



Ref: AfCHPR/IPC/2017/

Date: 17th January 2017

TO: ALL INTERESTED SERVICE PROVIDERS

REQUEST FOR QUOTATIONS (RFQ)
FOR THE RENTAL OF VEHICLES

BACKGROUND:

The African Court on Human and Peoples' Rights (AfCHPR) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In its effort to carry out its mandate, the Court would like to rent vehicles for use on official activities (see table overleaf for specifications), and hereby invites interested and qualified Suppliers to submit their priced quotations in Tanzanian Shillings.

TERMS AND CONDITIONS:

Interested Providers should submit their Request for Quotation by providing a priced offer for provision of the required vehicles, and submit either by hand or email not later than 17:00hrs on 3th February 2017.

The emails should bear the subject "**RENTAL OF VEHICLES**" and should be addressed to the email address: procurement@african-court.org

Hand delivered envelopes should have the subject “**RENTAL OF VEHICLES**” and should be addressed to:

**The Secretary
Internal Procurement Committee
African Court on Human and Peoples’ Rights
P.O. BOX 6274
Arusha, Tanzania**

The sealed envelopes should be deposited in the Tender Box at the Reception of the African Court offices situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, and Dodoma Road.

You are hereby requested to make an offer only if you can supply the vehicles services within the terms and conditions stipulated, and within the prescribed dates.

The African Court on Human and Peoples’ Rights will not in any way be obliged to accept the lowest priced quotation, or any low prices as quality of the vehicles and services to be rendered shall be one of the major considerations.

The African Court on Human and Peoples’ Rights reserves the right to reject any offer without offering any reason thereto, to waive any defect or informality therein, and to award any Provider whose offer is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Provider who may be adversely affected by such award or rejection.

The African Court assumes no obligation for whatever expenses or losses that may be incurred by any Provider in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

DETAILS OF THE REQUIRED SERVICE:

Rental of vehicles with the following specifications:

VIP VEHICLES

1. Make and Model of VIP Cars, 10 vehicles ;
 - a) VIP Executive Sedan, Mercedes Benz E / S Class.
 - b) VIP Luxury 4x4 , Toyota Harrier
 - c) VIP Toyota Lancruiser
2. For VIP vehicles, ten vehicles in the same category make and model should be available at the same time when required.

OTHER MODELS REQUIRED

1. Saloon Vehicle - 4 passenger seat capacity
2. Micro Bus - 7 passenger Seat capacity
3. Micro Bus - 12 Passenger Seat Capacity
4. Medium Bus – 25 seat Capacity

STANDARD OF VEHICLES

1. Provide year of manufacture for models quoted.
2. All vehicles to be Air conditioned
3. All Tyres in good condition
4. Overall well maintained with service details.

Each vehicle quoted for will be provided with the services of a qualified Driver and fuel inclusive of any road tolls or parking charges.

The bid document should include the following:

- a) Profile of the Company, association or institution providing the services, including Legal Company name, staff capacity, address, email address, phone numbers, fax and physical address.
- b) Confirmation of relevant transport experience of the required services.
- c) Proof of registration and tax compliance and any other related document for this purpose within the laws of the country.
- d) Certified copy of the Company's Licenses to Operate the Business for the Current Year
- e) References letters from at least three clients from the past three years.
- f) Provide names of key support staff and organizational chart.
- g) Provide proof of vehicle ownership.
- h) Submit evidence of current commercial use insurance for all vehicles to be used.

WORKING DAYS AND HOURS:

- The regular working days for the transportation of Hon. Judges, staff and delegates are Monday-Friday; however services are likely to be required for seven days.
- Vehicles shall be available within 24 hours upon call to service.

SCOPE OF SERVICES:

1. The Provider is expected to provide transportation within Arusha, to the Hon. Judges, staff of the Court and official guests.
2. The Provider should quote rental charges per each category of vehicle per day with specification of kilometre usage and limitations if any.
3. Airport transfer cost to Kilimanjaro Airport per trip for each category of vehicle when it is not on hire.
4. The service shall include; rent of vehicle, Driver's salary and overtime (if any), fuel, oil, lubricants, normal wear and tear and other consumables.
5. Once hired the vehicles shall be engaged on full time basis for the exclusive use by the African court.

SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee for the services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The bidder who offers the most competitive and technically compliant quote as per specifications and features stipulated above and that which meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by cheque or Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate with the Court in writing through the Transport and Travel Assistant of the Court. Email: Kenneth.Kimbui@african-court.org
Submission of Quotes	If by Hand delivered: to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building, Arusha.

RESPONSIBILITIES OF THE BIDDERS:

- Keep a record of all the trips required by the Judges or staff according to specific plan.
- Provide a list of vehicles with names of drivers, photocopies of the insurance covers, Drivers' licences and latest photographs.
- Settle any claim by 3rd Party including road accidents that may occur during the period of servicing the Tender without the involving the Court.
- Undertake the servicing of the vehicles and maintain service records as per manufacturers' specification.
- Ensure that the vehicles are properly maintained
- Ensure that all drivers have cell phone communication

RESPONSIBILITIES OF THE AFRICAN COURT:

The Contractor will report to the Transport and Travel Assistant of the Court or designated official for delivery of services as stipulated under the Terms of Reference for this Tender.

The African Court will:

- Provides itineraries on daily basis or for a specified duration of meeting.
- Provide the list of staff authorized to use the vehicles
- Payment will be based on the contract issued and upon submission of an Invoice.

The successful service provider will be awarded the contract to provide services for one year renewable, based on the initial performance during the planned period March 2017 to March 2018 depending on the needs by the Court.

Sincerely,


Dr. Robert W. Eno

Registrar

