quote is valid for at least (90) Ninety days from the date of proposer's signature below.

5) The Proposer understands that if selected as the successful proposer, the Proposer will have five (5) business days from the date of delivery of final agreement in which to complete agreement negotiations, if any, and execute the final agreement document.
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<th>Authorized Signature: ______________________</th>
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The financial proposal should be developed and delivered separately in both PDF and Excel formats, with the following in mind:

Price breakdown should be presented according to the following tables (per vehicle type, model and specifications and Driver cost per month). The offered cost should include the following:

a. All necessary logistical and operational vehicle services will be provided to iMMAP including any kind of maintenance, car wash, required kits, licenses and insurance vehicle, driver and passengers.

b. Any additional taxation shall clearly be stated in the cost information.

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### Annex: III - Financial Proposal

#### Price breakdown

The price breakdown should be presented according to the following tables (per vehicle type, model and specifications and Driver cost per month). The offered cost should include the following:

1. All necessary logistical and operational vehicle services will be provided to iMMAP including any kind of maintenance, car wash, required kits, licenses and insurance vehicle, driver and passengers.

2. Any additional taxation shall clearly be stated in the cost information.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Specification</th>
<th>Price per vehicle per month (without tax)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-size car</td>
<td>model 2019/2020, automatic transmission, Airbag, ABS, ESP, ASR, brake assistant, 4x2, AC, 2000 CC, 4 doors, Reverse Camera, Fog lights, Auto lock</td>
<td></td>
</tr>
<tr>
<td>4x4 car</td>
<td>model 2019/2020, Automatic transmission, 3500 CC, Airbags, ABS, ESP, traction control, AC, Reverse Camera, Fog lights, Auto lock</td>
<td></td>
</tr>
<tr>
<td>Mini Van</td>
<td>model 2019/2020, 8 passengers, 2400 CC, central AC, Auto lock, Airbags, fuel type(diesel) Automatic transmission</td>
<td></td>
</tr>
<tr>
<td>Bus 20 passengers</td>
<td>model 2019/2020, diesel engine, automatic or manual transmission, central</td>
<td></td>
</tr>
<tr>
<td>Bus 50 passenger</td>
<td>model 2019/2020, diesel engine, automatic or manual transmission, central AC, Power brakes, ABS, Tinted glass for all windows including the windshield, central AC, toilet.</td>
<td></td>
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<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>

**AC, Power brakes, ABS, Tinted glass for all windows including the windshield, cargo tool on the top of the bus.**