



Request For Quotation

Vehicle Rental for WS Insight Juba Office

ISS_Vehicles_20220330

30 March 2022

COMMERCIAL IN CONFIDENCE





Insight creates the conditions
that enable people, organisations
and businesses to thrive.

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1 Specification of Quoting

Related to our advertised Request for Quotation (**RFQ**) WS Insight herewith calls for tenders for rental of vehicles in our Juba Office for a 1-year Framework Agreement.

2 Description of the organization and its activities

Insight is the leading security and risk management provider in South Sudan. Our core belief is that the creation of a safe environment will enable businesses and organisations to seize opportunities and thrive.

3 Objective of Request for Quotations

In accordance with the overall targets of the above-mentioned operations, Insight plans to order a tender for rental of vehicles in the Juba Office for a 1-year Framework Agreement.

The technical specifications and conditions of the quoting process, are described below in the Specification of Quoting and in **Appendix B: Bill of Quantity** which are part of this Request for Quotation.

Companies are invited to present tenders complying with the requirements specified below:

4 Tender Presentation

The tender shall be received via E-mail to: southsudan@insightsecure.com. Deadline on 18th April 2022 before 1600hrs.

The offer shall be written in English.

If submitted in an envelope it must state the following information:

Reference to the Bid Number **ISS_Vehicles_20220330**.

Address to which the offer is being submitted (see above).

The offer should be valid for 30 days after the deadline.

The format BoQ (**Appendix B**) can be used, or a separate one depending on supplier's choice.

5 General conditions

The winning company will be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required.

The prices of the tender will be expressed in United States Dollars. The prices must be on unit price basis.

The prices will be considered fixed whereas Insight will not process tax exemptions. No additional change of any nature and type will be accepted by Insight.



Insight reserves the right to accept or reject all tenders depending on prevailing conditions at the time.

6 Vehicle Make and Model

Rental of vehicles in Juba Office for a 1-year Framework Agreement. **Full Time Rental:**

Serial	Description	Quantity	Unit	USD
1	Toyota Land Cruiser V8	Per unit	Day	
2	Toyota HILUX 4x4 Twin Cab	Per unit	Day	
3	Toyota Prado V6	Per unit	Day	
4	Toyota Land Cruiser Double Cab	Per unit	Day	

Rental of vehicles in Juba Office for a 1-year Framework Agreement. **AD Hoc:**

Serial	Description	Quantity	Unit	USD
1	Toyota Land Cruiser V8	Per unit	Day	
2	Toyota HILUX 4x4 Twin Cab	Per unit	Day	
3	Toyota Prado V6	Per unit	Day	
4	Toyota Land Cruiser Double Cab	Per unit	Day	

6.1 Technical Specification (vehicles):

- No vehicle more than 5 years old shall be eligible for the tender.
- The vehicle must be capable of carrying at least 4x (Hilux) 5x (V8) and or 7x (V6) passengers.
- The owner shall ensure that all vehicles upon reaching 6 years old, are removed from the contract and replaced with vehicles no older than 5 years
- The vehicle must be right-hand drive.
- The vehicle body must be a fixed head type and white in colour ONLY.
- The vehicle must have a minimum of four road wheels.
- Vehicles must either carry the manufactures system of tyre repairs or spare wheel as compliant with the construction and manual.
- Vehicles that do not have a separate luggage compartment (boot) must be fitted with a grill behind the rear seat to prevent luggage entering the passenger area.



- Access and egress to rear passenger seats must be through a rear passenger door.
- Access to the vehicle shall not be more than 15" (38cm) from ground level.
- Vehicles must be equipped with Fire Extinguisher, Jack and Handle, Emergency Triangle, Fire Extinguisher Certificate and sticker for front windscreen.
- The Landcruiser V8 must have tinted windows in the rear passenger seating and have all approved licensing and permissions for such.
- Vehicles be fully licensed and have all legal documentation in line with South Sudan road traffic act/ regulations.
- Vehicles must not have exceeded 50,000 Kilometres at the time of rental.
- Working Air-conditioning in both the front and rear of the vehicle.
- Manuals to be supplied in Standard English language.
- Mandatory Driver's handbook and service schedule supplied.
- The bidders undertake that they will replace immediately the rented vehicles with an equivalent stand-in vehicle if for any reason the rented vehicle is not available due to breakdown or servicing.
- Bidders shall insure all rented Vehicles against All Risks on a Comprehensive Motor /Commercial Policy Without Excess Or Restriction, at all times for the full duration of the lease terms, for an amount equal to its Full Replacement Value; with such Comprehensive Motor / Commercial Policy including cover against fire, damage, theft and accident.

6.2 Bidder Requirements

- Have an established presence in South Sudan. Proof that the vehicles must have proven usage in hardship/rough terrains in East Africa over the last 4 years.
- Provide a detailed Repair and Maintenance plan for the period of rent - herein - Service centre. (Attach Memorandum of understanding and/or contracts) or any other partnership with other garages.
- Provide details of the make/brand, model, and manufacturer of the vehicles to be supplied.
- Bidders must provide comprehensive commitment that the bidder shall reserve at least seventy-five percent (75%) employment opportunities for South Sudanese citizens for services.
- Specimen of the vehicle warranty to be submitted when tendering.
- Mandatory Driver's handbook and service schedule supplied.
- Attach manufacture's authorization letter (indicating you are an approved vendor).
- Motor vehicle to be inspected by the chief mechanical and transport engineer for compliance with the specification prior to delivery to the user.
- Names and addresses of dealers/agents where back-up service can be obtained indicating the location of the workshop facilities.
- Vehicle to be registered with the registrar of Motor Vehicles.
- Body construction and all the fitments to conform to South Sudan road Traffic Act.



7 Timetable

Activities	Date	Time
Deadline for Submission of Tenders	18/04/22	1600hrs
Opening of Submitted Tenders	19/04/22	-
Notification of Award	27/04/22	-
Signature of Framework Agreement	28/04/22	-

* All times are local time in Juba/Juba, South Sudan

8 Validity of tenders

Each company is bound to the tender submitted for a period of 30 days from the deadline for submission of tenders.

9 Language of tenders

All tenders, official correspondence between companies and Insight, as well as all documents associated with the tender request will be in English.

10 Submission of tenders

All tenders must conform to the following conditions:

Each tender must have received via E-mail to: southsudan@insightsecure.com by or before the submission deadline on 18th April 2022 at or before 1600hrs.

11 Content of tender

All submitted tenders must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

11.1 Tender:

A tender for rental of vehicles in Juba Office for a 1-year Framework Agreement. The format BoQ at [Appendix A](#) can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details. All Legal Documents at [Appendix B](#) should also be submitted.

12 Ownership of tenders

Insight reserves/funds ownership of all tenders received. Therefore, bidders will not be able to stipulate requirements that their tenders are to be returned.

Opening of submitted tenders:



The tenders will be opened on the 19th April 22, in the Insight HQ in Juba, South Sudan, by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

13 Tenders Evaluation

The criteria applied for the evaluation will be the legal conformity, the price, the technical experiences, the compliance with technical specifications, quality standards of vehicles and technical capacity to deliver. The work will be awarded to the winning bidder according to the timetable mentioned above.

14 Specific Technical and Financial Evaluation Criteria to Standards

- Comparative Quotation Analysis and justification basing on responsiveness of the selected supplier by internal committee.
- Framework Agreement will directly be issued to the selected supplier upon approval.

15 Terms of Payment

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment ten days upon received invoices for previous month from the Contractor.

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Appendices

Appendix A: Legal Documents



1.0 Contact Details

Supplier Name

Products/Services

Signing Authority Name

Focal Point Name

Job Title

Telephone

Email

2.0 Organisation Details

Full Company Name/Organisation Name

Type of Entity/Legal Status of Company (Corporate/Trust etc)

Registered Office

Business Address

Company Registration Certificate

Tax Account Number

3.0 Senior Management

Names of All Senior Management/Signing Authority

4.0 Documents

Certificate of Incorporation

Business Registration Number

Vehicle Insurance

Registered Address

5.0 Financial Details

Name of Bank

Account Number

Account Name

Point of Contact

Address

Telephone Number

IBAN/SWIFT/BIC Number



5.0 Financial Details

Sort Code

Credit Terms (30/60/90/other) Please Specify



Appendix B: Bill of Quantity



Unit prices for rental of vehicles for Juba Office for 1-year Framework Agreement

Rental of vehicles in Juba Office for 1-year Framework Agreement. **Full Time Rental**

Serial	Description	Quantity	Unit	USD
1	Toyota Land Cruiser V8	Per unit	Day	
2	Toyota HILUX 4x4 Twin Cab	Per unit	Day	
3	Toyota Prado V6	Per unit	Day	
4	Toyota Land Cruiser Double Cab	Per unit	Day	

Rental of vehicles in Juba Office for 1-year Framework Agreement. **AD Hoc**

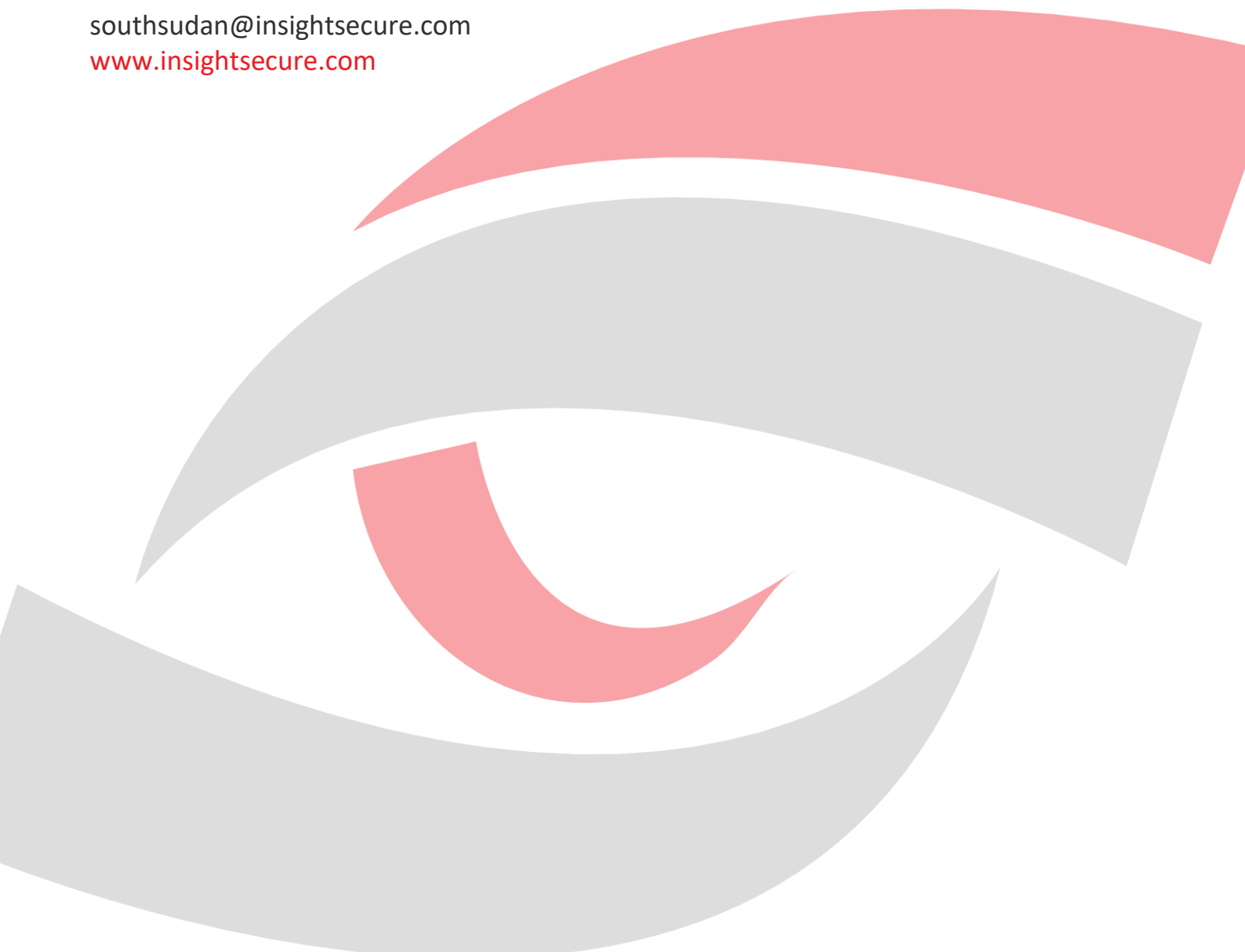
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