

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

CENTRAL BANK OF ESWATINI

REQUEST FOR INFORMATION (RFI)

RFI No: CBE_FLEET_FINANCE_RFI_08-2018_L

RFI NAME: FLEET MANAGEMENT SYSTEM

CONFIDENTIALITY STATEMENT

No part of this document may be disclosed verbally or in writing, including by reproduction, to any third party without the prior written consent of The Central Bank of Eswatini. This document, its associated appendices and any attachments remain the property of the Central Bank of Eswatini and shall be returned upon request.

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

Contents

1.0 INTRODUCTION	3
2.0 HIGH LEVEL BUSINESS REQUIREMENTS.....	3
4.0 EQUIPMENT SPECIFICATION	4
5.0 RFI SCHEDULE.....	4
5.0 TERMS AND CONDITIONS	5

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

1.0 INTRODUCTION

The Central Bank of Eswatini (CBE) has a mission to foster price and financial stability conducive to the economic development of Eswatini. The vision of the Bank is to be a stable price and self-regulating financial system based on very strict Values

2.0 HIGH LEVEL BUSINESS REQUIREMENTS

In view of the above, the Central Bank seeks to acquire a fleet management solution that will at least have the following features

1. Fleet Reporting suite

Customized reports that can also be created within the system and this can be viewed or printed from the system

2. Vehicle Management

Display information on vehicle servicing, driver history and performance details.

3. Cost Management

Provides Management with control of servicing, repairs, fuel and vehicle maintenance costs

4. Vehicle Scheduling

Assign vehicles to predetermined trips while minimizing capital and operational costs.

5. Fuel Management

Allows for the electronic import of transactions from the fuel suppliers

6. Driver Management

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

Stores all Driver details and report on driver deviations from approved routes and report costs implications on such deviations

7. Accident Management

Stores all insurance details, claims history, third party details, repair details, clearance reports and related documentation. Also allows comprehensive reporting and accident analysis

4.0 EQUIPMENT SPECIFICATION

Vendor based

5.0 RFI SCHEDULE

A summary of the process is as follows:

RFI key dates are the following

29 August, 2018	RFI made available to the bidders
07 September, 2018	Deadline for addressing questions
10 September, 2018	Response to all questions
14 September 2018	Deadline for receiving bids
21 September 2018	Bids evaluated and bidders shortlisted and invited for presentation.
01 - 05 October 2018	Presentations by shortlisted bidders. Live demonstrations can be launched at this presentation.

NB. The above schedule is indicative; it could be subject to change.

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

5.0 TERMS AND CONDITIONS

Part 1: Introduction.

1.1 The purpose of this document is to pre-qualify suppliers who wish to be considered for the implementation of the fleet management solution.

This RFI is only a request for information about potential products / services and no contractual obligation on behalf of the CBE whatsoever shall arise from the RFI process.

This RFI does not commit the CBE to pay any cost incurred in the preparation or submission of any response to the RFI.

1.2 Vendors who can demonstrate that they have carried out such projects in at least three companies must complete section 1 to 5 in full and must submit in one or more of the following ways:

Courier: The Secretary, Tender Committee
Central Bank of Eswatini
Mahlokohla Street
Mbabane
Eswatini

Email: tenders@centralbank.org.sz

Vendors who chose to submit via courier are advised to include a softcopy of their proposal. Alternatively vendors can call (+268) 2408 2000, Supply Chain Office to obtain further information on the format of the request for information before the closing date.

Part 2: Guidelines

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI) IN-



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

- 2.1 Participation and/or completion of this pre-qualification stage by vendors shall not constitute an offer from the CBE to the vendor to provide the service or a promise to enter into Contract(s) with the CBE. Nor will it obligate the CBE in any way with regard to their final decision.
- 2.2 Failure to provide all the documentation and/or complete all requirements of this document at the time of submission shall invalidate this application.
- 2.3 Questions regarding this RFI shall be submitted by e-mail to the Manager Supply Chain's Office, email address: tenders@centralbank.org.sz .Verbal questions will NOT be entertained.
- 2.4 The details entered hereunder will be considered confidential.
- 2.5 The CBE reserves the right to consult referees, clients or consultants, as entered in this pre-qualification document.
- 2.6 The CBE reserves the right to require the vendor to produce evidence in support of all details entered herein.
- 2.7 The CBE representative(s) may be required to visit the Company's premises to verify the details contained in this document. The vendor will allow the CBE representatives to interview present and previous clients.

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

Section 1: Company Information.

- 1.1 Company information
 - 1.1.1 Quote **Contract Reference – CBE_FLEET_FINANCE_RFI_08-2018_L**
 - 1.1.2 Name of the company
 - 1.1.3 Registered Physical address
 - 1.1.4 Postal Address
 - 1.1.5 Telephone
 - 1.1.6 Fax number
 - 1.1.7 Email of contact persons

- 1.2 Company profile
 - 1.2.1 Brief company profile including date of Company Registration
 - 1.2.2 Associated companies (if any) or holding company
 - 1.2.3 Any accreditation status/level
 - 1.2.4 Name and Full address, and contact numbers of Bank to whom the CBE may make inquiries to verify the financial viability of the Company
 - 1.2.5 Copy of certified audited financial statements for the last 2 financial years.
 - 1.2.6 Copy of certified Certificate of Incorporation
 - 1.2.7 Copy of certified Current Trading License
 - 1.2.8 Current Tax Clearance certificate
 - 1.2.9 Describe any third party alliances/relationships
 - 1.2.10 Please provide details of any outstanding legal action against your company or any directors or partners
 - 1.2.11 Are there any anticipated mergers or acquisitions pending?

- 1.3 Labour Strength
 - 1.3.1 Key employees (names and terms of contract)

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

Section 2 – Track Record

- 2.1 Implementation of such a project in last 3 years
 - 2.1.1 Name of Client
 - 2.1.2 Contract Period
 - 2.1.3 Details of the implementation
 - 2.1.4 Contact persons
- 2.2 Contracts aborted (Failure to disclose this information may lead to cancellation of contract if awarded)
- 2.3 Relevant referees at least three sites.
 - 2.3.1 Name of contact person
 - 2.3.2 Company / Organization
 - 2.3.3 Telephone
 - 2.3.4 Email address
- 2.4 Give details of your business continuity arrangements
- 2.5 Total number of installations of **this version** of the solution being proposed, which have been carried out by your organization.
- 2.6 Training
 - 2.6.1 Do you offer formal user training?
 - 2.6.2 What type of courses do you run and what is their duration?
 - 2.6.3 What level of training would you recommend?
 - 2.6.4 Describe any training materials offered?
- 2.7 Equipment/ machine Support
 - 2.7.1 Please provide details of how the product is supported across multiple sites globally.
 - 2.7.2 What levels of support is available, definition of each level and what are the hours of operation and response times?
 - 2.7.3 Where are the support services located?
 - 2.7.4 Does support include product updates, as well as bug fixes at no extra charge?
 - 2.7.5 What is the helpdesk escalation procedure?

CENTRAL BANK OF ESWATINI REQUEST FOR INFORMATION (RFI)



CONTRACT/CBE_PROCUREMENT

Date : August 2018

Version : 1.0

Section 3 – Features

- 3.1 Diagrams/ pictures to clarify the proposal
- 3.2 Brochures if available

Section 4 – Implementation Approach

- 4.1 Project Plan to implement
- 4.2 Business Process management approach
- 4.2 Project management methodology to govern implementation
- 4.3 Options available to the Bank and what is the best option in your view (this must be as detailed as possible)

Section 5 – Financials

- 5.1 Indicative machine costs
- 5.2 Maintenance and support costs
- 5.3 Any other relevant costs
- 5.4 Including taxes