

AFRICAN UNION

الاتحاد الأفريقي



UNION AFRICAINE

UNIÃO AFRICANA

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
P.O Box 6274 Arusha, Tanzania, Tel:+255 27 2970 430 /431/432/433/434

Ref: AFCHPR/PROC/17/199

Date: 21st December 2017

TO: ALL SERVICE PROVIDERS

REQUEST FOR QUOTATIONS (RFQ)
FOR THE RENTAL OF VEHICLES IN ADDIS ABABA, ETHIOPIA.

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 temporary use during its meeting at Addis Ababa, Ethiopia between the dates of 20th January 2018 to 30th January 2018 during the African Union Summit, and hereby invites interested and qualified Suppliers to submit their priced quotations in Ethiopian Birr.

TERMS AND CONDITIONS:

Interested Providers should submit their Request for Quotation by providing a priced offer for provision of the required vehicles, by email not later than 17:00hrs on Thursday, 4th January 2018.

The emails should bear the subject "**RENTAL OF VEHICLES AT ADDIS ABABA**" and should be addressed and sent to the email address below;

Procurement@african-court.org copied to alex.mollel@african-court.org & kenneth.kimbui@african-court.org

**The Registrar,
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

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.

A handwritten signature in blue ink, located in the bottom right corner of the page.

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.

Each vehicle will be provided with the services of a qualified Driver and fuel, should have Insurance cover.

The bid document should include the following mandatory information

- a) Detailed quotation for per model of vehicles as requested and terms of payment.
- b) Clearly indicate the overtime hours and cost if any.
- c) The Mercedes Benz E Class model should have been manufactured not later than 2002. If you have different models, please quote per Mercedes model indicating the year of manufacture and a picture.
- d) One of the three Mercedes vehicles must have a provision for an official car flag.
- e) Toyota or Nissan Models should have been manufactured not later than 2002.

Below additional Information is not mandatory but may be advantageous to the bidder if it is included in the bid.

1. Company profile detailing the company and its services.
2. Attached clear pictures of sample model of vehicles that will be rented to the African Court if selected.
3. References letters from at least three clients from the past three years
4. Proof of registration and compliance and any other related document for this purpose within the laws of the country.
5. Confirmation of Banking details including swift codes for International Transfers.
6. References letters from at least three clients from the past three years.
7. The bidder is invited to propose any additional information and car model that he or she feels will give them an advantage.

WORKING DAYS AND HOURS:

- The requirements for the transportation of Hon. Judges, staff and delegates is daily, seven days a week for the duration of the official mission, from arrival date to the departure date.
- Vehicles shall be available within 24 hours upon call to service.

SCOPE OF SERVICES:

1. The Provider is expected to provide transportation within AddisAbaba, to the Judges and staff of the Court inclusive airport transfers.
2. The Provider should quote rental charges per each category of vehicle per day.
3. Types and number of vehicles required ;
 - a) VIP Mercedes E Class - 3
 - b) Toyota / Nissan Saloon - 2
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.

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 or designated official attending the meeting for delivery of services as stipulated under the Terms of Reference for this Tender.



The African Court will:

- Provide itineraries
- Provide the list of staff authorized to use the vehicles
- Payment will be based on the Purchase Order issued and upon submission of an Invoice.



Sincerely,
Dr Robert Eno
Registrar of the Court