



REQUEST FOR QUOTATIONS (RFQ)

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

MARCH 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 Harmonized Elections of the Republic of Zimbabwe 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
Motor Vehicles as indicated in the Specification	As indicated in the Specification	22 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018

2. You must quote for all items and quantities indicated in the 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: zimbabweseomcarhire@sadc.int

4. The deadline for submission of quotations, to the address indicated in **Paragraph 3** is:
Friday, 20th April 2018 at 16:30 hrs Local Time
5. Quotations by Hand, Fax or E-mail “**are**” acceptable.
6. Quotation(s) shall be submitted as per the following instructions:
 - 6.1 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. **The time period will be confirmed once the election date is set. Elections are expected to take place between 21 July and 21 August 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 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.
7. **VALIDITY OF THE OFFER:** Your quotation must be valid for a period of 120 days from the quotation submission deadline as indicated in **Paragraph 4** above.
8. **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.
9. Additional information and clarifications can be requested **no later than 15 days** prior to submission deadline as indicated in the paragraph 5 above, from:

Mr. Isaac Moatshe
Email: imoatshe@sadc.int
SADC Secretariat
Plot 54385 New CBD
Private Bag 0095
Gaborone, Botswana
Tel: +267 3951863/ +267 364 1087
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: 19 March 2018

ANNEX 1

TECHNICAL SPECIFICATIONS

Specifications for Motor Vehicle for Hiring

Specifications	To be filled by the Tenderer
1. Make (To be stated by bidder)	
2. Model (To be stated by bidder)	
3. Year of Manufacture minimum 2013 (To be stated by bidder)	
4. Four Wheel Drive	
5. Engine Displacement capacity. Minimum 2500 cc (To be stated by bidder)	
6. Minimum KW 120 (To be stated by bidder)	
7. Seating Capacity: Minimum 5	
8. Power Steering	
9. Front and Rear Electric Windows	
10. Air- Conditioning	
11. Central door Locking	
12. Airbag system (number & details to be specified)	
13. Radio/CD player	

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
	Option 1 (Make and Model)			
	Option 2 (Make and Model)			
	Option 3 (Make and Model)			
	Option 4 (Make and Model)			
	Option 5 (Make and Model)			

[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 HARARE TO THE DESTINATION IN KM	INTERNAL FLIGHTS FROM HARARE TO DESTINATION AND NAME OF AIRPORT	COMMENTS
1	Within Harare 5 Seater (Twin Cab or its equivalent) <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, 2014 or any latest model • Air conditioned 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	3	9	0 km	No	Final dates to be advised by the Secretariat once the election date is set
2	From Harare to Bulawayo 5 Seater (Twin Cab or its equivalent) <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 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	3	9	433km	No	Final dates to be advised by the Secretariat once the election date is set

	compartment to 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 						
3	From Harare to Chinnoyi (Mashonaland West) 5 Seater (Twin Cab or its equivalent) <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, 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 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	116km	No	Final dates to be advised by the Secretariat once the election date is set

4	From Harare to Bindura (Mashonaland Central Province) 5 Seater (Twin Cab or its equivalent) <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, 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 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	87km	No	Final dates to be advised by the Secretariat once the election date is set
5	From Harare to Marondera (Mashonaland East Province) 5 Seater (Twin Cab or its equivalent) <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 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	76km	No	Final dates to be advised by the Secretariat once the election date is set

	3200 cc <ul style="list-style-type: none"> • 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 						
6	From Harare to Gweru (Midlands Province) 5 Seater (Twin Cab or its equivalent) <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, 2014 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and in excellent condition • Clean vehicles inside and 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	276km	No	Final dates to be advised by the Secretariat once the election date is set

	outside • Air conditioned						
7	From Harare to Mutare (Manicaland Province) 5 Seater (Twin Cab or its equivalent) • 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, 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	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	265km	No	Final dates to be advised by the Secretariat once the election date is set
8	From Harare to Hwange (Matebeleland North Province) 5 Seater (Twin Cab or its equivalent) • 4 Wheel Drive with minimum ground clearance of not less than 270mm • Engine capacity Minimum	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21	2	6	608km	<u>Yes (Internal Flight required for 3)</u>	Final dates to be advised by the Secretariat once the election date is set

	2500cc and not exceeding 3200 cc <ul style="list-style-type: none"> • 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 	August 2018					
9	From Harare to Gwanda (Matebeleland South Province) 5 Seater (Twin Cab or its equivalent) <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, 2014 or any latest model • Working car radio • Vehicle should be road worthy, well serviced and 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	536km	<u>Yes (Internal Flight required for 3)</u>	Final dates to be advised by the Secretariat once the election date is set

	in excellent condition <ul style="list-style-type: none"> • Clean vehicles inside and outside • Air conditioned 						
10	From Harare to Masvingo (Masvingo Province) 5 Seater (Twin Cab or its equivalent) <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, 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 	12 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	2	6	297km	No	Final dates to be advised by the Secretariat once the election date is set
	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 Harare based	6 days (Time period to be confirmed once the election date is set) Elections are expected to take	2	N/A			Final dates to be advised by the Secretariat once the election date is set

		place between 21 July and 21 August 2018					
	Off-road vehicle (Twin Cab or its equivalent) - Secretariat: with the seating capacity of 7 pax Harare based	22 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set
	Off-road vehicle (Twin Cab or its equivalent) : Troika Officials: with the seating capacity of 5 pax Harare based	19 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set
	Off-road vehicle (Twin Cab or its equivalent) : for the SEAC Officials with the seating capacity of 5 pax Harare based	19 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set

	Off-road vehicle (Twin Cab or its equivalent) For the Director Harare based	6 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set
	Minibus for the Media and Drafting Teams with seating capacity of 7-10 pax	18 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set
	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, Harare and Three (3) selected visits out of Harare	8 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set

	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-Harare based	8 days (Time period to be confirmed once the election date is set) Elections are expected to take place between 21 July and 21 August 2018	1	N/A			Final dates to be advised by the Secretariat once the election date is set
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------	---	-----	--	--	-----------------------------------------------------------------------------------

NOTE:

VEHICLES

- The vehicles should be road worthy, well serviced and in excellent condition
- Compliant with the Zimbabwe 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 5 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

- 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

