

**OPEN AND CONTINUOUS CALL FOR QUOTATION**

**Explanatory Note**

As a Non Governmental Organization (NGO), Humanity and Inclusion (HI) respects the principles of neutrality and impartiality. Moreover, it respects good business practices. Calls for quotations are publicly posted on websites. They are open to all transporters.

The carrier files are selected fairly on the basis of four criteria:

* The administrative and legal criteria
* Compliance with the laws governing the profession of road freight carrier;
* Compliance with the laws governing road traffic;
* The respect of the laws governing the circulation of vehicles and in particular the possession of all the documents necessary for the circulation of vehicles;
* The valid driving license of the drivers, in adequacy with the category of vehicles;
	+ Insurance conditions (truck and goods);
	+ The respect of the general tax code for the activity of carrier
* The technical criteria
* Availability of vehicles
* the state of the vehicles
* The criterion of respectability of the carrier
* reliability and professionalism of the carrier
* the financial soundness of the company
* Respect for the principles of neutrality and impartiality in the performance of its duties
* respect of the ethical rules described in the appendix. In this respect, Humanity & Inclusion (HI) reserves the right to use international supplier monitoring tools in order to verify their history and potential involvement in illegal or unethical activities.

Respect of good commercial practices

* The tariff criterion
* the carrier's tariff proposal

The carrier has the opportunity to examine these rate proposals on a regular basis through a process known as ‘Open and Continuous Quotation’. At the same time, if HI/Atlas Logistique receives a transport request from one of its partners for which no tariff has yet been fixed, an email will be sent to the carriers inviting them to submit their tariff proposals within 2 hours.

The quotation folder is composed of:

* the call for quotation announcement
* this explanatory note
* a supplier form
* a quotation file by origin – destination, type of vehicle and payload rang according to the needs.

**Supplier Form :**



**③**

**②**

**①**

|  |  |
| --- | --- |
| **Company Name:…****④****License Trade No:….****Type of company:…** |  |
| **Head office** Name of Legal Representative:…First name of legal representative:…Tel:..**⑥**Email:…Website:… | **⑤**Number of trucks owned : ….I have chosen an attorney to sign and collect payments for the service YES NO |
| Main office address:… | Name of the focal point:….**⑦** |
|  |  |

**①** Fill in the company information. The legal representative is the operator indicated on the legal documents for the registration of the carrier activity.

**②** Licence trade number listed on the motor carrier business card.

**③** The legal representative of the transport company (the principal) may appoint a single attorney. The attorney is thus empowered to exercise certain powers of the mandator. However, the principal remains responsible for the acts signed by the attorney. There is no transfer of competence between the mandator and the attorney and the fault of the carrier could only be committed on the mandator. Concerning the perception of the remuneration foreseen in the order form, the mandator will be able to confer the rights to the attorney, to perceive the totality of the sum in his name. The delegation of signature and collection of the mandate to the attorney can only be done by means of a power of attorney letter. The power of attorney must indicate the identity of the person delegating and the person accepting the power of attorney. The power of attorney may be for a limited and specified period of time, or without time limits. It must define the scope of the delegation (delegation of signature of the purchase order, delegation of signature of the quotations, delegation of collection of the remuneration, delegation of supervision of the transport operation etc.). It must be signed by both the mandator and the attorney who accepts the power of attorney. At least, the identity documents of the attorney and the mandator must be attached to this letter.

**④** The main office is the registered office and the legal domicile of the company.

**⑤** Number of trucks ownedby the company

**⑥** The carrier (the mandator) may appoint an attorney for the negotiation, the signature of purchase orders, the management of the transport operation and the collection of the transport price. The attorney is thus entitled to exercise certain powers of the mandator. However, the mandator remains responsible for the acts signed by the attorney. There is no transfer of competence between the mandator and the attorney and the fault of the carrier could be committed only on the mandator. The delegation of signature and collection from the mandator to the attorney can only be done through a power of attorney letter. The power of attorney must indicate the identity of the person delegating and the person accepting the power of attorney. The power of attorney may be for a limited and specified period of time or without time limits. The power of attorney must define the scope of the delegation (delegation of signature of the purchase order, delegation of signature of the quotations, delegation of collection of the remuneration, delegation of supervision of the transport operation etc.). The power of attorney must be signed by both the mandator and the attorney accepting the power of attorney. At least, the identity documents of the attorney and the mandator must be attached to this letter.

**⑦** Name of the contact person designated by the company's legal representative for the management of transport contracts. The sales representative can be the legal representative himself or an agent.



**⑧**

List of documents to be provided with the quotation file. The document attached to the file can be checked. Documents marked with an asterisk must be attached to the file. The file may or may not be received if all documents are not present. The Carrier further represents and warrants that all documents provided to Humanity and Inclusion (HI) are true and accurate copies that authorize the Carrier to practice the profession of transporter.