



Request for Quotations (RFQ)

RFQ No.:	SNV/RFQ-004/-2022
OPENING DATE	October 17, 2022
CLOSING DATE	October 31, 2022, 17:00 Kigali time
DESCRIPTION:	CAR RENTAL SERVICES
FUNDED BY:	SNV-Netherland Development Organization
CURRENCY OF BUDGET:	Rwandan Francs
POINT OF CONTACT:	Bonkey Ruzirabwoba – SNV Rwanda Operations officer rwandaprocurement@snv.org

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

SNV is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

SNV does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to justice.

Employees and agents of SNV are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to justice

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with SNV or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to SNV' prohibitions against fraud, bribery and kickbacks.

Please contact SNV Procurement, rwandaprocurement@snv.org, with any questions or concerns regarding the above information or to report any potential violations.

Section I: Instructions to Offerors

Background

SNV Netherlands Development Organization is a not-for-profit international development organization founded in the Netherlands in 1965 with a global presence in 30 countries across Africa, Asia, and Latin America. As an organization, SNV focuses on the Agriculture, WASH, and Energy sectors with the belief that no one should have to live in poverty and that all people should have the opportunity to pursue their own sustainable development. SNV contributes to these sectors by strengthening the capacity of targeted partners and communities at the field level to realize increased skill sets and sustainable

performance; reduce poverty levels and expand employment; and improve food security while paying special attention to gender equity, social inclusion of marginalized groups and stakeholder accountability.

To support the activities of the organization, SNV Rwanda is currently requesting quotations for a vehicle rental service as detailed in section 3 of this RFQ

Offers are responsible for ensuring that their applications are received by SNV Rwanda, in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions described in this RFQ may lead to disqualification of an offer from consideration.

This request is for quotations only. Issuance of this RFQ does not in any way obligate the project to make an award or pay for costs incurred by potential offerors in preparation and submission of an offer.

1. **Offer Deadline and Protocol:** Complete offers must be received no later than 17:00 Kigali, Rwanda time on October 31, 2022, Offers should be delivered by email to rwandaprocurment@snv.org, with the subject line “**Your company name-vehicle Rental service.**”

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of SNV.

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than October 30, 2022, 17:00 Kigali, Rwanda time by email to rwandaprocurment@snv.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SNV believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in bidding.

Only the written answers issued by SNV will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of SNV or any other entity should not be considered as an official response to any questions regarding this RFQ.

2. **Technical Specifications:** Section 1 and 2 contains the technical specifications of the services that may be ordered under the BPA. At this time, specific accommodation or event services to be procured under any BPA resulting from this RFQ are unknown. Specific needs will depend on the needs of SNV. Individual procurement requests will be issued under the BPA agreement, as the need arises for additional services.
3. **Quotations:** Quotations in response to this RFQ must be priced at a fixed price. Pricing must be presented in Rwandan Francs. Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on their official quotation format or letterhead.

- a copy of their official registration or business license, including clearance from the Rwanda Social Security Board;
- VAT Certificate
- RDB Registration certificate
- For hotels, documentation providing an appropriate rating of hotel issued by the relevant authority (4-star, 3-star, 2 star, etc.);
- Cover letter with complete contact details of person/s to whom further correspondence must be sent, including name, position, email address and phone number;

4. **Taxes and VAT:**

The quotations (per unit) must be inclusive of all applicable taxes, VAT, charges, tariffs, duties and levies.

5. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Rwandan laws and U.S. Government. SNV will not award a contract to any firm that is debarred, suspended, or considered to be ineligible

6. **Evaluation and Award:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Technical responsiveness/full compliance to requirements-20 Points
- Lowest price – 40 points

- Company experience and track record in undertaking contracting arrangements similar to the requirements (please provide evidence of existing or previous similar contracts/similar services) – 30 points
- Category of the cars – 10 points

Price:The overall cost presented in the offer.

Technical responsiveness/Full compliance to the terms of reference: the overall ability of the vendor to provide the services required in the terms of reference and the quality of those services

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

It is anticipated that the award will be made solely on the basis of these original quotations. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, SNV may issue a partial award or split the award among various suppliers, if in the best interest of SNV.
- SNV may cancel this RFQ at any time.

7. **Terms and Conditions:**This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate SNV to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. This solicitation is subject to SNV's standard terms and conditions. Any resultant award will be governed by these terms and conditions; a copy of the full terms and conditions is available upon request. Please note the following terms and conditions will apply:

- SNV's standard payment Payment shall be made within thirty (30) calendar days of the receipt of an invoice
- Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). SNV anticipates issuing a BPA (or multiple BPAs). Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months.

8. Technical Specifications

This is a request for Quotations only. Issuance of this RFQ does not in any way obligate to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. Please note the following terms and conditions will apply:

- Any award resulting from this RFQ will be in the form of the local purchase order.
- Delivery of the product will include delivery, Packaging, waiting, unloading, and installation. All materials and equipment delivered will be subjected to inspection and approval, notwithstanding prior payment. The offeror will be responsible for transportation and changes both ways on rejected materials and equipment.
- SNV's standard payment shall be made within thirty (30) calendar days of the receipt of an invoice and acceptance of any commodities or deliverables
- Release of payment is conditional on the written acceptance of the product based on Full compliance with RFQ requirements and resulting local purchase order;

Section 2: Offer Checklist

To assist offerors in the preparation of proposals, The following checklist summarizes the documentation to include an offer in responses to this RFQ

- o Official quotation, including a statement acknowledging acceptance of the terms of reference, and completion of the price schedule table (See section 3)
- o Copy of offeror's registration or Business licence (Certificate of domestic company registration)
- o VAT certificate
- o Tax clearance certificate

Section 3:Terms of reference and Price Schedule

As part of SNV activities, The organization needs a local contractor to provide vehicle rental services to all 30 districts of Rwanda

A. Requirement of the contractor

1. Minimum experience of 2 years in the provision of the vehicle rental service
2. Assignment of a dedicated contact person who will manage the Framework vehicle hiring requests
3. Respond to the vehicle request with one day's advance notice
4. There will not be any limitation of minimum or Maximum running KM of the vehicle on day-to-day basis. Vehicles are to be provided even on Sundays and Holiday depending on the requirements
5. Generally, Vehicles are required during the period from 08:00 hours to 20:00 hours; in case of urgency, however, the vehicle will be utilized continuously, without any time limit. The vehicle must be available at any time limit. The vehicle must be available at any time
6. In case of a breakdown of any vehicle during official duty, it shall be the responsibility of the contractor to provide a substitute vehicle immediately. In case the substitute vehicle does not report on time/does not report at all
7. Fuel must be provided by the contractor
8. Vehicle maintenance to be carried out by the contractor
9. Ensure the vehicle is registered for operation during the period of contract with registration documentation in the vehicle and registration /number plates affixed to the vehicle as required by law
10. Ensure the vehicle is compliant with applicable insurance, safety, and other motor vehicle requirements
11. Must represent all Invoices with EBM receipt
12. Maintain (in each assigned vehicle) an up-to-date logbook of all rented vehicles to be signed by SNV staff members
13. Food and accommodation for the driver during field travel should be provided by the contractor

B. Conditions for the vehicles

1. Road- worthy vehicles, In good running condition (Model 2013 and above). This may include the following illustrative vehicles:
 - Landcruiser VX/GX
 - Prado TXL
 - RAV 4 New Model 2015
 - Minibus 14 seats
 - Coaster Bus 28 seats+
 - Coaster Bus 25 seats a.k.a Drone
 - Hilux Pick up (Simple cabin)
 - Hilux pick up (Double cabin)
 - Dyna
 - Daihatsu
 - FUSO
2. Vehicles equipped with necessary safety items (Eg. Fire extinguisher, Health tool kits and others), seat-belt restraints in the front and rear of the vehicle, spare tires, Mechanical jack, 1 set of jumper cables and basic hand tools.
3. The vehicle shall have comprehensive insurance
4. The vehicle shall have good tires
5. The vehicle shall have a logbook
6. The vehicle shall be clean, inside and outside, and free from unpleasant odor
- 7.

C. Requirements for the drivers

1. Have a valid and current license and minimum 5 years of work experience as a driver; a safe and clean driving rules and regulations and skills in minor vehicle repair
2. Be able to communicate and write in English
3. Not consume alcohol or smoke while on duty
4. Be properly trained in the operation and maintenance of the vehicle
5. Be licensed for operating the motor vehicle which is on duty
6. Be familiar with local routes and destinations
7. Properly dressed during hours of operations
8. Always observe the rules of the road, including respecting speed limits and other local traffic laws
9. Always observe basic courtesy to passenger(s) fellow motorists and road authorities
10. Refrain from using a cell phone while driving or engaging in any other form of electronic data or electronic communication device while driving is not permitted

#	Vehicle type and year of fabrication	Daily rate for Travel to each District
	List any vehicle available "Conditions for Vehicle" in terms of reference	Please provide a quotation of the daily rate per vehicle for travel to each district (Gasabo, Kicukiro, Nyarugenge, Burera, Gakenke, Gicumbi, Musanze, Rulindo, Gisagara, Huye, Kamonyi, Muhanga, Nyamagabe, Nyanza, Nyaruguru, Ruhango, Bugesera, Gatsibo, Kayanza, Kirehe, Ngoma, Nyagatare, Rwamagana, Karongi, Ngororero, Nyabihu, Nyamasheke, Rubavu, Rusizi, Rutsiro.
1		
2		

8. Price validity

The selected company/supplier/vendor shall keep the same price for a period of 12 months

9. Quotation Submission

Companies/Suppliers/Vendor meeting the above criteria are requested to submit their proposals at rwanda@snv.org not later than **Wednesday 22, 2019, 17:00 Kigali time.**