



PAN-AFRICAN PARLIAMENT

REQUEST FOR PROPOSALS (RFP)

Open Tendering

Procurement No: PAP/PROC/020/26

PROVISION OF TRANSPORT SERVICES FOR THE PAN-AFRICAN PARLIAMENT

Section 1.

Letter of Invitation

INVITATION FOR BIDS

PROVISION OF TRANSPORT SERVICES FOR THE PAN AFRICAN PARLIAMENT.

Procurement Number: PAP/PROC/020/26

1. The Pan-African Parliament (PAP) was established as an organ of the African Union to ensure full participation of the peoples of Africa in governance and economic integration of the continent. PAP currently exercises advisory and consultative powers though the ultimate aim is to evolve into a fully fledged legislative organ whose members would be elected by universal adult suffrage.
2. In seeking to achieve the above, the Pan African Parliament sent out a Request For Proposal to reputable Motor Vehicle Rental Companies to provide transport services to the Parliament. **Details of what is required are specified in the Terms of reference attached (see section 6)**
3. The contract will run for **two (2) years** with a possibility of renewal.
4. A firm will be selected under Least-Cost Selection Method and procedures described in this RFP.
5. **This is a two-envelope bidding, Technical and financial proposals should be sealed in separate envelopes.**
6. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Information to Consultants
 - Section 3- Data sheet
 - Section 4 - Technical Proposal - Standard Forms
 - Section 5- Financial Proposal - Standard Forms
 - Section 6 - Terms of Reference
 - Section 7 - Standard Forms of Contract.

7. Please inform us, upon receipt:

- (a) that you received the letter of invitation; and
- (b) Whether you will submit a proposal.

8. *The deadline for submission of proposals is 06 July 2026 2026 at 11.00 hrs local time at the address stated in the bid data sheet (section 3).*

Yours sincerely,

**The Chairperson,
Internal Procurement Committee
Pan African Parliament,
19, Ricards Drive.
MIDRAND
REPUBLIC OF SOUTH AFRICA**

The telephone number is (+27) 11 545 5000, **or email:**
paptender@panafricanparliament.org

SECTION 2.
Information to Bidders

- 1.Introduction**
- 1.1 The Client named in the Data Sheet will select a firm in accordance with the method of selection specified in the Data Sheet.
 - 1.2 The bidders are invited to submit a Technical Bid and a financial bid, or a Technical Bid only, as specified in the Data Sheet for the service named in the Data Sheet. The bid will be the basis for contract negotiations and ultimately for a signed contract with the selected firm.
 - 1.3 The service shall be implemented in accordance with any phasing indicated in the Data Sheet. When the service includes several phases, the performance of the bidder under each phase must be to the Client's satisfaction before work begins on the next phase.
 - 1.4 The bidders must familiarise themselves with local conditions and take them into account in preparing their bid. To obtain firsthand information on the service and on the local conditions, bidders are encouraged to visit the Client before submitting a bid and to attend a pre-bid conference if one is specified in the Data Sheet. Attending any specified pre-bid conference is optional. The bidders' representative should contact the officials named in the Data Sheet to arrange for their visit or to obtain additional information on any pre-bid conference. Bidders should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
 - 1.5 Note that: (i) the costs of preparing the bid and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the service; and (ii) the Client is not bound to accept any of the bids submitted.

1.6 African Union policy requires bidders to provide professional, objective, and impartial advice, and at all times hold the Client's interests paramount, without any consideration for future work, and strictly avoid conflicts with other services or their own corporate interests. Bidders shall not be hired for any service that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the service in the best interests of the Client.

1.7 The African Union requires that Officers of the AU, as well as Bidders/ Suppliers/ Contractors/ Bidders, observe the highest standard of ethics during the procurement and execution of such contracts.¹ In pursuance of this policy the AU:

- (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice"² is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) "fraudulent practice"³ is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial

¹ In this context, any action taken by a bidder, supplier, contractor, sub-contractor or consultant to influence the procurement process or contract execution for undue advantage is improper.

² "another party" refers to an officer of the AU acting in relation to the procurement process or contract execution. In this context, "officer of the AU" includes staff and employees of other organisations taking or reviewing procurement decisions.

³ a "party" refers to any officer of the AU; the terms "benefit" and "obligation" relate to the procurement process or contract execution; and the "act or omission" is intended to influence the procurement process or contract execution.

or other benefit or to avoid an obligation;

- (iii) “collusive practice”⁴ is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - (iv) “coercive practice”⁵ is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - (v) “obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;
- (b) will reject a recommendation for award of contract if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;
 - (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an African Union financed

contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, an African Union financed contract.

1.8 Bidders shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the AUC in accordance with the above subparagraph 1.7

1.9 Bidders shall furnish information as described in the Financial Bid submission form (Section 5A) on commissions and gratuities, if any, paid or to be paid to agents relating to this bid, and to execute the work if the firm is awarded the contract.

2. Clarification and Amendment of RFB Documents

2.1 Bidders may request a clarification of any of the RFB documents up to the number of days indicated in the Data Sheet before the bid submission date. Any request for clarification must be sent in writing by mail, facsimile, or electronic mail to the Client's address indicated in the Data Sheet. The Client will respond by facsimile, courier or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited bidders who intend to submit bids.

2.2 At any time before the submission of bids, the Client may, for any reason, whether at its own

⁴ "parties" refers to any participants in the procurement process (including officers of the AU) attempting to establish bid prices at artificial, non competitive levels.

⁵ a "party" refers to any participant in the procurement process or contract execution.

initiative or in response to a clarification requested by an invited firm, amend the RFB. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, facsimile, or electronic mail to all invited bidders and will be binding on them. The Client may at its discretion extend the deadline for the submission of bids.

3. Preparation of Bid 3.1 Bidders are requested to submit a bid (paragraph 1.2) written in the language(s) specified in the Data Sheet.

Technical Bid 3.2 In preparing the Technical Bid, bidders are expected to examine the documents constituting this RFB in detail. Material deficiencies in providing the information requested may result in rejection of a bid.

3.3 While preparing the Technical Bid, bidders must give particular attention to the following:

- (i) If a bidder considers that it does not have all the expertise for the service, it may obtain a full range of expertise by associating with individual bidder(s) and/or other bidders or entities in a joint venture, as appropriate. Bidders may associate with the other bidders invited for this service only with approval of the Client as indicated in the Data Sheet. Bidders must obtain the approval of the Client to enter into a joint venture with bidders not invited for this service. The bidders are encouraged to seek the participation of local bidders by entering into a joint venture with, or subcontracting part of the service to bidders who are Nationals of African Union Member States.

- (ii) Reports to be issued by the bidders as part of this service must be in the language(s) specified in the Data Sheet.

3.4 The Technical Bid shall provide the following information using the Standard Forms attached in Section 4:

- (i) A brief description of the firm's organisation and an outline of recent experience on services (Section 4B) of a similar nature. For each service, the outline should indicate, inter-alia, the duration of the service, contract amount, and the firm's involvement.
- (ii) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client (Section 4C).
- (iii) A description of the methodology and work plan for performing the service (Section 4D).
- (iv) A detailed description of the proposed methodology, staffing, and monitoring of training, if the Data Sheet specifies training as a major component of the service.
- (v) Any additional information requested in the Data Sheet.

3.5 The Technical Bid shall not include any financial information.

Financial Bid

3.6 In preparing the Financial Bid, bidders are expected to take into account the requirements and conditions outlined in the RFB documents. The Financial Bid should follow the Standard Forms in Section 5. These

list all costs associated with the service, including (a) remuneration for staff,

- 3.7 The Financial Bid shall include all the costs the bidder incurs to provide the services (including travel expenses, translation, printing and the taxes the bidder pays for its business requirements by the law of the domicile country of the bidder), but shall exclude all local taxes levied within African Union Member States on the invoice issued by the bidder (such as local sales tax, services tax or withholding tax).
- 3.8 Bidders may express the price of their services in any freely convertible currency. The bidders may not use more than three foreign currencies. The Client may require bidders to state the portion of their price representing local costs in the Currency of the Country specified for performance of the Services if so indicated in the Data Sheet.
- 3.9 Commissions and gratuities, if any, paid or to be paid by bidders and related to the service will be listed in the Financial Bid submission form (Section 5A).
- 3.10 The Data Sheet indicates how long the bids must remain valid after the submission date. During this period, the bidder is expected to keep available the professional staff proposed for the service. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the bids, the bidders who do not agree have the right not to extend the validity of their bids.

**4.Submission,
Receipt,
and**

- 4.1 The original bid (Technical Bid and, if required, Financial Bid; see paragraph 1.2) shall be prepared in indelible ink. It shall

Opening of Bids

- contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person signing the bid.
- 4.2 An authorised representative of the firm initials all pages of the bid. The representative's authorisation is confirmed by a written power of attorney accompanying the bid.
 - 4.3 For each bid, the bidders shall prepare the number of copies indicated in the Data Sheet. Each Technical Bid and Financial Bid shall be marked "Original" or "Copy" as appropriate. If there are any discrepancies between the original and the copies of the bid, the original will govern.
 - 4.4 The original and all copies of the Technical Bid shall be placed in a sealed envelope clearly marked "Technical Bid," and the original and all copies of the Financial Bid in a sealed envelope clearly marked "Financial Bid." Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Data Sheet and be clearly marked, "Do Not Open, Except in Presence of the Tender Opening Committee."
 - 4.5 The completed Technical and Financial Bids must be delivered at the submission address on or before the time and date stated in the Data Sheet. Any bid received after the closing time for submission of bids shall be returned unopened.
 - 4.6 After the deadline for submission of bids, the Technical Bid shall be opened immediately by the Bid Opening Committee.

4.7 The Firm may withdraw its Bid after the Bid's submission, provided that the written notice of the withdrawal is received by the Client prior to the deadline prescribed for submission of Bids. The Firms' withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Bids. The withdrawal notice may also be sent by telex or fax but followed by a signed confirmation copy. No Bid may be modified subsequent to the deadline for submission of bids. No Bid may be withdrawn in the Interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the firm on the Bid Submission Form.

5. Bid Evaluation

General

5.1 From the time the bids are opened to the time the contract is awarded, if any bidder wishes to contact the Client on any matter related to its bid, it should do so in writing at the address indicated in the Data Sheet. Any effort by the firm to influence the Client in bid evaluation, bid comparison or contract award decisions may result in the rejection of the bidder's bid.

Evaluation of Technical Bids

5.2 The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the bids on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria (typically not more than three per criteria), and point system specified in the Data Sheet. Each responsive bid will be given a technical score (St). A bid shall be rejected if it does not respond to important aspects of the

Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

5.3 In the case of Quality-Based Selection, Selection Based on Bidder's Qualifications, and Single-Source Selection, the highest ranked firm, or the firm selected on a single-source basis, is invited to negotiate a contract on the basis of the Technical Bid and the Financial Bid submitted in accordance with the instructions given in paragraph 1.2 and the Data Sheet.

**Evaluation
of Financial
Bids:
Ranking
(QCBS,
Fixed-
Budget, and
Least-Cost
Selection
Methods
Only)**

5.4 The evaluation committee will determine whether the Financial Bids are complete (i.e., whether they have costed all items of the corresponding Technical Bids; if not, the Client will cost them and add their cost to the initial price), correct any computational errors, and convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed that are subject to the African Union exemption on the payment of taxes and duties, and estimated as per paragraph 3.7.

5.5 In case of QCBS, the lowest priced Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids will be computed as indicated in the Data Sheet. Bids will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weighting for the Technical Bid; P = the weighting for the Financial Bid as

indicated in the Data Sheet. $T + P = 1$); The firm achieving the highest combined technical and financial score using the formula: `

$$S = St \times T\% + Sf \times P\%$$

will be invited for negotiations.

5.6. In the case of Fixed-Budget Selection, the Client will select the firm that submitted the highest ranked Technical Bid within the indicated budget price. Bids that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest evaluated cost bid among those that passed the minimum technical score. The selected firm will be invited for negotiations.

6. Negotiations

6.1 Negotiations will be held at the address indicated in the Data Sheet. The aim is to reach agreement on all points and sign a contract.

6.2 Negotiations will include a discussion of the Technical Bid, the proposed methodology (work-plan), staffing, and any suggestions made by the firm to improve the Terms of Reference. The Client and firm will then agree final Terms of Reference, staffing, and bar charts indicating activities, staff, , and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the “Description of Services” and form part of the contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the service.

6.3 Financial negotiations will reflect agreed technical modifications in the cost of the services, and will include a clarification of the firm’s tax liability (if any) in the Country

specified for performance of the Services, and the manner in which it will be reflected in the contract. The financial negotiations will not normally involve either the remuneration rates for staff (no breakdown of fees), or other proposed unit rates under QCBS, Fixed-Budget Selection, or the Least-Cost Selection methods. For other methods of selection, an Appendix will be provided for the firm to explain the required information on remuneration rates.

6.4 The negotiations will conclude with a review of the draft form of the contract. On completion of negotiations, the Client and the firm will initial the agreed contract. If negotiations fail, the Client will invite the firm whose bid received the second highest score to negotiate a Contract.

7. Award of Contract

7.1 The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other bidders on the shortlist that they were unsuccessful and return the unopened Financial Bids of those bidders who did not pass the technical evaluation (paragraph 5.3).

7.2 The firm is expected to commence the service on the date and at the location specified in the Data Sheet.

8. Confidentiality

8.1 Information relating to the evaluation of bids and recommendations concerning awards shall not be disclosed to the bidders who submitted the bids or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Section 3 - Data Sheet

ITB Clause Reference

- ITB Clause 1.1 The name of the Client is: **Pan African Parliament.**
The method of selection is: **Least-Cost Selection Method.**
- ITB Clause 1.2 Technical and Financial Bids are requested.
The name, and Procurement Number of the service are: **PAP/PROC/020/26**
Provision of Transport services to the Pan African Parliament
- ITB Clause 2.1 Clarifications may be requested up to **7 days** before the submission date.
The address for requesting clarifications is: **Tel: 011 545 5000, e-mail: paptender@panafricanparliament.org**
- ITB Clause 3.1 Bids should be submitted in the English language.
- ITB Clause 3.3(ii) Reports that are required under the service shall be submitted in the English language.
- ITB Clause 3.4(v) Additional information required in the Technical Bid is: Refer to Terms of Reference under Section 6.
- ITB Clause 3.10 Bids must remain valid for 90 days after the submission date.

ITB Clause 4.3 Bidders must submit **ONE** original and **TWO** copies of each bid.

ITB Clause 4.4 The address for submission of bids is:

**The Chairperson,
Internal Procurement Board
Pan-African Parliament
Gallagher Estate
19, Richards drive
Midrand 1685
Johannesburg
Republic of South Africa**

ITB Clause 4.5 **Bids must be submitted no later than 06 July 2026, at 11.00hrs local time.**

ITB Clause 5 The address for communications to the Client is:

**Pan-African Parliament
Procurement Unit
Gallagher Estate
19, Richards drive
Midrand 1685
Johannesburg
Republic of South Africa**

ITB Clause 5.2 Criteria Points

TECHNICAL EVALUATION OF TRANSPORT SERVICES						
Areas of Assessment	Total points	Transport Companies				
		A	B	C	D	E
Previous experience as a transport service provider. Please provide records of previous institutions where service have been rendered before, as well as contactable references.	30					
Proposed plan for implementation of service. Please provide a detail plan entailing, personnel, use of log book, management of overtime, replacements of broken cars, possible e-toll charges, traffic fine etc.	30					
List of number and type vehicles owned by the compagny, with registration numbers, make and model (provide proof of ownership by means of registration papers)	25					
All drivers to have same uniform. Photo sample of uniform. All male drivers should always wear ties regardless of the weather	15					

Section 3. Information to Consultants – Data Sheet

Total	100					
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ITB Clause 5.5 N/A

ITB Clause 6.1 Negotiations will be held at the Pan African Parliament premises.

ITB Clause 7.2 The service is expected to commence in July 2026

SECTION 4.

Technical Proposal - Standard Forms

- 4A. Technical Proposal submission form.
- 4B. Firm's references.
- 4C. Comments and suggestions of bidders on the Terms of Reference and on data, services, and facilities to be provided by the Client.
- 4D. Description of the methodology and work plan for performing the assignment.
- 4E. Team composition and task assignments.
- 4F. Format of curriculum vitae (CV) for proposed professional staff.

4A. TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: *{Name and address of Client}*

Sir / Madam:

We, the undersigned, offer to provide the services for *{Title of consulting services and Procurement Number}* in accordance with your Request for Proposals dated *{Date}* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial⁶ Proposal sealed under a separate envelope.

We declare that we have no conflict of interest as defined by Section 1.7 of the Information to Consultants in relationship to performance of this assignment.

If negotiations are held during the period of validity of the Proposal, i.e., before *{Date}* we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

⁶ In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete “and a Financial Proposal sealed under a separate envelope.”

4B. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

4C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.
- 3.
- 4.

4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

(REFER TO TERMS OF REFERENCE UNDER SECTION 6 FOR GUIDANCE)

4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

4F. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

Languages:

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
{Signature of staff member and authorized representative of the firm} Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

SECTION 5.

Financial Bid - Standard Forms

- 5A. Financial Bid submission form.
- 5B. Summary of costs.
- 5C. Breakdown of price per activity.

5A. FINANCIAL BID SUBMISSION FORM

To: *{Name and address of Client}* *{Date}*

Sir / Madam:

We, the undersigned, offer to provide the consulting services for *{Title of consulting services and Procurement Number}* in accordance with your Request for Bids dated *{Date}* and our Bid (Technical and Financial Bid). Our attached Financial Bid is for the sum of *{Amount in words and figures}*. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid, i.e., *{Date}*.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Bid and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission
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or Gratuity

We understand you are not bound to accept any Bid you receive.

Yours sincerely

Authorised Signature:

Name and Title of Signatory:

Name of Firm:

5B. BREAKDOWN OF PRICE PER ACTIVITY

CC VOLUME	Make of vehicle compagny can supply	Fixed rate per day (including all the variable cost such as petrol, full insurance etc) (RAND	Overtime per hour
Mercedes Benz S-Class or equivalent (chauffeur driven)			
Mercedes Benz S-Class or equivalent (self drive)			
1800-2000 and higher. Mercedes Benz E-Class, BMW 5 or equivalent (Self drive)			
1400-1600 Toyota Yaris, VW Polo or equivalent. (Self drive)			
1800-2000 Mercedes Benz C-Class, Audi A4, BMW 3 or equivalent, (chauffeur driven)			
Voyager 7 seaters/Mercedes Benz Vito 7 seaters or equivalent (chauffer driven)			

Section 6. Terms of Reference

Voyager 14 seaters/Toyota Quantum 14 seaters or equivalent (chauffer driven)			
Luxury Coach 44 Seater			
Airport shuttle (pickup & drop off) Mercedes Benz E- Class, BMW 5 or equivalent (Self drive)			
Airport shuttle 1400-1600 Toyota Yaris, VW Polo or equivalent. (Self drive)			
Airport shuttle 1800-2000 Mercedes Benz C- Class, Audi A4, BMW 3 or equivalent, (chauffeur driven)			
Airport shuttle Voyager 7 seaters/Mercedes Benz Vito 7 seaters or equivalent (chauffer driven)			
Airport shuttle Voyager 14 seaters/Toyota Quantum 14 seaters or equivalent (chauffer driven)			

SECTION 6

Terms of Reference

Terms of Reference for provision of Transport services for the Pan African Parliament.

1.0 BACKGROUND

The Pan-African Parliament (PAP) was established as an organ of the African Union to ensure full participation of the peoples of Africa in governance and economic integration of the continent. PAP currently exercises advisory and consultative powers though the ultimate aim is to evolve into a fully fledged legislative organ whose members would be elected by universal adult suffrage.

The **main functions** of the Pan African Parliament include:

- Facilitate the effective implementation of the policies and objectives of the OAU and, ultimately, of the African Union;
- Promote the principles of human rights and democracy in Africa;
- Encourage good governance, transparency and accountability in Member States;
- Familiarize the peoples of Africa with the objectives and policies aimed at integrating the African continent within the framework of the establishment of the African Union;
- Promote peace, security and stability;
- Contribute to a more prosperous future for the people of Africa by promoting collective self-reliance and economic recovery;
- Facilitate cooperation and development in Africa
- Strengthen Continental solidarity and build a sense of common destiny among the peoples of Africa;
- Facilitate cooperation among Regional Economic Communities and their Parliamentary fora.

In seeking to achieve the above, the Pan African Parliament sent out a Request For Proposal to reputable Motor Vehicle Rental Companies to provide transport services to the

Parliament. A two-year contract would be signed with a winning firm to provide the required services.

2.0 SCOPE OF SERVICES REQUIRED

- I. The vehicle categories and services required are as follows:
 - ✓ Chauffeur driven S Class Mercedes Benz or equivalent
 - ✓ Self drive Mercedes Benz E Class or equivalent
 - ✓ Self drive VW Polo or equivalent
 - ✓ Chauffeur driven Mercedes E Class or equivalent
 - ✓ Chauffeur driven Mercedes C Class or similar
 - ✓ Chauffeur driven VW Polo Class or equivalent
 - ✓ Chauffeur driven seven (7) Seater Busses,
 - ✓ Chauffeur driven seven (14) Seater Busses
 - ✓ Luxury coach 44 seaters
- II. All vehicles must have petrol at all times and the service provider should ensure that all necessary means are in place at any given time and place.
- III. In the case of a breakdown, the vehicles must be replaced with the same model within two (2) hours after receipt of the report.
- IV. A lead driver must be designated for larger events for the Service Provider must be available at all times (24 hours) for all eventualities.
- V. It will be an essential and material provision of the contract that will be concluded between the Pan African Parliament and the Service Provider that the Service Provider must be able to render the required service at very short notice (which could be less than 24 hours notice)
- VI. In order to monitor this, the drivers of each vehicle will be required to keep a log book of all trips and kilometres undertaken per day, these may be checked periodically / daily by the Transport Officer and need to be submitted to Pan African Parliament along with the invoice(s) for payment at the end of the activity. Pan African Parliament will provide the name of the transport officer to the service provider and this transport officer will need to check the odometer readings at commencement of the contract and to sign the log book.
- VII. The hiring of the vehicles can be on any day of the week that is, from Mondays to Sundays, both days inclusive

- VIII. The working time is 12 hours per day, after twelve hours the overtime policy will apply.

3.0 TRANSPORT REQUIREMENTS

- All vehicle models should not be older than 2013 model.
- All busses must be able to accommodate disabled persons.
- Black and Grey vehicles required for each secured vehicle
- Accommodation and meals, overtime and subsistence allowance for company staff will be the responsibility of the company and will not be quoted for separately and must be included in the quoted price inclusive of VAT.
- The service provider must ensure that where chauffeurs are provided that these comply with all legislative requirements for public road users and are dressed formally.
- The service provider must include in their original cost estimate all applicable additional costs, e.g. delivery and collection of the vehicles, VAT, estimated fuel costs, toll fees, insurance, airport fees, signage, etc. and will not be separate invoices.
- Service provider's chauffeurs must be accredited to all major venues and have proper access to these premises to ensure swift pick-up and drop-off of passengers (e.g. major airports, government installations, etc.)
- Provide own transport for company staff for own account.
- In the case of chauffeur driven the chauffeurs/drivers must be provided/equipped with mobile telephones for proper communication. The telephone numbers must be provided to the PAN AFRICAN PARLIAMENT beforehand. These expenses will be for the company's own account.
- Provide information desks for transport at all major pick-up and drop-off venues for company's own account.
- The successful service provider must provide additional transport on standby for ad hoc and emergency requests for transport during a larger events for the duration of the event. These vehicles will only be accounted for when utilized on an official request from the PAN AFRICAN PARLIAMENT.
- Transport of vehicles between the premises of the service provider and where the service will be required will be for the company's own account. This includes toll fees, fuel expenses and other.
- The successful service provider must provide for each vehicle deployed a cash advance for utilization for fuel, toll fees and clearing of vehicles for the duration of the event.

- The price quoted is to cover all running costs. PAN AFRICAN PARLIAMENT will not be responsible for costs such as a fully comprehensive insurance, licenses, regular car wash and routine servicing etc. The price quoted is to be inclusive of VAT and all other charges as may be applicable.
- The vehicles hired under the Agreement must be clean and in good working order at all times and the Contractor shall replace any vehicle whenever the Authority considers this necessary.
- In the event of a vehicle being laid up in case of an accident, breakdown, and maintenance or servicing, the Contractor is to replace the said vehicle for the same trip by a similar vehicle without having the right to claim for extra compensation.
- Any fines and/or Court costs for parking, traffic or other offences are to be paid by the Contractor.
- All vehicles are required to be air-conditioned. Air-conditioning needs to be switched on during summer or whenever requested by the client.
- Drivers must display a suitable personal and professional attitude appropriate to the service of VIPs and the image of the Pan African Parliament. They must wear a uniform chosen by the Contractor, provided at his expense and approved by the Pan African Parliament.

4.0 Recruitment and allocation of staff

- The Contractor shall recruit and remunerate a sufficient number of appropriately skilled staff required for performance of the contract. Staff shall work under the Contractor's constant supervision and sole and direct responsibility. The Contractor shall ensure that the principle of equality of opportunity is applied when selecting staff.
- The Contractor shall undertake to provide the relevant department of the Pan African Parliament, upon request, with the individual documents attesting to employees' previous experience and professional skills, together with two identity photographs.
- The Pan African Parliament reserves the right to reject the use of a person employed by the Contractor to provide the services.
- The Contractor shall undertake to arrange regular training courses for drivers, in particular customer care (transport of VIPs). The Contractor shall indicate in his tender the type and

frequency of training courses that he proposes to have his staff follow.

5.0 Organisation of services

- Before provision of the services begins, and if there are any changes, the Pan African Parliament will inform the Contractor of the names, telephone numbers and e-mail addresses of the contacts in the relevant department of the Pan African Parliament who will be the sole points of contact for any question related to the organisation and performance of the contract.

6.0 TECHNICAL PROPOSALS

These should be submitted in the format indicated in Section 4 of the bid document.

A. The following response requirements should be addressed in the Bidder's response:

1. describe explicitly and concretely the resources which they intend to employ in order to provide the Pan African Parliament with an unexceptionable service ;
2. detailed description of the organisation of the human resources assigned to providing the service (qualitative and quantitative organisation of teams, including coordinators and management, measures in the events of unforeseen absences);

3. description of the more general organisational and management structure that will be set up to respond in a timely fashion and with optimal quality to requests from the Pan African Parliament, including in particular guarantees of the level of service;
4. description of compulsory training organised for the drivers and related to the subject of the contract (in particular advanced courses, reaction in situations of risk, eco-driving, courteous driving, behavioural tests, etc.) ;
5. References for similar works done with other organizations is needed.

7.0 FINANCIAL OFFERS

To be submitted in the format indicated in Section 5 of the Bid document

- All offers shall be stated in Rand.
- The service fees provided shall be **ONLY** on a transaction fee basis.
- No other service fees should be provided/requested apart from the ones stipulated on the transaction fees sheet provided
- An order must be attached on each invoice provided
- Each invoice submitted must be the original copy signed and indicating the tax invoice number
- Submission of invoices shall not be later than one month after the services provided.

8.0 SUBMISSION

Financial and technical bids should be submitted in separate envelopes (refer to section 4 of the bid document)

9.0 PRESENTATION/DEMONSTRATION

The Pan African PARliament reserves the right but is not obligated to request that each bidder provide a formal presentation of its proposal at a date and time to be determined. No bidder will be entitled to be present or otherwise receive any information regarding the presentation of any other bidder

