



Ref.AFCHPR/Proc/TR/16/145

Date: 06<sup>th</sup> April 2016

**TO: ALL INTERESTED SUPPLIERS**

**REQUEST FOR QUOTATIONS (RFQ)**  
**FOR THE RENTAL OF VEHICLES IN KIGALI, RWANDA**

**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 the African Union Summit, planned to be held from 10<sup>th</sup> to 18<sup>th</sup> July 2016, at Kigali, Rwanda, and hereby invites interested and qualified Suppliers to submit their priced quotations in Rwandan Franc.

**TERMS AND CONDITIONS:**

Interested suppliers should submit in their Request for Quotation by providing a priced offer for provision of the Car Rental Services and submit them either by hand or email not later than 17:00hrs on 05<sup>th</sup> May 2016. The emails should bear the subject "**RENTAL OF VEHICLES AT KIGALI**" and should be addressed and sent to the email address below;

[Procurement@african-court.org](mailto:Procurement@african-court.org) ; [Tenders@african-court.org](mailto:Tenders@african-court.org)  
 and copied to [registrar@african-court.org](mailto:registrar@african-court.org)

Courier delivered bids should have the subject "REQUEST FOR QUOTATION FOR CAR RENTAL AT KIGALI" and should be addressed to:

**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.

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:

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <ul style="list-style-type: none"><li>a) E-brochure detailing the company and its services.</li><li>b) Proof of registration and tax compliance and any other related document for this purpose within the laws of the country.</li><li>c) Quotation for vehicles as requested and terms of payment.</li><li>d) Official Confirmation of Banking details including swift codes for International Transfers.</li><li>e) References letters from at least three clients from the past three years.</li></ul> |
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#### **WORKING DAYS AND HOURS:**

- The regular working days for the transportation of Hon. Judges, staff and delegates shall be as per the days of the African Union Summit, in July 2016. Arrival dates and departure dates shall be confirmed later.
- Vehicles shall be available within 24 hours upon call to service.

#### **SCOPE OF SERVICES:**

1. The Provider is expected to provide transportation within Kigali, Rwanda to the Judges and staff of the Court.
2. The Provider should quote rental charges per each category of vehicle per day.



3. Types and number of vehicles required ;
  - a) Mercedes E Class– 2
  - b) Toyota Land Cruiser - 1
  - c) Toyota / Nissan Saloon - 2
  - d) Micro Bus , 7 to 10 Seater Capacity – 1
  - e) Preferred Vehicle Models should have been manufactured not later than 2005.
4. The service quoted 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 3<sup>rd</sup> 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

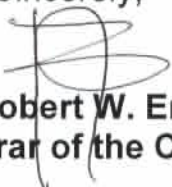
#### **RESPONSIBILITIES OF THE AFRICAN COURT:**

The Contractor will report to the Transport and Travel Assistant, Protocol Officer or designated official during 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 contract issued and upon submission of an Invoice.

Sincerely,

  
**Dr Robert W. Eno**  
**Registrar of the Court**

