



REQUEST FOR QUOTATIONS (RFQ)

**HIRING OF MOTOR VEHICLES FOR USE BY THE SADC
ELECTORAL OBSERVATION MISSION (SEOM) DURING
THE 2019 TRIPARTITE ELECTIONS IN THE
REPUBLIC OF MALAWI IN 2019**

SADC/ORGAN/MALAWI 1/2019



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

Private Bag 0095
Gaborone
Botswana

E-mail: registry@sadc.int
Website: www.sadc.int

Telephone: (267) 3951863
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(267) 3181070

Dear Sir / Madam:

Request for Quotations (RFQ) Hire of Motor Vehicles (Chauffeur Driven) for use by the SADC Electoral Observation Mission (SEOM) during the 2019 Tripartite Elections in the Republic of Malawi in 2019

1. We kindly request you to submit your quotation for “*Provision of Motor Vehicles (Chauffeur Driven)*” as detailed in the attached **Specification**.

Description	Quantities	Period
<i>Motor Vehicles as indicated in the Specification</i>	As indicated in the Specification	<i>33 days</i>

Additional requirements: Bids should be accompanied by minimum of 3 references where similar services have been rendered.

2. You must quote for all items and quantities indicated in each lot of this RFQ. You are required to submit only one quotation for these services.
3. Your quotation, on an official letterhead in the required format (**See Annex 2 to this RFQ**), should be addressed and submitted to:

Head of Procurement

SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1787
Fax: +267 397 2848/318 10
Email: pchifani@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 3** is:
Friday 12th April 2019 at 15:00 hrs Local Time.

Proposals submitted by E-mail ***are*** acceptable and should be submitted to
malawiseomcarhire2019@sadc.int by the deadline in Paragraph 4 above

The Physical address to hand deliver bids is as above.

Late Bids will be rejected

5. Quotation(s) shall be submitted as per the following instructions, and in accordance with the Terms and Conditions of the Standard Purchase Order attached as Annex 3 to this RFQ:
- 5.1 The hiring of the motor vehicle shall be for a minimum of six (6) days and maximum of thirty three (33) days, depending on the requirements of the SEOM.
- 5.2 The motor vehicle is to be made available on receipt of the official letter of acceptance issued by the SADC Secretariat.
- 5.3 The hiring of the motor vehicle shall be for all days of the week, that is, Mondays to Sundays, both days inclusive, and also including Public or National Holidays, in respect of which a uniform rate has to be offered.
- 5.4 The motor vehicle shall be less than five years old and duly registered, licensed and covered by a fully comprehensive insurance policy.
- 5.5 Regular maintenance, routine servicing and repairs, and periodic valeting service of the motor vehicle shall be the responsibility of the Contractor. During the period of maintenance, routine servicing and repairs or valeting service, a replacement motor vehicle shall be made available until the original motor vehicle is returned for use by the SEOM.
- 5.6 Quotations are to be submitted in a sealed envelope or emailed to the address indicated in this RFQ.

- 5.7 Bidders are requested to quote the all-inclusive daily rate to be charged for the hiring of the motor vehicle.
- 5.8 Bidders may offer more than one type of motor vehicle. A specifications sheet shall be duly filled for each motor vehicle offered.
- 5.9 The rates offered should be in US\$ (VAT inclusive). Should more than one motor vehicle be offered by a bidder, each rate should be clearly indicated and referenced to each option offered.
- 5.10 When applicable, all duties and any other taxes applicable to their importation shall be included in the price.
- 5.11 The warranty for all items covering parts and labour (when applicable) shall remain valid for the whole period of the contract for the hire of the motor vehicle.
- 6.12 EVALUATION AND AWARD OF CONTRACT: Quotations determined to be administratively (see Paragraph 2, 3, 4, 5, 6 and 7) and technically compliant to the requirements will be evaluated by comparison of their prices (defined as above). The award will be made to the bidder offering an administratively and technically compliant quotation at the lowest total price.
- 6.13 VALIDITY OF THE OFFER: Your quotation must be valid for a period of 120 days from the quotation submission deadline as indicated in **Paragraph 5** above.
6. Additional information and clarifications can be requested *no later than 3 days* prior to submission deadline as indicated in the paragraph 5 above, from:

Mr. Purpose Chifani
Email: pchifani@sadc.int
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1787
Fax: +267 397 2848/318 1070

ANNEXES:

ANNEX 1: **Technical Specifications**

ANNEX 2: **Quotation Form**

ANNEX 3: **Details of Deployment Areas**

Sincerely,

Name: *Mr Purpose Chifani*
Title: Procurement Officer
Date: 4th April 2019

ANNEX 1

TECHNICAL SPECIFICATIONS

Specifications for Motor Vehicle for Hiring

Specifications	To be filled by the Tenderer
1. <i>Make (To be stated by bidder)</i>	
2. <i>Model (To be stated by bidder)</i>	
3. <i>Year of Manufacture minimum 2015 (To be stated by bidder)</i>	
4. <i>Four Wheel Drive</i>	
5. <i>Engine Displacement capacity. Minimum 2500 cc (To be stated by bidder)</i>	
6. <i>Minimum KW 120 (To be stated by bidder)</i>	
7. <i>Seating Capacity: Minimum 5</i>	
8. <i>Power Steering</i>	
9. <i>Front and Rear Electric Windows</i>	
10. <i>Air- Conditioning</i>	
11. <i>Central door Locking</i>	
12. <i>Airbag system (number & details to be specified)</i>	
13. <i>Radio/CD player</i>	

Done at:..... on/...../..... By [Name].....

On behalf of[Supplier's name and Signature]

ANNEX: 2

FORM FOR SUBMITTING SUPPLIER'S QUOTATION¹

(This form must be submitted only using the Supplier's Official letterhead/Stationery)²

We, the undersigned, hereby accept in full the Conditions of the Purchase and offer to supply the items listed below in response to the RFQ:

Item No.	Description/Specification of Vehicle	Quantity	Daily Rate (Including VAT) in US\$	Total Price per Item
	<i>Option 1 (Make and Model)</i>			
	<i>Option 2 (Make and Model)</i>			
	<i>Option 3 (Make and Model)</i>			
	<i>Option 4 (Make and Model)</i>			
	<i>Option 5 (Make and Model)</i>			

[Name and Signature of the Supplier's Authorized Person]

[Designation]

[Date]

[Official Stamp]

¹ This serves as a guide to the Supplier in Preparing the Quotation and Price Schedule.

² Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

ANNEX 3

SEQ	DISTRICT AND AREA OF DEPLOYMENT	DURATION	No. OF CARS	No. OF OBSERVERS	DISTANCE FROM LILONGWE TO THE DESTINATION IN KM	INTERNAL FLIGHTS FROM MALAWI TO DESTINATION AND NAME OF AIRPORT	COMMENTS
1	Lilongwe District –Rural and Urban 5 Seater (<i>Twin Cab or its equivalent</i>) <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Air conditioned 	29 Days	3	6	0 km	No	
2	Blantyre District: Blantyre City and the rural 5 Seater (<i>Twin Cab or its equivalent</i>) <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 	29 Days	2	4	331km	No	

	<ul style="list-style-type: none"> • 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 						
3	<p>Mzimba District: Mzuzu City <i>5 Seater (Twin Cab or its equivalent)</i></p> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and 	29 Days	1	2	367km		

	outside <ul style="list-style-type: none"> • Air conditioned 						
4	Zomba District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 	29 Days	1	2	286km	No	
5	Rumphi District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage 	29 Days	1	2	432km	No	

	compartment to accommodate four (4) medium size suitcases, <ul style="list-style-type: none"> • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 						
6	Nkhatabay District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 	29 Days	1	2	413km	No	

7	<p>Ntcheu District <i>5 Seater (Twin Cab or its equivalent)</i></p> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 	29 Days	2	4	158km	No	
8	<p>Machinga District <i>5 Seater (Twin Cab or its equivalent)</i></p> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) 	29 Days	1	2	250km		

	<ul style="list-style-type: none"> • medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 						
9	<p>Thyolo District <i>5 Seater (Twin Cab or its equivalent)</i></p> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 	29 Days	2	4	358km		

10	Mchinji District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 	29 Days	1	2	109km		
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11	Kasungu District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside Air conditioned	29 Days	1	2	127km		
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12	Mangochi District <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside Air conditioned	29 Days	1	2	245km		
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13	<p>Nsanje Distric <i>5 Seater (Twin Cab or its equivalent)</i></p> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside <p>Air conditioned</p>	29 Days	1	2	488km		
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14	Karonga <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside Air conditioned	29 Days	1	2	571km		
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15	Mulanje <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside Air conditioned	29 Days	1	2	451km		
	Buses: Airport Shuttles: X2 with seating capacity of 30 seater buses with capacity available to ferry observers to airport and departure of the Observers in the period specified Malawi based	10 Days	2	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) - Secretariat: with the seating capacity of 7 pax Lilongwe based	29 Days	1	N/A			
	Off-road vehicle (<i>Twin Cab</i>	29 Days	1	N/A			

	<i>or its equivalent</i> : Troika Officials: with the seating capacity of 5 pax Malawi based						
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) : for the SEAC Officials with the seating capacity of 5 pax Malawi based	19 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) For the Director Malawi based	8 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) for the Drafting Team	29 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) for the Media	29 days	1	N/A			
	Executive (VIP) Four Wheel Drive for Head of Mission, i.e. Status for Minister with the seating capacity of 5 pax Car for Head of Mission, Malawi and Three (3) selected visits out of Malawi	8 days	1	N/A			
	Executive (VIP) Four Wheel Drive for Executive Secretary (ES) with the seating capacity of 5 pax Provide the car flag holder for the Executive Secretary to hang the car flag-Malawi based	29 days	1	N/A			

Estimated Number of Vehicles Required for SEOM:

Observers: 20

Airport Shuttle: 2

SEOM Leadership / Secretariat: 8

TOTAL: 28

NOTE:

VEHICLES

- The vehicles should be road worthy, well serviced and in excellent condition
- Compliant with the Malawi Road Traffic Act, they should have an approved certificate of fitness; one year road tax and front and rear reflective number plates.
- Vehicles should not be more than 4 years old.
- The service provider will also need to ensure availability of vehicles at designated Provinces where observers will be flown in.
- The number of days and quantity required for the hiring of vehicles may vary based on the mission schedule of activities and number of observers that constitute the SADC Electoral Observation Mission.
- The SEOM reserves the right to change the number of vehicles required but will advise the service provider timeously.
- The service provider should have a valid Tourism Authority license.
- The service provider should have a valid Tax certificate.

DRIVERS

- The Drivers **MUST** be fluent in English and local languages.
- The service provider is responsible for the drivers upkeep (accommodation and food) and insurance cover
- Drivers should have valid drivers' licenses with no traffic fines, must be smart and of sober character.
- The drivers' license must be valid for a minimum of 2 years.
- In case of any unwarranted behavior by the assigned driver, The SEOM reserves the right to change the driver, and the service provider will advise timeously.
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