

**AFRICAN UNION**

الاتحاد الأفريقي



**UNION AFRICAINE**

**UNIÃO AFRICANA**

---

**African Union**

**Standard Bidding Documents**

---

**Procurement of Services**

---

**Provision of Vehicle Hiring Service for  
African Union Commission (AUC)  
Headquarters**

**Procurement Number:** AUC/AFMD/NC/004

# Section I. Invitation for Bids

## Provision of Vehicle Hiring Service for African Union Commission (AUC) Headquarters

### Procurement Number: AUC/AFMD/NC/004

The African Union Commission has allocated funds for the procurement of services and now invites sealed bids from eligible bidders for the Provision of Vehicle Hiring Service for African Union Commission as per attached Terms of Reference. A firm shall be selected under **least cost selection criteria for each line item and not as a lump sum**. Bids that are responsive, qualified, technically compliant will be ranked according to price.

Interested bidders may obtain further information and download the bidding document at <http://www.au.int/en/bids>

**Bids must be delivered to the address below on or before Friday, March 24<sup>th</sup> 2023 at 15:00 Hours, Addis Ababa Local Time.** All bids must be accompanied by:

- ❑ Valid tax certificate;
- ❑ Valid business registration documents – Must be licensed company.
- ❑ Proof of references (minimum 3) attesting to the Company's knowledge and experience in providing Vehicle Hiring Service.

### Bid Submission Modalities

a) This is a TWO envelope bidding. Bidders should ensure that the Technical and Financial proposals are enclosed in TWO separate envelopes clearly indicating the title and Procurement number.

**Bid Validity:** Bid must be valid for 90 Calendar days from the bid closing date.

**Bid Opening:** Bids will be opened immediately after the bid closing deadline, at 15:00 hours Addis Ababa Local Time on 24 March 2023 in the presence of bidders or bidders' representatives who choose to attend the bid opening session. Late bids will be rejected.

Other relevant information are indicated in the TOR (Refer to TORs attached for details)

### Address for Bid submission:

African Union Commission, Roosevelt Street  
Supply Chain Division,  
Building C, 3rd Floor, P.O. Box 3243, Addis Ababa, Ethiopia  
Tel+251115517700; Email; [tender@africa-union.org](mailto:tender@africa-union.org)

**Clarification Requests:** Clarification requests should be addressed to [tender@africa-union.org](mailto:tender@africa-union.org) Ext 4525, CC: [DominicN@africa-union.org](mailto:DominicN@africa-union.org)

## SECTION II: Bid Submission Sheet

*{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}*

Bid Addressed to (Employer):	
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Terms of Reference/Statement of Requirements, in accordance with the terms and conditions stated in this bid document and subsequent contract.

We confirm that we are eligible to participate in this procurement process.

The validity period of our bid is: \_\_\_\_\_ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the financial proposals are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Services will commence within \_\_\_\_\_ days/weeks/months from date of Contract.

Services will be completed within \_\_\_\_\_ days/weeks/months from date of Contract.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorised to sign Bid for and on behalf of \_\_\_\_\_

## Section III: Terms of Reference/Statement of Requirements

### BACKGROUND

The African Union is established as a Continental Organisation charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. The Commission serves as Secretariat to the Union and has its Headquarters located in Addis Ababa.

The African Union Commission (AUC) wishes to engage professional services for Provision of Vehicle Hiring Service for African Union Commission (AUC) Headquarters. The AUC will select the tender of the Contractor it deems has the demonstrated knowledge and experience and who fulfils the needs of the Commission at a competitive price. Contractors are expected to demonstrate their capability, experiences and understanding of the requirements of the AUC.

**Contract duration:** The contract will be awarded for an initial period of **Two years** with a possibility of extension up to a maximum of **Two years** on yearly basis, based on satisfactory performance.

**Commencement of Services:** The Services shall commence on 1<sup>st</sup> July 2023.

The objective is to hire a licensed and qualified firm for vehicle hiring services for AUC Directorates and Departments as per the following Scope of Work.

#### 1. Scope of work (Work Assignment)

The work covered by this specification consists of providing vehicle hire transport service with drivers as per the African Union Commission need. The services required shall include, but not limited to, the following:

**2.1** The Contractor shall make available vehicles with drivers for AUC programmes and project offices for travel within Addis Ababa and outside Addis Ababa throughout the country as needed. Provision of vehicles with drivers shall be on the AUC needs basis, when requested by AU Directorates and Departments.

**2.2** AUC will in all cases provide the Contractor with specific requests for transport. The request shall include the number and type of vehicles, number of passengers and the destination.

**2.3** If the vehicle is out of order or the driver is not available during the agreed hours, AUC shall be entitled to receive a replacement of the non-functional vehicle or the absent driver without obstructing the normal business process. Otherwise AUC shall be entitled to a prorated rebate on the fees.

**2.4** Working hours for vehicles hired on daily rental basis in general from **08:00 hours to 18:00 hours** shall include a one-hour break for lunch. This may also have to be adjusted in special cases and it will be flexible to work after working hours which will be paid on hourly overtime basis.

## **2. SERVICE AVAILABILITY**

The selected firm shall provide vehicle hiring services twenty-four (24)/seven (7) to the African Union Commission.

## **3. SERVICE LEVEL**

The selected firm or firms shall be required to provide the necessary vehicle(s) hiring service according to the African Union Commission request.

## **4. Requirements of the Driver**

**5.1** The driver shall be responsible for keeping proper monitoring log sheets for the trip (the kilometers and departure/destination recording). AU shall retain the right to replace drivers for any reason.

**5.2** When drivers are required to stay overnight outside of Addis Ababa, AUC will not be under any obligation to provide any travel-related allowances, accommodation or boarding or lodging arrangements to any driver. This shall be the sole responsibility of the car rental service company. In such situations, the location of accommodation of the drivers should be within 3 (three) kilometers of the place of stay of the AUC passenger(s).

**5.3** The Driver shall:

- a. have a valid and appropriate driving license for operating a designated motor vehicle;
- b. be physically and mentally fit to operate vehicles;
- c. be medically fit especially with regard to eye sight test which shall be responsibility of the company;
- d. not consume alcoholic beverages or other intoxicants while operating a vehicle; also no driver should be engaged while taking medications which may impair his or her ability to drive;
- e. desist from smoking during driving or inside the vehicle while at rest;
- f. be properly trained in the operation of the vehicle and be able to carry out minor maintenance of the vehicle;
- g. be sufficiently experienced with at least 5 years' experience as a Driver;
- h. follow rules pertaining to the use of mobile phones;
- i. have sufficient knowledge of English and/or French language skills;
- j. be covered for Third party insurance;
- k. be knowledgeable and familiar with local routes and road network within and outside Addis Ababa;
- l. be conversant with road and traffic regulations and properly dressed during the hours of operation;
- m. be polite, gentle and well behaved;
- n. be provided with a legally accepted ID card and Driving license;
- o. Possess a mobile phone with sufficient credit at all times in order to facilitate communication.

## **5. Requirement of Vehicles**

**6.1** The vehicle shall be made available as per the AUC needs. Two days' schedule will be provided in advance but exceptional requests may be made for operation outside normal hours except the Towing car. During the period of operation for AUC, the vehicle shall carry only passengers or goods authorized by AUC. The Company shall be expected to provide the following vehicles as per the AUC requirements.

- All vehicles should have Air Condition installed.
- Fuel Type: Gasoline/Diesel/Electrical

**6.2** Rate Chart for Payment: Unit rates for the vehicles shall include all maintenance, driver, fuel and/or any related cost. This should contain the price list for daily usage rates for different types of vehicles.

**6.3** In case of contracting vehicle out of Addis Ababa, the rate chart of payment: provision of providing vehicle by the vendor with and without fuel will be incorporated. This should contain the price list for Daily usage rates for different types of vehicles.

**6.4** Daily and Long Term Contracting: Extra kilometer rate chart for each type of vehicle shall be incorporated. Extra hours of overtime rate chart for the driver shall also be incorporated.

**6.5** Vehicle History and Certification: AUC shall have no preference any particular make or model of the vehicle as long as it fulfills the requirements in terms of passenger capacity, comfort and the requirements set forth in this Terms of Reference. Therefore, the Company shall provide for every vehicle to be rented, full vehicle history and certifications shall be provided. Prior to rental, the Company shall obtain security clearance from the designated government offices if needed.

**6.6** Vehicle Condition: Vehicles must not be older than specified year of make during the period of the contract. If contracted from third parties, full details of that company must be provided, including the make/model and year of manufacture of the vehicles. The Company shall assume all operational responsibilities and accept all liabilities of the concerned vehicle. Any use of third-party providers MUST be cleared by AUC Transport Section and should only be used in exceptional cases.

**6.7** Comprehensive Insurance Coverage: The Company shall ensure that the driver and the vehicle are fully covered by all appropriate insurance in case of accidents; i.e. comprehensive insurance. The Company shall, at its own cost, have acceptable medical, life and disability insurance for the driver as well as third party liability insurance.

**6.8** All the vehicles must conform to the following standards:

- a. Registered for operation during the period of service with registration documentation (Annual Inspection Certificate and Third-Party Insurance) in the vehicle and registration/ number plates affixed to the vehicle as required by the laws of the Federal Democratic Republic of Ethiopia.

- b. Provided vehicles must at all-time be in a 100% roadworthy condition and be clean and tidy inside.
- c. The vehicles shall be equipped with heating and cooling system, well-maintained and in excellent functional conditions.
- d. Equipped with necessary safety items, including Seat belts, spare tire, mechanical jack, basic hand tools, and first aid kits.
- e. During the period of operation if needed, AUC reserves the right to ensure that the vehicle carries markings that identify it as under use of African Union Commission. These markings are to be removed when the vehicle is no longer used after the service. It will be AUC's responsibility to ensure that vehicle markings are removed when no longer needed without any damage of the vehicle.
- f. The vehicle should have functional odometers.

## **6. Contract Management**

### **7.1 Service Standards**

- a. The Company and the driver shall provide responsive and efficient service at all times to fulfil AUC requirements. As a service objective, telephone calls should be answered promptly. When it is necessary to place calls on hold, they should not be kept on hold for more than a five minutes and call-back, when necessary, be made within one hour.
- b. Drivers must, at all times, act in a responsible, courteous manner to all AUC personnel, authorized passengers and other road users including pedestrians, livestock and properties. They must also adhere to security standards of African Union Commission with respect to driving.

### **7.2 Quality Control for the Services**

- a. The Company shall monitor on a regular and continual basis the quality of services provided to AUC. These procedures shall include a self-inspection system covering all vehicles. AUC shall be notified of any deficiencies found and corrective action taken.
- b. AUC reserves the right to conduct its own quality control checks on the services provided.

### **7.3 Reporting**

The driver shall maintain a Log book for each travel containing the complete travel details with mileage and locations. A daily Log book fully completed by the driver certified by AUC Administrative Services Unit staff and signed by the Company shall be submitted to AUC Administrative Services Unit together with the invoice. The format of the logbooks shall be provided by Company.

## **7. Company's Responsibilities**

**8.1** The Company shall be responsible for the professional and technical competence of its employees and will select reliable individuals who will perform effectively, respect the local customs, and conform to a high standard of moral and ethical conduct of AUC. AUC reserves the right to review the qualifications of the Driver before commencement of

service, or at any other time during the service, but shall have no obligation to do so. At AUC's request, the Driver shall be replaced with another who meets the above conditions.

**8.2** The Company shall be fully responsible for the operation of vehicles and ensure that the Driver operates the vehicle in accordance with applicable laws. The Company shall be fully responsible for the payment of salary and other benefits to its Driver. AUC shall not be liable for any action, omission, negligence or misconduct of such Driver, nor for any costs, expenses or claims associated with the Contract. AUC shall have no responsibility for Drivers.

**8.3** During the period of operation for AUC, the Driver shall receive instructions solely from the AUC's authorized officer/passenger and travel the most efficient, safe and secure route to any specified destination, without deviation for personal or other reasons not associated with AUC's interests, and without interruption of AUC's purpose for the trip.

**8.4** The Company shall be fully responsible for any and all maintenance, servicing and repair needs of the vehicle during the term of contract, and all costs related thereto, and shall ensure that the Vehicle operates properly during the term of the contract. Except in the case of emergencies, the Company shall ensure that service repair does not take place during the hours that AUC requires the vehicle, or at any other time that will interfere with AUC's purpose for use of vehicle.

**8.5** The Company should:

- Establish a tracking methodology, where possible, for each location to track vehicles and immediately warn AUC when vehicles have deviated from the route and/or failed to arrive at the destination within a pre-specified time.
- Have a response team on standby to assist in providing backup vehicles where necessary. In the event that the car breaks down, the Company will arrange for its immediate replacement without delay within 2 (two) hours. In the case of remote site/areas, reasonable travel time (not more than 12 hours) will be allowed to the car rental company to send the replacement failure of which may lead to the imposition of liquidated damages.
- The Driver shall always ensure that all passengers are on-board according to the specified time schedule.
- Provide list of vehicle(s) and names of driver(s) with photocopies of the National Identity Card (NIC), driver's license, and details of the address at any time as per AUC needs.
- Settle any claim by a Third-Party including road accidents without the involvement of the AUC while driving the vehicle for AUC staff or eligible users.
- Pay all road taxes and applicable fees on the rented vehicles while driving for the AUC staff or eligible users.
- Invoice the organization for the transport charges duly certified by the AUC Fleet Manager or any Administrative officer as appropriate.
- The Company has to immediately respond to any additional request from AUC for additional vehicles when needed for AUC activities.
- All vehicles used for this contract must be Left Hand Drive Vehicles (LHD)



- Using any sorts of Government Office or Monogram (Symbol) of any other party on the rented vehicle is strictly prohibited while the vehicle is for AUC's use.
- The Company is responsible for any items left in the vehicle by AUC passengers. Such items shall be returned to the AUC promptly upon discovery.

## **8. Responsibilities of African Union Commission:**

**9.1** AUC reserves the right to inspect the vehicle before putting it into service under the terms of the contact, or at any other time during the term of the contact, but shall have no obligation to do so. In The event that the AUC opts to inspect the vehicle, such inspection shall be carried out in the presence of the Company or the Company's designated representative or Driver assigned to the vehicle. If an inspection reveals that the vehicle is either not in a road worthy condition, requires service or repair or does not otherwise comply with the terms of the contact, the Company shall promptly have such work done, at its costs and expense, failing which AUC shall reserve the right to terminate the Contact.

**9.2** African Union Commission shall:

- a. The Administrative Services Unit staff of the African Union Commission shall make bookings for all transport needs with the Company.
- b. Provide the existing list of passengers using the transport service with their route and pick/drop points.
- c. Advise the Company of future need of types of vehicles.
- d. Inform the Company of the booking, dates of services, number and types of vehicles needed minimum of one day in advance.
- e. Process the invoice on time. No payment will be made for days when the vehicle has not been in operation either on account of mechanical failure or due to non-availability of a driver. AUC shall not be responsible for personal travel requested by the users other than specified on the request.

## **9. Safety & Security Requirements:**

**10.1** The Company is expected to provide vehicles that meet the identified specifications in all cases. In the event that such a vehicle is not available, the Company shall immediately inform AUC so that alternative arrangements can be made.

**10.2** The Company driver shall not deviate from specified routes without the prior permission from AUC.

**10.3** The Company shall ensure that essential safety items / equipment/ are available in the vehicle assigned for AUC duties. g

**10.4** The Company shall provide a list of selected driver(s) with details of addresses to AUC Transport Section assigning duty for attending AUC requests.

**10.5** There must be a list of instructions for the drivers assigned for any AUC duty. This should be prepared by the Company and be examined by AUC. The list should also include Do's and Don'ts for the drivers assigned for AUC duties.

**10.6** The Company shall provide contact details of persons designated to facilitate communication. Adequate information on the office setup and office staff should also be made available to the hiring authority to deal with emergencies.

**10.7** Presence of an ‘Active and Effective Reporting Channel’ between the Company and drivers of the company for vehicles on AUC duty must be established. This is needed to deal with any emergency during duty which should be reported immediately to the Company who in turn will communicate the incident to the AUC Transport Supervisor, the hiring directorate or the department’s contact person.

**10.8** The drivers must be trained in the usage of all safety equipment in the vehicle.

**10.9** Special briefing must be given to the driver when performing his or her duty with high level delegates. The Company staff must have trained and reliable persons to perform such duties.

**10. Payment Terms:**

**11.1** Payment shall be made as specified by the provisions of the Framework Agreement.

**11.2** The Driver shall have the odometer reading certified at the beginning and end of each trip for AUC and shall bear the responsibility of securing receipt for presentation to the AUC Transport Section for endorsement. The certified records shall be submitted together with the Company’s invoice. All other billings for incidental expenses incurred during AUC’s use of the vehicle shall be at cost and supported by official receipts, subject to AUC’s acceptance to bear such costs.

**11.3** Per Diem payment of the Travel Allowance shall be made directly to the driver by the Company on the night to which the per diem applies.

**11.4** The overtime charges shall be paid by AUC upon receipt of appropriate justifiable documentation and invoice duly certified by the AUC Transport Supervisor or his/her representatives.

**11.5** Payments effected by AUC to the Company shall be deemed neither to relieve the Company of its obligations under the Contract nor as acceptance by AUC of the Company’s performance of the Services.

**11.6** The company shall include prices for airport shuttle (one way).

## TECHNICAL PROPOSAL

Bidders are required to demonstrate adequate expertise and experience in delivering the required services

1. **Contractor's Experience/expertise and track record:** The service provider must be a well-established and reputable organization in the field of Provision of Vehicle Hiring Service and is expected to have a minimum of five (5) years proven experience in this field. Further, have similar experiences (at least (3) three contracts) for providing Vehicle Hiring Service to UN Agency and/ or International organization/companies/Embassies/Diplomatic offices of similar nature or larger during the past (5) five years.
2. **Client References:** List of current and previous clients for similar services as those required by AUC, indicating **description of contract scope, contract duration, contract value, contact references;**
3. **Organizational & Staff Capabilities: Management Structure and Key Personnel**
  - General organization and capability to adequately carry out the assignment:
  - Provide Company's structure/organogram
  - Proposed staffing levels/ the AUC requires highly qualified drivers/supervisors with minimum (5) five years' experience with a National diploma. (Insert copies of Diplomas)
4. **Methodology:**
  - Understanding of the assignment: Contractor to provide a description of how they will provide the services.
  - Provide innovation in providing the service.
5. **Description of Health and Safety policy against occupational hazards:** The Contractor shall define their Health and Safety guidelines.
6. **Financial Capabilities**

The Service Provider must be capable to financially sustain the services if awarded the contract. A recent bank statement is required (at least for the last three years)

## TECHNICAL EVALUATION CRITERIA

The **Technical evaluation criterion** is made up of the following sub-criteria:

No	Areas	Points
1	<b>Demonstrated specific Experience of the Contractor in the provision of similar services</b> -Nature of services (similar in nature) -Contract value and scope and size, complexity -Similar environment and customer base	<b>20</b>
2	<ul style="list-style-type: none"> <li>• <b>Understanding of assignment in accordance with AUC Requirements</b></li> </ul> -Suggested approach in successfully providing the service requirements in accordance to the TOR <ul style="list-style-type: none"> <li>• <b>General organization and capability to adequately carry out the assignment</b></li> </ul> -Proposed management structure and staffing -Innovativeness	<b>25</b>
3	<b>Financial capabilities</b>	<b>15</b>
4	<b>Qualifications and Experience of Key Personnel</b>	<b>20</b>
	Professional Experience Technical qualification	

5	<b>Description of Health and Safety policy</b>	<b>10</b>
6	<b>Recent bank statement (at least for the last three years)</b>	<b>10</b>

*The pass mark for the technical evaluation is 70 points.*

## **FINANCIAL OFFER**

The Contractor shall submit a detailed financial offer in a separately sealed envelope. The financial evaluation methodology employed will be on lowest price offer for each line item and not as a lump sum.

- Price offer should indicate price per day and for extra KM charge per KM (ETB) within Addis Ababa and out of Addis Ababa KM including VAT.
- Price for overtime and airport shuttle (ETB) should be indicated including VAT.

N/B: Find below the financial offer template. Kindly fill in the amount ONLY.

Short summary of vehicle type, model and mileage usage per day is indicated below:

<b>Type of Vehicle</b>	<b>Year of Made</b>	<b>Vehicle usage KM per day in Addis Ababa</b>	<b>Price Per Day Within Addis Ababa (ETB)</b>	<b>Extra KM charge per KM within Addis Ababa (ETB)</b>	<b>Price Per KM Outside Addis Ababa (ETB)</b>	<b>Airport Shuttle (One Way) (ETB)</b>
Sedan four-passenger vehicle (4 doors)	2018 make or after	70				
Utility Vehicles (SUV) carrying 5-7 passengers	2018 make or after	70				
Utility Vehicles (SUV) 4WD carrying 4 to 7 passengers	2017 make or after	70				
Cross Country Station Wagon 4WD vehicle V6 or V8	2017 make or after	70				
Mini bus of 12 passengers	2017 make or after	100				
Mini bus high roof of 14 to 18 passengers	2017 make or after	100				
Bus of 20 to 25 passengers)	2015 make or after	100				
Bus of 40 and above passengers (Ordinary)	2010 make or after	80				
Bus of 40 and above passengers (Luxury)	2010 make or after	80				
4WD Pick-up Double Cabin	2010 make or after	80				
4WD Pick-up Double Cabin	2010 make or after	80				
Truck Caring up to 3 tons	2010 make or after	80				
Light vehicle Towing Car	2010 make or after	50	Per Trip (ETB)			

Water Tanker Truck Minimum of 10,000 Litters	2010 make or after	Per Trip (ETB)		-	-	-
---	-----------------------	----------------	--	---	---	---

**All price quotation:** should indicate including **VAT**.

**Over Time:** Overtime will be assessed based of the following components:

1. Driver operation before **8:00am** and after **6:00pm** shall be registered as overtime
2. Overtime Price should be including VAT ETB per hour .....

All rate should be inclusive of operators (Drivers) allowance, fuel and any maintenance of vehicle cost.

**ANNEX II**  
**FIRM'S REFERENCES**

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:		
Name of Client:		No. of Staff:
Address of client:		Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current ETB or US\$):
Name of Associated Consultants, If Any:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: \_\_\_\_\_

## ANNEX III

### FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

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.}*

\_\_\_\_\_