

## **Expression of Interest for the provision of Ground Transportation at IOM office, Lilongwe**

### **1.0 Background:**

The International Organization for Migration (IOM) – UN Migration facilitate movement of beneficiaries from Dzaleka refugee camp to IOM office and other processing sites within Lilongwe. Transportation services are a crucial activity in movement management and also a protection tool as efficient and effective transportation ensures safety and dignity of our beneficiaries.

### **2.0 Scope of Service**

The Scope of work Include transport provision to the following, But not Limited to:

- From Dzaleka camp to IOM office in Lilongwe city.
- IOM office to the Transit Center facility in area.
- Transit Center to the Airport.
- IOM office to hospitals within Lilongwe city.
- IOM office to Airport.
- Dzaleka refugee camp to Kamuzu International Airport.

<b>No</b>	<b>Type and passenger capacity</b>	<b>Number of vehicles/make/model/year/fuel type</b>
1	Saloon car	
2	Van or minibus	
3	28 to 30-seater bus	
4	30-seater plus passenger	
5	32 passenger bus	

6	Offload 7-seater/ 5-seater	
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- The service provider must inform IOM of the type of fuel (diesel, gas, or hybrid) used by each vehicle in the fleet.
- The service provider shall secure licenses and proof of liability and insurance for all vehicles and maintain and service all vehicles so that they are maintained in excellent running conditions.  
Should the service provider sub-contract for some or all vehicles to be used under this contract, the above must be provided for sub-contracted vehicles.
- Additional fees such as parking fees should be documented in the invoice upon completion/delivery of the service.
- IOM does not guarantee any minimum volume of passengers and may wish to sign agreements with several contractors based on operational needs.

### **3.0 The vehicles used transportation services of IOM beneficiaries shall be:**

- Road-worthy, in good running condition, and not more than 10 (ten) years old.
- Equipped with air conditioning systems.
- Equipped with anti-lock braking system (ABS).
- The vehicle should be equipped with necessary safety items, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack, fire-extinguisher, basic hand tools and first aid kits necessary to the security and safety of IOM clients and staff.

#### **4.0 General:**

- Provide ground transportation services to refugees and IOM staff escorting them from Dzaleka refugee camp to IOM, Dzaleka camp to Transit Center facility, Dzaleka refugee camp to Kamuzu International Airport, Transit Center facility to the Kamuzu International Airport, local errands within Lilongwe and shuttle IOM beneficiaries between IOM office to Dzaleka refugee camp.
- The service provider must be able to accommodate all refugees and their baggage, including those with mobility/medical equipment needs such as wheelchairs and oxygen tanks.
- The minimum required working hours of the ground transport provider are 05:30am – 7 pm. working hours are subject to change, according to daily operational needs.
- Drivers must undergo and pass a thorough background check, facilitated/conducted by the vendor.
- The service provider must be able to operate in and out of Lilongwe, as well as to operate within airport premises accessible to the public.

The service provider must provide a detailed summary of the vehicles to be used under this contract.

Should the service provider require the need to sub-contract some o, while this is permitted, a similar summary of the sub-contracted vehicles must be provided, as well as a narrative explaining the need to sub-contract and steps taken to ensure the requirements of this contract are met.

#### **5.0 Submission Deadline**

Please submit your Expression of interest and all required documents by **19<sup>th</sup> May 2025** to the IOM Office at Golden Peacock Hotel, Area 13- Plot No 97. LILONGWE

