



Gieoz Corporate Drivers Limited

HEAD OFFICE

2nd Floor, Wuraola House, 82/90, Allen Avenue, Ikeja, Lagos

P.O. Box 6001, Ikeja

Telephone: 08033054626, 08098775911

Email: info@gieoz.com

Website: www.gieoz.com

Proposal/Terms of Service

We write to introduce Gieoz Corporate Drivers Limited (**GCDL**) to your organization.

GCDL is a personnel service organization, specializing in the recruitment, management and training of drivers and dispatch riders for both corporate and individual clients.

GCDL vision is to become the preferred service provider of choice to our clients in every facet of our service area offering superior service delivery.

We provide the following services:

1. Driver Management Service

We offer Driver Management Service to organizations that wish to reduce valuable man-hours expended by their Human Resource department on non-core personnel/activities so that they can focus more attention on personnel engaged in core activities. The objective here, is to provide value our clients by removing from the organizations purview, the responsibility for directly managing their pool of drivers (with all the attendant challenges), so that resources can be freed-up from this activity and redirected towards the clients core business. This correlates with our mission which is 'to consistently provide value to our clients through the provision of efficient logistic support services in the area of recruiting, management and training of support staff'.

Under this Service provision, we completely take over the administration of drivers, from Salary administration, to provision of uniforms, welfare and personnel issues such as pension schemes, tax remittance and registration under Health schemes. As a result, your human resource/personnel people can spend time on issues directly bordering on your core business activities.

Fee: Our fee for this service is determined by the service delivery parameters agreed between us and your organization.

2. Driver Recruitment Service

Under our Recruitment Service, we will recruit for you competent drivers who will be retained on your payroll. Your organisation has the management and administrative responsibility over the driver. If a driver we provide is not satisfactory; we will provide a replacement at no extra cost to you within the **FIRST TWO MONTHS**

We ensure the drivers provide suitable guarantors and carry out a check on them to determine their suitability or otherwise. On accepting the guarantor so provided, you will have recourse to such guarantors in the event of any incidence of misdemeanour on part of driver during his employment.

Whilst every effort is made to check and cross-check our drivers' claims, their integrity and competency, under this service category, GCDL does not admit liability for any act of infidelity or other human error on the part of the drivers as we do not relate with them on a day to day basis.

Fee: Our fee for this service is the equivalent of one (1) month salary of the driver

3. Provision of Temporary Drivers:

There are times when your organisation will need the services of a temporary driver to either replace drivers who are either ill or proceed on vacation, or for any other reason. **Gieoz Corporate Drivers Limited** can provide you a temporary driver within 24 hours of receiving your request.

Fee: Our fee for this is based on nature of the request and duration.

4. Training

Gieoz Corporate Drivers provides Driver Training courses to organizations who want their drivers to operate at a higher level of efficiency and awareness.

It is useful to note that your drivers project your brand image positively or negatively, in the way they conduct themselves whilst carrying out their duties. Therefore, our training courses, aside from containing modules which are designed to enhance their effectiveness, also contain modules that seek to modulate their behaviours in a way that is beneficial to your organization.

Some of our training modules include:

- Defensive driving techniques,
- Safety awareness & habits,
- First aid awareness,
- Proper car maintenance tips
- Communication skills,
- Ethical behavior, etc

Fee: This will be determined based on the training format and number of candidates.

At your convenience, we are available for further discussion in order to meet your exact requirement concerning these services.

We look forward to a fruitful business relationship with your organization.

Yours faithfully,

For: **GIEOZ Corporate Drivers Limited**

A handwritten signature in black ink, appearing to read 'Emmanuel Agim', with a stylized flourish at the end.

Emmanuel Agim
Admin Manager