

## Terms of Reference for the provision of ground transportation services for the Transform Africa Summit 2021

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|-------------------------------------|---|
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| <b>Client</b>                       |   |
| <b>RFP#:</b>                        | 049/S.A/TAS/RFP/07/2021   |
| <b>Location of service delivery</b> | Kigali-Rwanda   |
| <b>Release date:</b>                | 12th July 2021  |
| <b>Closing date:</b>                | 1st August 2021, 5:00 pm (Local time, Kigali)   |
| <b>Contact</b>                      | For any questions or enquiries, please write to: <a href="mailto:enquiries@smartafrica.org">enquiries@smartafrica.org</a>   |

### 1. About Smart Africa

SMART Africa is a bold and innovative commitment from African Heads of State and Government and a wide range of stakeholders including the private sector, international non-government organisations, and academia to accelerate sustainable socio-economic development on the continent, ushering Africa into a knowledge economy through affordable access to Broadband and usage of Information and Communications Technologies.

The Smart Africa agenda is led by visionary Heads of State who believe in ICT's power for the advancement and betterment of the African continent. This agenda will lead Africa to the 04th industrial revolution, using the transformative power of ICTs through successful implementation and deployment of major ICT infrastructure, applications, services, and creating locally relevant content for Africa while developing a vibrant ICT industry and creating jobs.

Smart Africa aims to put ICT at the Center of the National Socio-economic development agenda of member countries, improve access to ICT, especially Broadband, improve accountability, efficiency and openness through ICT. It promotes the introduction of advanced technologies in telecommunication while putting the Private Sector first, and leveraging ICT to promote sustainable development.

### 2. About the Transform Africa Summit

The Transform Africa Summit is Africa's leading annual forum bringing together global and regional leaders from government, business and international organizations to collaborate on new ways of shaping, accelerating and sustaining Africa's on-going digital revolution.

Following five successful editions, the sixth Summit will take place as a hybrid edition due to the challenges brought about by the COVID-19 pandemic.

Geared towards connecting, innovating and transforming the continent into a knowledge economy thereby driving global competitiveness and job creation, Transform Africa Summit aims

to enable Member States to become more competitive, agile, open and innovative smart economies with the most favourable business climates that attract large-scale investments, reward entrepreneurship and enable fast growth and exports, leveraging ICT innovations to transform African nations into smart societies.

The very first edition of Transform Africa Summit held in Kigali, Rwanda on 28<sup>th</sup> – 31<sup>st</sup> October 2013 culminated in the adoption of the Smart Africa Manifesto document that aims to:

- Put ICT at the centre of national socio-economic development agendas of Member States;
- Improve access to ICT especially broadband;
- Improve accountability, efficiency and openness through ICT promoting the introduction of advanced technologies in telecommunication;
- Put the private sector first; and
- Leverage ICT to promote sustainable development.

Under the theme “Integrating Africa”, the 2021 Summit is expected to attract over 5,000 participants, including Heads of State and Government, First Ladies, UN Broadband Commissioners, Ministers, Regulators, Public & Private Sector, International Organizations, Industry Leaders, Investors, Entrepreneurs, Young Innovators, Civil Society and Academia.

### **3. Engagement**

The Smart Africa Secretariat is seeking for proposals from highly qualified and experienced agencies that can provide reliable **ground transportation services** to the totality and to all categories of the Transform Africa Summit 2021 delegates; pre, during and post summit.

### **4. Event Dates**

The summit will be a hybrid summit held from the 8<sup>th</sup> to the 10<sup>th</sup> of September 2021.

### **5. Scope of Work**

Smart Africa is looking for a Service Provider to offer transport services to delegates attending the Summit, including airport transfers and movements around the City of Kigali.. Therefore, Smart Africa requires a supplier who will be on stand-by and provide vehicles as and when they are required from the 6<sup>th</sup> to the 11<sup>th</sup> of September 2021.

The bidder is therefore required to indicate the following:

#### **a. Type of vehicles for rental (see notes below the list)**

1. Toyota LandCruiser VX
2. Toyota LandCruiser Prado
3. Toyota RAV4
4. Toyota Hiace (Minibus)
5. Toyota Coaster (Bus)

#### **Notes:**

- The Toyota models are listed above for the purpose reference and illustration, bidders are open to offer other brands with similar or higher reliability, comfort and seat capacity.

- Bidders will offer only model Year 2016 or higher, vehicles made before 2016 will not be accepted

#### **b. The estimated number of vehicles to be rented**

Drivers should have valid driving licenses, able to communicate fluently in at least one of the international foreign languages spoken in Rwanda (English or French).

**c. The estimated number of vehicles to be rented**

The estimated number of vehicles to be rented for each type of vehicle and number of days will be confirmed based on the number and itineraries of confirmed international participants.

**d. Daily rates for the vehicle rental**

Daily rates for rental of each type of vehicle listed above, price including fuel and drivers for day and night shifts. Airport packing fees will be reimbursed.

**e. Inspections for the successful bidder**

- Vehicles to be ordered for rental will be inspected to confirm their conformity to the specifications, functional AC, cleanness and the validity of the vehicle’s insurance and technical control.
- Drivers will tested to ensure the suitability of their language communication levels and the validity of their driving licenses will be verified.
- Smart Africa may conduct further inspection of the suitability of the vehicles and drivers.

**6. Location :** Kigali, Rwanda.

**7. Evaluation Method and Criteria**

**a) Evaluation method:** Quality Cost based Selection Criteria (QCBS) for the quality, efficiency and value for money.

**b) Technical Evaluation Criteria**

The evaluation of the bids shall be as follows:

| ITEM               | DESCRIPTION  | WEIGHT |
|--------------------|--|--------|
| Company experience | <p>The bidder must demonstrate through certificates of completion signed and stamped that they have successfully provided similar services for at least 2 international events of similar size.</p> <p>The certificates should detail the events, dates, venue, organizer’s contact details and description of transport services delivered.</p> <p>Certificates for:</p> <ul style="list-style-type: none"> <li>i) 4 events and above 100</li> <li>ii) 3 events 75</li> <li>iii) 2 events 50</li> <li>iv) Below 2 events 0</li> </ul> | 100%   |

The financial proposal of only those firms will be opened which secure a minimum score of 70/100 in the technical evaluation.

St= Score for the Technical Evaluation

#### a) Financial Criteria

Once the technical criteria have been evaluated, the costs of all bids will be listed from low to high. Computing the cost criteria score will be accomplished by use of the following formula:

= Sf

The Applicant getting maximum marks on 70-30 weightage (70% for technical and 30% for financial) will be Considered for the assignment. The weights given to the Technical (T) and Financial Proposals (F) are: T = 0.70 and F = 0.30

#### 8. Duration of the assignment

The appointment will be contractually engaged for three (3) weeks to inspection of the vehicles.

9. **Location:**Kigali, Rwanda

### 10. SUBMISSION REQUIREMENTS FOR TECHNICAL AND FINANCIAL PROPOSALS

**Bidders are expected to provide the following documents:**

**10.1. Mandatory Administrative documents** (absence of these warrants immediate disqualification)

- Company registration documents issued by RDB
- Tax clearance documents issued by RRA

**N.B: Please submit these in a ZIP Folder clearly marked “Mandatory Documents”**

#### 10.2. Technical proposal

- Company Profile
- At least two (2) Recommendation letters / certificates of completion duly signed and stamped for the successful provision of similar work. Additional certificates will earn more score. The certificates should detail the events, dates, venue, organizer’s contact details and description of transport services delivered

**N.B: Please submit these in a ZIP Folder clearly marked “Technical Proposal”**

#### 10.3. Financial Proposal containing the following tables.

- Daily rates for rental of each type of vehicle listed above, price including fuel and two (2) drivers for day and night shifts.
- Airport packing fees will be reimbursed.
- All firms should quote in RWF as currency.
- All bidding firms should Indicate their preferred payment terms

N.B: Please submit these in a ZIP Folder / File clearly marked “Financial Proposal”

**NOTE: All financial proposals/offers should be password protected** and Smart Africa will request for it from bidders who have been qualified in the technical evaluation.

### 11. SUBMISSION PROCESS AND DEADLINES

Technical and financial proposals must be submitted via email in pdf format showing each the nature of the offer concerned (technical or financial offer), and the consultant’s name and both

put in sub folder marked as follow: **provision of ground transportation services for the Transform Africa Summit 2021**” not later than **1st August 2021, 05:00 PM local time (Kigali)**.

Email address for submission of offers: [procurement@smartafrica.org](mailto:procurement@smartafrica.org)

## **12. RIGHTS RESERVED**

This RFP does not obligate the Smart Africa Secretariat (SAS) to complete the RFP process. SAS reserves the right to amend any segment of the RFP prior to the announcement of a selected firm. SAS also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in SAS's best interest to do so. SAS also may, at its discretion, issue a separate contract for any service or groups of services included in this RFP. SAS may negotiate a compensation package and additional provisions to the contract awarded under this RFP.

## **13. ENQUIRIES**

Any enquiries will only be received and addressed 3 days or more prior to the bid submission deadline. Prospective respondents who may have questions regarding this RFP may submit their enquiries to [enquiries@smartafrica.org](mailto:enquiries@smartafrica.org)

## **14. ANTI CORRUPTION**

Smart Africa is committed to preventing and not tolerating any act of corruption and other malpractices, and expects that all bidders will adhere to the same ethical principles.