



REQUEST FOR QUOTATIONS (RFQ)

**HIRE OF MOTOR VEHICLES FOR USE BY THE SADC
ELECTORAL OBSERVATION MISSION (SEOM) DURING
THE PRESIDENTIAL, PROVINCIAL AND LEGISLATIVE
ELECTIONS IN THE REPUBLIC OF MOZAMBIQUE
OCTOBER 2019**



SOUTHERN AFRICAN DEVELOPMENT COMMUNITY SECRETARIAT

Private Bag 0095
Gaborone
Botswana

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

Telephone: (267) 3951863
Telefax: (267) 3972848
(267) 3181070

Dear Sir / Madam:

Request for Quotations (RFQ) Hire of Motor Vehicles for use by the SADC Electoral Observation Mission (SEOM) during the October 2019 Presidential, Provincial and Legislative Elections in the Republic of Mozambique

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

Description	Quantities	Period
<i>Motor Vehicles as indicated in the Specification</i>	As indicated in the Specification	<i>22 days</i>

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 goods.
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

Or send through Email: carhiremz@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 3** is:
Thursday 24th August 2019 at 16:30 hrs Local Time
5. Quotations by Hand, Fax or E-mail “*are*” acceptable. Send on this email
carhiremz@sadc.int
6. 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:
 - 6.1 The hiring of the motor vehicle shall be for a minimum of six (7) days and maximum of twenty-two (22) days, depending on the requirements of the SEOM.
 - 6.2 The motor vehicle is to be made available on receipt of the official letter of acceptance issued by the SADC Secretariat.
 - 6.3 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.
 - 6.4 The model of motor vehicles shall be less than five years old and duly registered, licensed and covered by a fully comprehensive insurance policy.
 - 6.5 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.
 - 6.6 Quotations are to be submitted in a sealed envelope or emailed to the address indicated in this RFQ.
 - 6.7 Bidders are requested to quote the all-inclusive daily rate to be charged for the hiring of the motor vehicle.
 - 6.8 Bidders may offer more than one type of motor vehicle. A specifications sheet shall be duly filled for each motor vehicle offered.
 - 6.9 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.

- 6.10 When applicable, all duties and any other taxes applicable to their importation shall be included in the price.
- 6.11 The warranty for all items covering parts and labour (when applicable) shall remain valid for 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.
7. 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 Themba Lengaoasa
Email: tlengoasa@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

Please note : The above email should not be used for submission, it is only meant for enquiries.

ANNEXES:

- ANNEX 1: **Technical Specifications**
ANNEX 2: **Quotation Form**
ANNEX 3: **Details of Deployment Areas**

Sincerely,

Name: *Mr Gift Gwaza*
Title: Head of Procurement
Date: 13 August 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 MAPUTO TO DESTINATIONS IN KM	INTERNAL FLIGHTS FROM MOZAMBIQUE TO DESTINATION AND NAME OF AIRPORT	COMMENTS
1	MAPUTO PROVINCE – Urban and 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 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2015 or any latest model • Air conditioned 	18 Days	2	3	0 KM	NO	Number of cars could be varied depending on the approved size of the mission
2	CABO DELGADO PROVINCE - Urban and 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 	18 Days	1	3	1672 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.

	<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>GAZA PROVINCE - Urban and Rural <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 	18 Days	1	3	318 KM	NO	

	outside <ul style="list-style-type: none"> • Air conditioned 						
4	INHAMBANE PROVINCE - Urban and Rural <i>5 Seater (Twin Cab or its equivalent)</i> <ul style="list-style-type: none"> • 4 Wheel Drive with Zminimum 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 	18 Days	1	3	359 KM	NO	
5	MANICA PROVINCE - Urban and Rural <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 	18 Days	1	3	712 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.

	<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 						
6	<p>NAMPULA PROVINCE - Urban and Rural <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 	18 Days	1	3	1393 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.

	outside <ul style="list-style-type: none"> Air conditioned 						
7	NIASSA PROVINCE - Urban and Rural <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 	18 Days	1	3	1525 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.
8	SOFALA PROVINCE - Urban and Rural <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 	18 Days	1	3	776 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.

	<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 						
9	<p>TETE PROVINCE - Urban and Rural <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 	18 Days	1	3	1096 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.

	outside <ul style="list-style-type: none"> • Air conditioned 						
10	ZAMBEZIA PROVINCE - Urban and Rural <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 	18 Days	1	3	1113 KM	YES	N.B: Observers will be flown to destination but will require vehicles once on the ground.
	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 Mozambique based	10 Days	2	N/A			Number of cars could be varied depending on circumstances
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) - Secretariat: with the seating	18 Days	1	N/A			

	capacity of 7 pax Maputo based						
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) : Troika Officials: with the seating capacity of 5 pax Mozambique based	18 Days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) : for the SEAC Officials with the seating capacity of 5 pax Mozambique based	18 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) For the Director Mozambique based	7 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) for the Drafting Team	20 days	1	N/A			
	Off-road vehicle (<i>Twin Cab or its equivalent</i>) for the Media	20 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, Mozambique and Three (3) selected visits out of Mozambique	days	1	N/A			Number of cars could be varied if Alternate Head of Mission is appointed

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- Mozambique based	8 days	1	N/A			
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Estimated Number of Vehicles Required for SEOM:
Observers: 11
Airport Shuttle: 2
SEOM Leadership / Secretariat: 8
TOTAL: 21

NOTE:

VEHICLES

- The vehicles should be road worthy, well serviced and in excellent condition
- Compliant with the Mozambique 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 Traders Authority license.
- The service provider should have a valid Tax certificate.

DRIVERS

- There should be provision of drivers who are fluent in English, Portuguese and local languages.
- The service provider is responsible for the driver's upkeep (accommodation and food).
- Drivers should have valid drivers' licenses with no traffic fines.