



Procurement of Project Vehicle

REQUEST FOR PROPOSAL/QUOTATION

1.0 Introduction

ZEP-RE (also called PTA Reinsurance Company) is a leading reinsurer in Africa and a specialized institution of the Common Market for Eastern and Southern Africa (COMESA). The company was established in 1990 under the Preferential Trade Area, a precursor to COMESA, to develop the insurance and reinsurance industries and support capacity building. ZEP-RE, which opened in 1993, is headquartered in Nairobi, Kenya, and has regional hubs/ offices in Nairobi, Harare, and Abidjan. In addition to these regional hubs, the company has country offices in six other countries: Zambia, Ethiopia, Uganda, Rwanda, Democratic Republic of Congo, and Sudan.

2.0 Project Background

The Parametric (Climate Risk) Insurance Scheme for Climate Change Adaptation Project aims to protect smallholder farmers in Zambia from the negative financial consequences of climate change. This innovative project will introduce a parametric insurance solution that provides timely compensation for crop losses triggered by adverse weather conditions, such as droughts or excessive rainfall. By leveraging partnerships with farmer aggregators, the project will embed the insurance product directly into crop marketing schemes, ensuring coverage for the next farming season. This initiative will enhance the resilience of smallholder farmers, promote sustainable agricultural practices, and contribute to poverty reduction and food security in Zambia.

This project is supported by develoPPP, a program initiated by the German Federal Ministry for Economic Cooperation and Development (BMZ) to foster private sector engagement in development cooperation. Through develoPPP, the project will benefit from co-financing and technical assistance, enabling the implementation of a comprehensive climate risk insurance scheme. The collaboration with develoPPP will facilitate the scaling up of the insurance solution, ensuring that more smallholder farmers are protected against climate risks and can invest in their farms with confidence. This partnership underscores the commitment to sustainable development and the promotion of inclusive growth in Zambia's agricultural sector. To ensure the smooth implementation of field activities and strengthen operational capacity, the project is seeking the services of a reputable car dealer or company to supply a reliable, high-quality second-hand vehicle. This procurement is essential to support field operations across the target regions and to ensure the effective delivery of project outcomes.

3.0 Objective of the Request for Proposal & Quotation (Procurement of 4X4 Motor Vehicle)



The objective is to select a qualified company that will supply a 4X4 Vehicle with the Specifications outlined in table 1.0.

1.0 Key features

S/N	Description	
1	Year	2017 and above
2	Model	Toyota Hilux
3	Engine	2.4 – 3.0 Litres (Turbo Diesel)
4	Transmission	Manual or Automatic
5	Drive type	4 x 4
6	Miliege	Les than 100,000
7	Colour	White, Silver or Gold
8	Radio	Blue tooth

4.0 Eligibility Criteria

All firms must provide:

- (a) Firm Data
- (b) Quotation for the vehicle
- (c) Experience in conducting similar businesses
- (d) Summary of the approach that aligns to delivery of vehicles (Note: Based on the nature of the project, Exemption not to pay duty will required.

5.0 Mandatory requirements

1. Financial Proposal/Quotation
2. Organization Profile
3. Certificate of Incorporation
4. TPIN Certificate
5. Valid Tax Clearance Certificate
6. Proof of Physical address – Water bill or Electricity bill
7. Bank details on a bank letter head.
8. Detailed specifications and requirements are well stated under in the RFQ which can be found on

6.0 Additional Information (Evaluation and Award Criteria)

ZEP-RE will award the contract to that Bidder whose offer is deemed acceptable, and which offers the best value based upon the evaluation criteria. All complete, eligible offers will be evaluated according to the following criteria:



Experience in Car Dealership of Similar Size and Scope – 25%

- Demonstrated track record in handling vehicle supply contracts of comparable scale and complexity.
- **Proposed Personnel and Delivery Timeline – 15%**

Capacity of the proposed team to manage all aspects of the assignment, including efficiency and turnaround time for vehicle delivery.

Budget Justification, Cost Realism, and Overall Value – 40%

- Clear rationale for proposed costs, competitiveness, and cost-effectiveness of the offer.

Proposed Payment Terms – 20%

- Structure and feasibility of the proposed payment schedule, including down payment and final payment terms.

7.0 Submission Deadline:

- All proposals must be submitted by 10th May 2025 to smuteto@zep-re.com

8.0 Contact Information:

- For further details or inquiries, please contact: smuteto@zep-re.com.