

## Annex 1

### TERMS OF REFERENCE [TOR]

#### Provision of transportation services

##### I. Background

The Regional Technical Assistance Center South (AFRITAC South) and Africa Training Institute (ATI), part of the International Monetary Fund (IMF), based in Ebene, Mauritius hereby invites you to submit a quotation to this Request for Quotation (RFQ) for the Provision of Transportation Services for our seminar/course participants, guests and staff.

##### II. Objectives

To provide transportation (Service will include pick up and drop off only):

-for seminar participants from/to SSR Airport to Ebene.

-for **guests** from/to SSR Airport to their hotels [mainly either in the north or west of Mauritius]

-for staff from Ebene to their residence

##### III. Scope of work

There are several mandatory requirements to be met by the potential service as indicated hereunder:

##### IV. Technical Requirements

No.	Description	Comments	Comply	Not comply
1	Year of the vehicle manufacturing should be at most 5 years old	Mandatory		
2	AC included	Mandatory		
3	Well maintained interior and hygiene (Personnel & Environment).	Mandatory		
4	Windows which can be opened	Mandatory		
5	Curtains for van type	Mandatory		
6	Cleaning of Curtains (monthly cleaning and to submit proof)	Mandatory		
7	Cleaning of the vehicle (Weekly cleaning and to submit proof)	Mandatory		
8	Fire extinguisher	Mandatory		
9	First Aid Kit	Mandatory		
10	Experience of drivers – 5 years minimum	Mandatory		

11	Insurance – must have a comprehensive insurance cover. Please indicate the threshold and if Passenger Insurance is included	Mandatory		
12	Fleet Capacity of Company	Mandatory		
13	PSV (Public Service Vehicle) License	Mandatory		
14	Clean certificate of morality for drivers	Mandatory		
15	Maintenance Program (52 weeks plan- agency checked for servicing/safety)	Mandatory		
16	Back-up plan needs to be provided in case of Breakdown	Mandatory		
17	Service will include pick up and drop off only	Mandatory		
18	Maintain the prices for one year for Long Term Agreement	Mandatory		

#### V. Deliverables – Route Schedule

From	To	Quantity of trips per year	Transport types
SSR Airport	Ebene	450	Capacities of up to 2 persons, 8 person or greater than 8 persons
Ebene	SSR Airport	450	Capacities of up to 2 persons, 8 person or greater than 8 persons
SSR Airport	Hotels [North or West]	300	Capacity of up to 4 persons,
Hotels [North or West]	SSR Airport	300	Capacity of up to 4 persons,
Ebene	Port-Louis and North and back [Excursion trip]	15	Capacity of around 30-40 persons

General information on the quotation below:

1. Return below format as your financial proposal.
2. Do not use any other format in prices. Do not give other options than what is required.
3. Prices shall include the cost of the driver, the cost of the fuel, the insurance and any other costs attributed to the transportation services.