



Request for Proposal

Corporate Car Rental Services

7th November, 2018

Issued by:

Invest In Africa

Company Representative:

Jessica Bediako
(Office Administrator)

Ref. No: IIA/ADMIN/CPS/2017/

Your Ref. No:003....

6th November, 2018

Invest In Africa, a non-for-profit organisation, with the vision to prosper African economies by working in partnership with both the private and public sector companies to effectively tackle the challenges in doing business in Africa is accepting proposals in response to this Request for Proposal in order to find a qualified and competitive source to provide Long Term Corporate Car Rental Services.

The objective of this request is to locate a source that will provide the best overall value to Invest in Africa. While the price is of significant value, other criteria will form the basis for the evaluation process of proposal.

Evaluation Requirements

1. Preferred vehicle is a Saloon Car not more than one year old.
2. An assigned **literate** driver fluent in English with good communication skills.
3. Vehicle is to be comprehensively insured with excess buy back and unlimited cover in the event of accident/injury etc. of occupants of vehicle by contractor. It should cover TPPD (Third Party Property Damage) with a competitive limit as basic cover.
4. Vehicle is to be road worthy by contractor.
5. Vehicle should be in good service condition and regular servicing / maintenance be done by the contractor.
6. Provision of a courtesy vehicle by contractor for the following situations:
 - a. Routine Servicing/Maintenance schedule to last for a day or more
 - b. In the event of an accident
 - c. Sudden Breakdown of a vehicle
7. Provision of towing assistance by contractor in situations that demand for it
8. Preferred daily rate of rental is **Fifty United States Dollars (USD50.00)**. Payments will be made monthly in cedi and the exchange rate shall be the rate applicable at the time of payment.
9. Vehicle will be used from Monday to Thursday excluding Saturdays, Sundays and all other public holidays. If Invest in Africa will not need the services of the vehicle for a period, a one-week notice will be given
10. Fuel for daily running shall be the responsibility of Invest in Africa.



Submission Guidelines

The following submission guidelines apply to this Request for Proposal:

1. Submission of proposals should be done not later than **12:00pm on 21st November, 2018** to company representative identified on the cover page by e-mail - Jessica.bediako@investinafrica.com.
2. Submission should include a proposal that indicates the fixed daily price rate, proposed saloon vehicle model options and insurance packages vehicle run on.
3. Proposal must be signed by a representative that is authorized by their organisation to do so.
4. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
5. Proposals must remain valid for a period 3 months.

Evaluation Factors

Invest In Africa will rate proposals based on the following factors, with cost being the most important factor;

1. Responsiveness to the requirement set forth in this Request for Proposal
2. Relevant past experience
3. Cost, including an assessment of insurance packages being used.

Invest in Africa Reserves the right to award to the bidder that represents the best value as determined solely by Invest In Africa in its absolute discretion.