



REQUEST FOR QUOTATIONS (RFQ)

**HIRE OF MOTOR VEHICLES FOR USE BY THE SADC
ELECTORAL OBSERVATION MISSION (SEOM) DURING
THE 2019 NATIONAL AND PROVINCIAL ELECTIONS IN
THE REPUBLIC OF SOUTH AFRICA IN 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 (Chauffeur Driven) for use by the SADC Electoral Observation Mission (SEOM) during the 2019 National and Provincial Elections in the Republic of South Africa 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>22 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 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 1704

Fax: +267 397 2848/318 10

Email: tlengoasa@sadc.int

Cc: ggwaza@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 3** is:
Friday 12th April 2019 at 16:30 hrs Local Time

5. Quotations by Hand, Fax or E-mail **“are”** acceptable.

6. Physical address to hand deliver bids is as follows :

Southern Sun Pretoria
Cnr.Pretorias & Steve Biko Streets
Arcadia, Pretoria ,0083

Late Bids will be rejected

7. 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:

7.1 The hiring of the motor vehicle shall be for a minimum of six (6) days and maximum of twenty two (22) days, depending on the requirements of the SEOM.

7.2 The motor vehicle is to be made available on receipt of the official letter of acceptance issued by the SADC Secretariat.

7.3 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.

7.4 The motor vehicle shall be less than five years old and duly registered, licensed and covered by a fully comprehensive insurance policy.

7.5 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.

7.6 Quotations are to be submitted in a sealed envelope or emailed to the address indicated in this RFQ.

- 7.7 Bidders are requested to quote the all-inclusive daily rate to be charged for the hiring of the motor vehicle.
- 7.8 Bidders may offer more than one type of motor vehicle. A specifications sheet shall be duly filled for each motor vehicle offered.
- 7.9 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.
- 7.10 When applicable, all duties and any other taxes applicable to their importation shall be included in the price.
- 7.11 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.
8. 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 Lengoasa
Email: sgopolang@sadc.int or tlengoasa@sadc.int
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1704
Fax: +267 397 2848/318 1070

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: 01 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 2013 to current (2019)</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

