



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Provision of Vehicle Hire Services
Type of Procurement:	Long Term Master Service Agreement for a period of 1-year effective November 2022 to October 2023 with a provision of 1 year renewal subject to satisfactory performance
Type of Contract:	Master Service Agreement
Term of Contract:	1 Year effective November 2022 to October 2023 with a provision of 1 year renewal subject to satisfactory performance
Contract Funding:	USAID
This Procurement supports:	RTI – Act to End NTD’s   East Tanzania Project
Submit Proposal to:	<a href="mailto:lanyisile@rti.org">lanyisile@rti.org</a> cc <a href="mailto:Procurement@Acteasttanzania.rti.org">Procurement@Acteasttanzania.rti.org</a> ; <a href="mailto:wmhando@rti.org">wmhando@rti.org</a>
Date of Issue of RFP:	29 September 2022
Date Questions from Supplier Due:	07 October 2022 at 2pm EAT be sent via email to <a href="mailto:lanyisile@rti.org">lanyisile@rti.org</a> cc <a href="mailto:wmhando@rti.org">wmhando@rti.org</a>
Date Responses from RTI Due:	14 October 2022 at 5pm EAT
Date Proposal Due:	21 October 2022 at 5pm EAT
Approximate Date Agreement issued to Successful Bidder(s):	<b>14 November 2022</b>

<b>Method of Submittal:</b>
Electronic mail Submission to <a href="mailto:lanyisile@rti.org">lanyisile@rti.org</a> cc <a href="mailto:wmhando@rti.org">wmhando@rti.org</a> ; <a href="mailto:Procurement@Acteasttanzania.rti.org">Procurement@Acteasttanzania.rti.org</a> Subject of email: RTI-TZ-RFP-ATE-0929-2022-Vehicle Hire Services

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.



**Password protected bids must be submitted in soft copies using the RTI RFQ format to this email address: [lanysisile@rti.org](mailto:lanysisile@rti.org) cc [Procurement@Acteasttanzania.rti.org](mailto:Procurement@Acteasttanzania.rti.org); [wmhando@rti.org](mailto:wmhando@rti.org). Vendors should submit one separate copy of the technical proposal and one separate copy of the financial proposal. The password must be submitted to this email address [smalaji@rti.org](mailto:smalaji@rti.org) on the same day of bid submission**

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

Solicitation Number:


RTI-TZ-RFP-ATE-0929-2022- Vehicle Hire Services

**Attachments to RFP:**

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at: <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, [http://www.rti.org/files/PO\\_FAR\\_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items: [http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf) (hereinafter the “Terms”). Supplier’s delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier’s agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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	 <p><b>KEY QUESTIONS</b></p>	<p><b>VENDOR INFORMATION FORM</b></p> <p><i>Please write your answers clearly and use additional paper if needed to provide <u>as much detail as possible</u> in your answers to these questions. More details and facts are always better than fewer details. We will attempt to verify the important facts you have listed below using our local personnel in and around the country. Where a question does not apply to your business context Indicate N/A)</i></p>
<b>1</b>	<i>Name of contact person</i>	
<b>2</b>	<i>Title or position of contact</i>	
<b>3</b>	<i>Phone Number(s) for contact</i>	
<b>4</b>	<i>E-mail address for contact</i>	
<b>5</b>	<i>Company name</i>	
<b>6</b>	<i>Company address</i>	<i>(Include physical location)</i>
<b>7</b>	<i>Primary business of company</i>	<i>(Attach certificate of Incorporation, VAT &amp; Tax compliance certificate and TIN certificate )</i>
<b>8</b>	<i>Valid Business Permit</i>	
<b>9</b>	<i>Bank Details(Account Name, account number, Currency, Bank Name, Branch&amp; Country, Swift Code)</i>	
<b>10</b>	<i>Describe the capacity of your firm</i>	

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		<i>(Attach short company profile not more than 5 pages and product catalogue)</i>
<b>11</b>	<i>Has the company been audited during the last calendar year (2021)?</i>	<i>(If so attach audited profit &amp; loss /Income statement and Balance sheet Only for 2020 &amp; 2021)</i>
<b>12</b>	<i>RTI Credit policy is within 30 days upon delivery. Is this payment term acceptable to your organization</i>	
<b>13</b>	<i>List the names and current contact information for three (3) references for us to contact about your performance.</i>	
<b>14</b>	<i>Describe any quality /service accreditations or dealerships that you have e.g. ISO.</i>	

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## Attachment A

### Commodity Specifications or Statement of Work

#### Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

##### Description of Activity/Service:

RTI is an independent organization dedicated to conducting innovative, multidisciplinary research that improves the human condition. Founded as a centerpiece of the Research Triangle Park in North Carolina in 1958, RTI offers innovative research and development and a full spectrum of multidisciplinary services. It has a worldwide staff of more than 4,000 people.

RTI International's Act to End Neglected Tropical Diseases (NTDs) | East program in Tanzania is funded through USAID. Act to End NTDs | East supports Tanzania's MoH to reach their NTD control and elimination goals through proven, cost-effective public health interventions. The program supports countries to eliminate and control five NTDs by providing critical support to governments and other stakeholders to build sustainable, country led NTD programming within robust and resilient health systems.

Act to End NTDs | East Tanzania project implemented by RTI international is seeking offers from reputable, well established, and experienced Car Hire Firms duly incorporated in Tanzania to provide vehicle transportation Services for RTI Act to End NTDs |East Tanzania staff members or assigned non-staff; at a fixed price for a period of one year renewable for an additional year based on satisfactory performance.

The Contractor shall provide Car Hire services for RTI Act to End NTDs |East staff member or assigned non-staff who require transportation services from Dar es salaam/Dodoma or specified location to destinations within Tanzania. Such services shall be also availed based on the discounted prices and terms and conditions of the eventual Long-Term Agreement/Master Service Agreement.

To support this, Act to End NTDs | East Program in Tanzania is seeking services of a company or companies who can provide Transportation Services: Rental Car Services with Driver to areas as per scope of services provided below.

**DESCRIPTION OF USE FOR VEHICLES:**

- To transport Act to End NTDs | East Tanzania project Staff, assigned non-Staff and materials where possible from the project offices, located in Dar Es Salaam to other locations or as requested by Act to End NTDs | East Tanzania project
- The vehicle will remain in that location to support/ move staff and/or materials as requested by Act to End NTDs | East Tanzania project.
- There may be a need to transport Act to End NTDs | East Tanzania project Staff, assigned non-Staff on an ad hoc basis to locations.
- The vehicles will be used during on both weekdays and weekends including holidays.
- Act to End NTDs | East Tanzania project can request the vehicles with 24-hour notice.
- The contractor is to provide the requested vehicles for inspection as part of the Technical Evaluation.

Product or Service Expectations (both if applicable):

**Requirements:**

Act to End NTDs | East Tanzania project RTI’s invites your firm to participate in this competitive solicitation for the leasing of vehicles, including qualified drivers for the following:

Vehicles must be 4X4 light vehicle Toyota Land Cruiser, or its equivalent, with a minimum seating capacity for 4 passengers and a separate seat for driver.

Vehicles must be Mini Van with a minimum seating capacity for 7 passengers and a separate seat for driver.

**Vehicles Specification:**

Vehicle Type	Minimum Description
Light Vehicle {Landcruiser or equivalent}	4WD(Diesel/Petrol), right hand drive, 4 passengers and a separate seat for driver, Model not less 2010 in good running condition
Mini van	4WD(Diesel/Petrol), right hand drive, 7 passenger capacity, Model not less 2010, in good running condition

**Experience:**

The contracted company shall have at least 3 years of prior successful experience in car hire operations. The contracted company shall be expected to own their vehicles and not to have them franchised or rented through third parties.

The Contract will be awarded for cover light vehicles {Landcruiser}, and self-driven mini vans.

**Vehicle Requirements:**

These conditions should include:

- 1) The Hire Vehicle(s) shall be in sound mechanical and physical condition throughout and be always maintained in safe operating conditions. The Contractor shall bear full responsibility for the preventive and remedial maintenance of the vehicle.
- 2) The Vehicles shall not display RTI's organization name or logo
- 3) The Contractor shall keep the exterior, windows, and interior of the vehicles always clean and litter-free
- 4) A neat "as new" internal decoration (upholstery, ceiling fabric, floor finishes) and external appearance (water-proof roofs and windows, door and emergency always exits in excellent operational conditions).
- 5) The Vehicle shall, as a minimum, be equipped with:
  - 5.1 Spare tire, the necessary accessories (spanner, jack, etc.)
  - 5.2 Operational lap and shoulder seat belts for passengers in the most forward seat, and lap-type belts for all other passengers. The Contractor shall always maintain seat belts in operating order.
  - 5.3 Fire extinguishers (1Kg dry powder)
  - 5.4 Heating and cooling system of sufficient capacity and operability to maintain passenger comfort during periods of hot and cold weather
  - 5.5 FM radio.
  - 5.6 The Contractor shall always display on the windshield the clearance by the Tanzania Road Authorities as required by Tanzania Law for Commercial vehicles.
  - 5.7 The vehicles will be fully registered with the government. Proof of the registration must be provided, with copy of vehicle logbook submitted prior to award of Contract.
  - 5.8 The vehicle provided should be Model not less 2010 i.e., YOM 2010

**Vehicle availability:**

- 1) Vehicles shall be available on average, twelve (12) hours per day, 7 days per week. Vehicle hire to other regions, or vehicle hire during critical periods to be determined by the project's operational requirements,
- 2) The Contractor should have the capacity to meet additional requirements on request.
- 3) The Contractor shall be available to provide the service on all days irrespective of local/national holidays etc.
- 4) The Contractor shall be responsible for providing a replacement vehicle should preventive maintenance of a listed/furnished vehicle

extend to a period exceeding one (1) day.

**GENERAL CONDITIONS OF USE:**

In addition to above requirements, the vendor must comply with the following general conditions:

1. The vendor shall always keep the vehicles clean inside and outside.
2. The vendor shall provide transportation on official holidays if there is requirement.
3. All drivers shall have cell phone for communication purpose and numbers shall be provided to respective RTI's Act to End NTDs | East Tanzania project staff.
4. All vehicles shall be in good mechanical repair and condition.
5. Act to End NTDs | East Tanzania project staff will be responsible for approving/accepting that the vehicle/s are delivered in good mechanical repair and condition.
6. The vehicles and drivers provided to Act to End NTDs | East Tanzania project will be used exclusively for this purpose and will not be engaged in any other work during working hours.
7. All vehicles MUST have a Logbook for daily mileage recording for calculations of actual distance covered during the contract.
8. Vehicles shall be available on average, twelve (12) hours per day, 7 days per week and will be determined by the project's operational requirements and may require the services of the vehicle and driver for longer periods as needed.
9. The Contractor should have the capacity to meet additional requirements on request.
10. The Contractor shall be available to provide the service on all days irrespective of local/national holidays etc.
11. The Contractor shall be responsible for providing a replacement vehicle should preventive maintenance of a listed/furnished vehicle extend to a period exceeding one (1) day.

**PAYMENT TERMS:**

Payment will be made within 30 days from receipt of invoice and certification of services in accordance with the terms of the contact/Task Order.

Act to End NTDs | East Tanzania project reserves the right to pay the contractor(s) as per number of vehicles requested and the actual days of services being provided,

**RIGHTS OF CANCELLATION:**

Act to End NTDs | East Tanzania project retains the rights to cancel any vehicle/s in any location at its own discretion without providing justification to the vendor.

**USAGE OF LOGBOOK:**

The vendor shall maintain a logbook for each vehicle, which must be filled and signed by the Act to End NTDs | East Tanzania project



Operation Staff or any Staff, assigned Act to End NTDs | East Tanzania project Staff that is a passenger after each trip is completed. The original logbook along with the invoice shall be submitted to Act to End NTDs | East Tanzania project by vendor at the end the task order, when submitting a request for payment.

**Contract term:**

The contract term shall be one year initially, renewable for an additional 1 year subject to satisfactory performance

**Offer:**

The quotation should be for a schedule of rates per vehicle category per day within routes indicated. This rate should be VAT exclusive in TZS and inclusive of fuel, drivers, maintenance/spare parts, insurance etc. Requests resulting in higher prices based on rise in fuel rates will need to be supported by documentation from the Ministry of Energy. Any destination or vehicle that may not be easily classified, after due diligence, into any of the pre-determined categories shall require a separate quote to be submitted for approval by Act to End NTDs | East Tanzania designated project staff prior to travel/provision of service and shall be reasonably based on existing rates within the agreed price schedule.

**Evaluation of Offers:**

A team of Act to End NTDs | East Tanzania project staff members will inspect vehicles ownership documents and inspecting physically at least 30 vehicles from the Contractor's fleet to ensure they meet the required standards. Failure to provide vehicles that meet requirements will result in technical non-compliance.

**Reliability Requirements:**

The Contractor shall be able to ensure that contingency vehicles are always available in case of unforeseen breakdowns, accidents etc.

**OPERATING LOCATIONS**

**List the project activity locations**

Dar es Salaam, Arusha, Kilimanjaro, Tanga, Morogoro, Lindi, Mtwara, Mbeya, Dodoma, Rukwa, Njombe, Songwe, Manyara, Ruvuma, Tabora, Iringa, Lindi, Katavi, Singida, Pwani, etc

**Staff Requirements:**

- 1) The Contractor's employees shall be trained, fully qualified, and physically able (e.g. sight tested) to perform their duties. At all times, the Contractor's employees shall adhere to acceptable professional behaviour standards. In addition, all drivers shall express a client-oriented attitude and provide professional and polite service to all users of the vehicles.
- 2) The Contractor shall have written policies and procedures covering qualifications, training, and drug testing and employee duties for all drivers. The Contractor shall establish and maintain a policy for the testing of drivers for the presence of controlled substances. In addition, the policy shall include a procedure for testing drivers who have been involved in an accident.
- 3) All drivers should have a minimum of secondary education.
- 4) The Contractor shall ensure that all drivers wear a company uniform and wear/display an identification badge/name plate that displays the Contractor's name, employee name and picture of the employee.
- 5) All drivers of the Vehicle(s) shall have a minimum of 3 years' experience with driving commercial passenger vehicles, in addition to meeting all minimum standards as required by Tanzania Law. The Contractor shall ensure that Drivers possess valid operating credentials and licenses in their possession while the vehicle(s) is being driven.
- 6) Drivers must not speak on mobile phones while the vehicle is in motion. The drivers must not communicate to passengers while the vehicle is in motion.
- 7) The Contractor will provide full details of the driver assigned to each vehicle and will notify Act to End NTDs | East Tanzania project in writing in case of changes.
- 8) The Contractor's employees shall cooperate and comply with instructions on completion of necessary forms necessary to track all trips for purposes of cost control and audit.

**Note:** Act to End NTDs | East Tanzania shall maintain the right to request a change of drivers, if sufficient user complaints warrant such a request

**Performance measurement and Service Levels:**

Based on the notion that transparent performance measurement mechanisms help establish open lines of communication and develops a cooperative working relationship:

- 1) Act to End NTDs | East Tanzania will, in consultation with the Contractor, establish a system for performance measurement.
- 2) The Contractor shall allow Act to End NTDs | East Tanzania to perform random inspection and acceptance of the vehicles to be furnished under the Contract to ensure that the vehicle(s) conform to the terms of the Contract. Any item found not in compliance with specifications shall be rejected.

- 3) Vehicle maintenance scheduling shall need to be an integrated part of Service Level Agreement. Vehicle servicing to be scheduled automatically based on vehicle age, mileage, condition of vehicle and any other measurable data available (e.g. engine performance, oil quality). Service score card shall be updated for each vehicle with focus areas including:
  - 3.1 Detail service report on vehicle to be conducted at each service and results to be submitted to Act to End NTDs | East Tanzania to assist in tracking the vehicle condition.
  - 3.2 Provide maintenance statistics to allow the monitoring of vehicle servicing.
  - 3.3 Consistent service history available for all vehicles.
- 4) **Punctuality & Safety**- The contractor shall provide the transportation services to the Act to End NTDs | East Tanzania project in a manner that results in the punctual pick-ups and delivery of the staff. It shall carry out these services in the full observance of safety and road traffic regulations of the Republic of Tanzania.
- 5) **Singularity of Contract** – The Contractor’s employees shall not enter into any separate arrangement(s) with Act to End NTDs | East Tanzania staff members or assigned non-staff, for whom service is directly provided, that is non-compliant with the terms and conditions of this contract entered into by the Contractor and Act to End NTDs | East Tanzania.
- 6) **Penalty** – Where delay, non-performance and ex-contract arrangements, jointly or severally, results in added cost to Act to End NTDs | East Tanzania project, a penalty equivalent to the additional cost incurred shall be meted on the Contractor - the cost to be determined solely by Act to End NTDs | East Tanzania project.
- 7) **Insurance**- The contractor shall ensure that appropriate liability insurance cover is provided (Comprehensive Insurance Cover).

**SECURITY:**

The vendor shall accept full responsibility including security of all vehicles supplied including security of the drivers. The vendor will be liable if any security incidents occur that has a relation to its drivers or vehicles.

**VEHICLE PROPER DOCUMENTATION:**

All vehicles provided for this service must have proper and current registration from the government of Tanzania (relevant authorities) allowing unrestricted access and ease of movement. In case of any dispute between the driver and local authorities, the vendor has the responsibility to settle it at its own cost; if not possible the company is obliged to replace this vehicle with another which will enable the Act to End NTDs | East project to continue with its operation.

**DISRUPTION of TRANSPORTATION SERVICE:**

The vendor shall provide transportation services on a need-by-need basis. If for any reason the services are disrupted during the activities, e.g. by car break down or driver’s illness, the vendor has the responsibility to provide immediate substitution within 24 hours. If transportation service are disrupted and substitution measures are not in place Act to End NTDs | East Tanzania retains the right to:

1. Deduct the rental fee as per the contract agreement.

Or rent a replacement and deduct the costs incurred from the original contractor's invoice for remaining services.

**DRIVER'S LICENSE:**

It is the responsibility of the vendor to provide a driver for each vehicle and the driver must have a current Tanzania driving license and ID, a copy of which must be provided to Act to End NTDs | East Tanzania Procurement unit prior to commencement of contract.

Act to End NTDs | East Tanzania reserves the right to reject any driver(s) that it has any concern about with respect to the driver's(s) driving capabilities or safety. In cases where Act to End NTDs | East Tanzania rejects the proposed driver(s) the vendor must replace the said driver(s) immediately.

**WORKING HOURS:**

0700 hrs till 1900 hrs (12 hours)

**EXPECTED MILEAGE:**

Every location will require a different mileage calculation as trip lengths differ. However, in average 200 km is expected to be covered per day by each vehicle. Every vehicle MUST have a Logbook to record daily mileage

**VEHICLE INSPECTION AND MAINTENANCE:**

Act to End NTDs | East Tanzania project reserves the right to reject any vehicle/s, and if a vehicle/s is rejected, the vendor must replace the said vehicle/s immediately.

The Vendor will be responsible for the maintenance and repair of the vehicles during the time-of-service period.

The Vendor will be responsible of all repairs and costs whether deemed as minor/major and responsible for any part replacement/s needed to always keep the vehicle/s in proper working condition.

**Deliverables, Timelines, Special Terms and Conditions:**

**Deployment of Vehicles**

After issuance of purchase order, the contractor will initiate deployment of vehicles within 24 Hours.

During pre-award contract meeting the details will be discussed with successful contractor.

**Operating locations - Must be completed by the vendor/supplier**

Standard Vehicles Requirement	4X4 Light Vehicle {Landcruiser}	MINI VAN 7- seater
Description	Price in TZS	Price in TZS
Vehicle hire rates per day based on 100km including of fuel, drivers, maintenance/spare parts. (Light Vehicle 4*4 :13 vehicles per month@14 days ; Min Van : 4 vehicles per month@4 days)		
<b>Price per excess of 100km</b>		
Cost per excess mileage (estimated annual excess mileage 175,000km for Light Vehicle 4*4 AND 43,000km)		
<p><b>To facilitate price comparison, bidders are</b> requested to complete the Price Schedule Sheet below.            Bidders are requested to print the price schedule sheet and sign/stamp and submit with bids.</p> <p>The below figures are the estimated total current requirements for the rental vehicles which may increase/decrease based on actual requirements. The financial evaluation, for the purposes of this tender, will be done based on the below estimates which represent current needs.</p> <p><b>Note:</b> The daily requirement for this item is as need arises. The estimated requirement per year is approximately 156 Landcruiser's a year. For purposes of price comparison, unit quantity to be used is therefore 1</p>		

**Price Schedule- Summary**

Item #	Description	UOM	Quantity (a)	Daily Unit Price (b)	Total Annual Price = a X b X no.of days (Approximate number of days in a year)
1	4X4 Light Vehicle {Landcruiser or equivalent} based on 100km per day	Unit	156		

2	Mini Van 7- seater based on 100km per day	Unit	48		
				<b>GRAND TOTAL</b>	

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:


## Attachment“B” Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

Plot # 1131B, Msasani road Masaki. Dar es Salaam, Tanzania

who has a purchase requirement in support of a project funded by

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
  - (a) The solicitation number:
  - (b) The date and time submitted:
  - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
  - (d) Validity period of Quote:
  - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.

- (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
- (g) Lead Time Availability of the Commodity/Service.
- (h) Terms of warranty describing what and how the warranties will be serviced.
- (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
- (j) Payment address or instructions (if different from mailing address)
- (k) Acknowledgment of solicitation amendments (if any)
- (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
- (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*

- 4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
- 5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

Lugano Anyisile

at this email address:

[lanyisile@rti.org](mailto:lanyisile@rti.org) cc [wmhando@rti.org](mailto:wmhando@rti.org)

The cut-off date for questions is

07<sup>th</sup>October, 2022 at 5pm EAT

- 6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer’s Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.



7. **Documentation:** The following documents will be required for payment for each item:
  - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
  - (b) Service Delivered
  - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.  
 The evaluation factors will be comprised of the following criteria:
  - (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
  - (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
  - (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
  - (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

**Evaluation Criteria**

The Evaluation criteria will be applied as indicated here below:-

1	<b>MANDATORY REQUIREMENTS-Bidders <u>MUST</u> meet all the mandatory requirements to qualify for technical evaluation</b>	<b>YES/NO</b>
a)	Company Profile, which should <u>not</u> exceed five (5) pages	

b)	Certificate of Incorporation/ Business Registration	
c)	Tax Registration/Payment Certificate issued by the Tax Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax compliance, if any such privilege is enjoyed by the Bidder	
d)	Latest Audited Financial Statement (Income Statement and Balance Sheet) by certified public accountant for the past two years or financial statements prepared by the company's accountant and authorized by the company director	
e)	Statement of Satisfactory Performance from the Top three clients	
f)	(3) Clients in terms of Contract Value for similar car hire services completed within last 5 years;	
g)	Proof of vehicles ownership	
h)	Copies of Logbooks for the vehicles the supplier is bidding for	
<b>2</b>	<b>TECHNICAL EVALUATION</b>	<b>SCORES</b>
<b>a)</b>	<b>Bidder's qualification, capacity and expertise</b>	
i)	Bidder's general organizational capability which is likely to impact implementation; Provide a summarized one page of the Management structure Financial stability-Provide a summary indicating the financial status of the company	<b>15</b>
ii)	Bidder's relevance of knowledge and expertise on similar engagements done in the country. Provide evidence of past performance from at least 3 top clients	<b>10</b>
iii)	Bidder's quality assurance procedures and risk mitigation measures. Provide a one-page summary demonstrating proposed quality assurance mechanisms and risk mitigation measures .	<b>10</b>
<b>b)</b>	<b>Scope of Supply, Technical Specifications and Related Services</b> Bidder's will be considered to be responsive to the requirements and specifications by demonstrating the following in the proposals; identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the requirements/specifications.	

i)	Bidder's compliance with the scope of services stated in the RFP Bidder's compliance with the stated delivery schedule Bidder's proposal aligns with the operating location outlined in the RFP	10
ii)	A detailed description of how the Bidder will deliver the required goods and services, keeping in mind the appropriateness to local conditions and project environment. Provide details how the different service elements shall be organized, controlled and delivered.	15
iii)	Provide internal technical and quality assurance review mechanisms.	5
iii)	Provide Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.	5
iv	Demonstrate plans to integrate sustainability measures in the execution of the contract	15
C)	<b>Management Structure and Key Personnel</b>	
i)	Describe the overall management approach toward planning and implementing the Service. Include an organization chart for the management of the project describing the relationship of key positions and designations.	10
ii)	Provide CVs for key personnel that will be provided to support the implementation of this service using the format below. CVs should demonstrate qualifications in areas relevant to the scope of goods and/or services.	5

### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
	[Insert]
	<i>[Provide details of professional certifications relevant to the scope of goods and/or services]</i>

<b>Professional certifications</b>	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/ Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>
<b>References</b>	<p><i>[Provide names, addresses, phone and email contact information for two (2) references]</i></p> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p>

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	<b>TOTAL TECHNICAL SCORE</b>	<b>100</b>
	<b>NB: The bidder must score a minimum of 70% at technical stage to qualify for financial evaluation</b>	
	<b>A summary of each of the above requirements MUST be provided in the order specified above and supported with evidence as required.</b>	
<b>3</b>	<p><b>FINANCIAL EVALUATION-30 POINTS</b></p> <p><b>At this stage, the lowest proposed price will earn the highest weights allocated under financial evaluation. The tendered prices from all the proposal qualifying for stage 3 will be a function of the lowest proposed price and will be awarded marks proportionally from the total weight in this category.</b></p> <p><b>Financial evaluation score= <u>Lowest Price tendered</u> X Financial evaluation weight.</b></p>	

	<b>Price of the tender being evaluated</b>	
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**(e) OTHER EVALUATION CRITERIA.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to [ethics@rti.org](mailto:ethics@rti.org). You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: \_\_\_\_\_

Title:

Date: