



REQUEST FOR QUOTATIONS (RFQ)

**HIRE OF MOTOR VEHICLES FOR USE BY THE SADC
ELECTORAL OBSERVATION MISSION (SEOM) DURING
THE ELECTIONS IN ESWATINI IN 2018**



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 Elections in the Kingdom of ESWATINI in 2018

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>16 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 11th -26th September 2018</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 54385New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1704
Fax: +267 397 2848/318 10
Email: eswatiniseom@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 4** is:
Tuesday 3rd September 2018 at 12:30 hrs Local Time
5. Quotations by Hand or Fax *“are”* not acceptable.
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 two (2) days and maximum of sixteen (16) days, depending on the requirements of the SEOM. *The time period will be confirmed once the election date is set. Elections are expected to take place between 11th-26th September 2018.*
 - 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 motor vehicle 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 emailed to the address indicated under Paragraph 3 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.
- 7.15 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.
- 7.16 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:

Dr. Mavis Matenge
Email: mnmatenge@sadc.int
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1710
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 Mike Gwaza*
Title: Head of Procurement
Date: 22 August 2018

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 2014 (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



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

SEQ	DISTRICT AND AREA OF DEPLOYMENT	DURATION	NO. OF CARS	NO. OF OBSERVERS	ESTIMATED DISTANCE FROM MBABANE TO THE DESTINATION IN KMs	INTERNAL FLIGHTS FROM MBABANE TO DESTINATION AND NAME OF AIRPORT	COMMENTS
1	<p>Within Mbabane</p> <p>HHOHO REGION</p> <p>5 Seater (4x4)</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) 	17-22 September 2018	2	6	0 km	No	



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

	medium size suitcases, <ul style="list-style-type: none"> • Year of Make, 2014 or any latest model • Air conditioned 						
2	From Mbabane to Pigg's Peak HHOHO REGION <i>5 Seater (4x4)</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) 	17-22 September 2018	2	4	62kms	No	



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

	medium size suitcases, <ul style="list-style-type: none"> • Year of Make, 2014 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	From Mbabane to Manzini MANZINI REGION <i>5 Seater (4x4)</i> <ul style="list-style-type: none"> • <i>4 Wheel Drive</i> with minimum ground clearance of not less than 	17-22 September 2018	2	4	38kms	No	



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SEPTEMBER 2018

	<p>270mm</p> <ul style="list-style-type: none"> • Engine capacity Minimum 2500cc and not exceeding 3200 cc • Secure luggage compartment to accommodate four (4) medium size suitcases, • Year of Make, 2014 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 						
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VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

4	<p>From Mbabane to Hlatikulu</p> <p>SHISELWENI REGION</p> <p><i>5 Seater (4x4)</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, 2014 or any latest model • Working car radio 	17-22 September 2018	2	4	104kms	No	
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VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

	<ul style="list-style-type: none"> • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and outside • Air conditioned 						
5	<p>From Mbabane to Siteki</p> <p>LUBOMBO REGION</p> <p><i>5 Seater (4x4)</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 	17-22 September 2018	2	4	103kms	No	



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

	accommodate four (4) medium size suitcases, <ul style="list-style-type: none"> • Year of Make, 2014 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 						
	Buses: Airport Shuttles: with seating capacity of 30 seater buses with capacity available to ferry observers to airport and departure of the Observers in the period specified - Mbabane based	14-17 September 2018 23-24 September 2018	2	N/A			



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	Off-road vehicle(4x4) <u>Secretariat Vehicle with the seating capacity of 7 - Mbabane based</u>	11-26 September 2018	1	N/A			
	Off-road vehicle (4x4) <u>Troika Officials Vehicle with the seating capacity of 5 - Mbabane based</u>	14-24 September 2018	1	N/A			
A	Off-road vehicle(4x4) <u>SEAC Officials Vehicle with the seating capacity of 5 Mbabane based</u>	14-24 September 2018	1	N/A			
	Off-road vehicle(4x4) <u>Director's Vehicle Mbabane based</u>	16-24 September 2018	1	N/A			



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

SEPTEMBER 2018

	Minibus for the <u>Media and Drafting Teams</u> with seating capacity of 7-10	17-24 September 2018	1	N/A			
	Executive (VIP) Four Wheel Drive for <u>Head of Mission</u>, i.e. Status for Minister with the seating capacity of 5 Car for Head of Mission – Mbabane based	14-24 September 2018	1	N/A			
	Executive (VIP) Four Wheel Drive for <u>Executive Secretary (ES)</u> with the seating capacity of 5 Provide a car with flag holder for the Executive Secretary – Mbabane based	16-24 September 2018	1	N/A			



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Estimated Number of Vehicles Required for SEAC:

Observers: 10

Airport Shuttle: 2

SEOM Leadership / Secretariat: 7

TOTAL: 19

NOTE:

VEHICLES

- The vehicles should be road worthy, well serviced and in excellent condition
- Compliant with the Eswatini Road Traffic Act. Vehicles should have an approved certificate of fitness; one year road tax and front and rear reflective number plates. Vehicles should also not be more than 5 years old.
- 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.

DRIVERS



VEHICLE SPECIFICATIONS FOR THE SADC ELECTORAL OBSERVATION MISSION (SEOM) TO THE KINGDOM OF ESWATINI

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- There should be provision of drivers who are fluent in English and local languages.
- The Service Provider is responsible for the drivers' upkeep (accommodation and food).
- Drivers should have valid drivers' licenses.



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SEPTEMBER 2018

