

Terms of reference (ToR) for the procurement of services

Vehicle Rental Service
Operational Vehicle for Office Daily Activities
Processing number/cost centre: B752020

General information

Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations. Its corporate objective is to improve people's living conditions on a sustainable basis. GIZ has been working in Indonesia since 1975 on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ), also within the ASEAN region. Together with the local government, private sectors and other stakeholders, GIZ provides projects/programs in many aspects, such as climate change, energy, forestry, inclusive growth, and good governance. Located in Central Jakarta, GIZ Indonesia ASEAN has its country office share the premises together with several project.

In order to support project activities such events, meeting, workshops may take place in Jabodetabek. Therefore, the team would need means of transportation that could support them to implement the work plan.

Period of Assignment

1st May 2026 until 31st March 2027

Specification of Vehicle:

- a. Vehicle type: MPV
- b. Fuel type: Petrol/unleaded gasoline
- c. Engine Displacement: up to 2000 cc
- d. Transmission: Automatic
- e. Drive Type: 2WD
- f. Gear Box: 5-speed
- g. Year of Issuing: Start from 2018 (good condition is mandatory)
- h. Power: 137 hp
- i. Seating capacity: 7 seats
- j. No of doors: 5
- k. Steering System: Electric Power Steering
- l. Length/width/height: approx. 47355 mm/1830mm/1795mm
- m. Wheelbase: approx. 2750mm
- n. Front and Rear tread: approx. 1540mm (both)
- o. Wheel size: R16 2
- p. Tyre Type and size: Radial 205/65 R16
- q. Air Condition: in very good condition (cold and working)
- r. Car Size/Dimension: extra Baggage
- s. Car Safety: Anti-Lock Braking System, airbags (passenger, driver), seat belts (height adjustable front and rear), brake assist, door ajar warning, front impact beams, Vehicle

Stability Control System, Ebd, parking sensor, seat belt warning, side impact beams, engine check warning, day & night rear view mirror, crash sensor, First Aid Kit, and having high level performance to support safety

- t. Security: Central Lock, anti-theft alarm, anti-theft device, power door lock, engine immobilizer
- u. Efficiency in fuel use and maintenance of the car itself

The Vendor shall be responsible to:

- a) Cover the insurance for vehicle (all risk), third party liabilities and insurance for the driver and passenger/person per unit incident
- b) Provide regular requires maintenance (e.g.: Oil change & fluid; tires & brakes; parts & etc.) according to the standard vehicle maintenance procedure (at least once a month or based in Kilometres reached the replacement level).
- c) Provide consumable and spare parts replacement without additional charges
- d) Provide a vehicle in a good condition (guaranteed car during the contract).
- e) Provide repair and maintenance throughout authorized dealer.
- f) Provide vehicle registration renewal and all the taxes burden
- g) Provide an immediate temporary replacement with a similar specification when the vehicle is out of order for more than 1 x 4 hours

Other Requirements

- a) Offer must be based on the requirements or specifications mentioned in this document.
- b) Vendor is allowed to offer more than 1 (one) type of vehicle (Hybrid and Normal Car).
- c) All prices quoted must be exclusive of all taxes, since the GIZ, including its subsidiary organs, is exempted from taxes.
- d) Vendor shall cooperate with GIZ for SKB (Surat Keterangan Bebas Pajak) that may have impacted to the payment process
- e) GIZ shall process the VAT with tax exemption from BADORA. The process of tax exemption will take 2-3 months
- f) The contract is inclusive of vehicle rental, vehicle maintenance, and insurance.
- g) All clauses as above must be drawn up into the contra

Location

GIZ Indonesia
Jl. Subang No.10, Menteng
Jakarta 10310

Administration

GIZ Country Office Indonesia Menara BCA, 46th Floor
Jl. M.H. Thamrin No. 1 Jakarta Pusat Indonesia

Failure to complete work: GIZ reserves the right to cancel the remainder of the contract if the appointed Vendor failed to complete work or provide service as mentioned in the contract.