



UNITED CITIES AND LOCAL GOVERNMENTS ASIA PACIFIC

TERMS OF REFERENCE

Procurement No:	017/UCLG ASPAC/X/2025
Title:	Procurement for Rental of Operational Vehicle for the UCLG ASPAC Secretariat
Division:	Bureau of Secretary General
Duty Station:	UCLG ASPAC Secretariat, Jakarta
Period:	2 years (Possibility for extension)
Posting date:	03 November 2025
Closing date:	8 December 2025

Background

United Cities and Local Governments Asia Pacific (UCLG ASPAC) is the largest regional section of the global association United Cities and Local Governments (UCLG), with its Secretariat located in Jakarta, Indonesia. UCLG is a worldwide association of local governments and serves as the officially recognised voice of local governments by the United Nations. It links more than 240,000 cities and local governments in more than 140 countries worldwide. UCLG ASPAC has established linkages with over 10,000 local governments, representing more than 3.76 billion people—over half of the world’s population—and includes fast-developing economies such as China, India, and Indonesia.

Given the demanding schedule and high mobility requirements of the UCLG ASPAC Secretariat and Secretary General in executing activities, programmes, and projects, it is necessary to continually rent a vehicle to meet the operational needs.

Vehicle Requirements

The rental vehicle must meet the following specifications:

Specification	Details
Vehicle Type	5/7 passenger vehicle, preferably electric or hybrid
Driver	One experienced driver, Monday to Friday – Office Hours
Vehicle Insurance	Includes Emergency Rescue Services, All Risk Coverage and Third Party Liability Coverage.

Specification	Details
Backup Vehicle	A standby vehicle must be available in every Indonesian city to ensure operational continuity during maintenance or service periods.
Service and Maintenance	Provides regular maintenance, including oil changes and services every 10,000 km or as specified by the vehicle's manufacturer

Vendor Evaluation Criteria (30%)

Vendors will be evaluated based on the following criteria:

- Cost-effectiveness (rental cost and additional operational costs)
- Vendor reputation and experience in providing rental services for high-level government or corporate entities
- Vehicle condition and availability
- Service and maintenance capabilities
- Compliance with environmental and safety regulations

Compliance with Local Laws and Regulations (20%)

The vendor must ensure that the vehicle and service comply with all relevant local transportation laws, tax regulations, and environmental standards. The vendor must provide the necessary documentation confirming the vehicle's compliance.

Payment Terms (10%)

- Service Agreement will be offered for a minimum of 2 years with a monthly payment and a 30-day payment term from the invoice date.
- Overtime hours will be calculated separately, based on Government Regulations and upon prior approval from UCLG ASPAC.

Insurance and Liabilities (30%)

- The vendor is responsible for ensuring that the vehicle is covered by appropriate insurance, including theft, fire, and accident coverage.
- UCLG ASPAC will cover third-party liabilities in case of accidents involving the rented vehicle during the rental period.

Others (10%)

- Out-of-town mission services are excluded from the vehicle rental contract and will be calculated as a lump sum allowance.
- Any additional charges for special requirements (e.g., driver's extended working hours, out-of-town travel, or specific vehicle features) upon requested by UCLG ASPAC.

How to Apply

Interested rental companies should submit the following documents:

- Company Profile and Portfolio
- Proposal including vehicle details, rental rate calculation, and service commitment
- Proof of Insurance and maintenance plan

Please send the complete application to the following email addresses:

- procurement@uclg-aspac.org
- Copy to: desra.defriana@uclg-aspac.org and noviandri.yotighana@uclg-aspac.org
- Subject Line: VHC_Procurement for Rental of Operational Vehicle for UCLG ASPAC

Deadline: All documents must be submitted no later than 8 December 2025, 05:00 PM (Jakarta Time).
