



24 January 2025

To Whom It May Concern,

**RE: INVITATION TO BID – LONGTERM VEHICLE HIRE SERVICES**

Czech Development Agency (CzDA) is a state organization under the authority of the Ministry of Foreign Affairs of the Czech Republic and an implementing body of the development cooperation of the Czech Republic. Active in Zambia since 2010, CzDA is currently responsible for implementation of various projects including the “SLIM – Sustainable Landscape through Integrated Management” project, implemented through 2027 and co-funded by the European Union, which has warranted the expansion of CzDA implementing team in the capital of Zambia.

To that end, CzDA is seeking a reliable and experienced vehicle hire provider to allow for longterm movement of the CzDA staff and external consultants in and around Lusaka, Zambia. The selected vendor would be responsible for making at least a three-car fleet of standard sedan or SUV available for use on a short notice, along with a qualified driver. The selected vendor would also be responsible for ensuring the overall maintenance and operational efficiency of the vehicle. The eventual contract would mandate the provider to be fully insured for the whole duration of the provision of services, arranging for rescue or standby car in case of breakdowns and accidents, keeping the entire fleet available to CzDA roadworthy with valid road tax, road fitness certificates.

**Expectations:**

**Timeframe:** March 2025 (or earlier) – September 2027 (inclusive), ie. total of 31 months of service provision

**Fixed rate:** Using a baseline of 12 days/month, fixed rate to be invoiced monthly not higher than 18,000 ZMW

**Billing arrangements:** Invoice issued monthly, exclusive of VAT, with a 14-day maturity period (bank transfer)

**Vehicle characteristics:** Standard city-suitable four-seater car, either sedan or SUV type, diesel or gasoline

**Fleet size:** A minimum of three cars of the above-stated specifications

**Key Requirements:**

1. **Flexibility:** Capacity to provide a vehicle for daily errands within Lusaka on a 2-3 days' notice
2. **Adaptability:** Willingness to adjust reporting and knock-off times per CzDA's preferences
3. **Presentation:** Regularly scheduled servicing, car wash, tire replacements and other essential maintenance
4. **Safety:** Each provided vehicle fitted with a spare tire, jack, jumper cables and a first-aid kit
5. **Responsiveness:** Implementation of an effective emergency response plan in case of breakdown/accident



### **Submission Instructions**

The submissions will consist of the following obligatory parts:

- **Quotation:** Stating the fixed monthly rate offered, using 12 working days/month as the reference point, including its indicative breakdown (fuel costs, driver fees, insurance, maintenance, or any other charges);
- **Company Profile:** A brief overview of your company and its experience in vehicle hire services;
- **Description of the car fleet made available to CzDA:** Including the size of the delegated fleet (minimum of 3 vehicles) and detailed info on each vehicle (photo, type, mileage, fuel efficiency etc.);
- **References:** List of past/present clients using the car hire services, with up-to-date contact information;
- **Driver Qualifications:** Copy of the driver's licence(s) of the proposed driver(s).

Submissions will be accepted via email addressed to [sibuku@czechaid.cz](mailto:sibuku@czechaid.cz), with [danicek@czechaid.cz](mailto:danicek@czechaid.cz) in copy.

Only complete submissions will be evaluated based on pricing (cost-effectiveness), track record and compliance. Potential vendors are welcome to submit any additional information or documentation (like quality or experience proving certificates) that could potentially strengthen their submission. This will not rule them out of the process.

CzDA reserves the right to adjust procurement volumes or cancel the procurement process at any stage. Potential vendors will be notified in advance of any such adjustments. CzDA also reserves the right to inspect multiple car fleets before the final decision is made. CzDA welcomes any inquiries at the above-stated email addresses.

Best regards,

**Marketa Smrckova**

Head of unit in Zambia/Project manager  
**SLIM – Sustainable Landscape through Integrated Management**  
Czech Development Agency  
Evexia Commercial Complex, Church Road, Lusaka