



**Tender Specifications**

**2646RWA-10047**

**of May 2024**

**Public service contract:**

**“CAR RENTAL SERVICES”.**

**Negotiated Procedure without  
Prior Publication.**

**Country: RWANDA**

**Navision code: 2646RWA**

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# 1 General provisions

## 1.1 Derogations from the General Implementing Rules

Section 4, ‘*Specific contractual and administrative conditions*’ of these Tender Specifications (CSC/Cahier Spécial des Charges) holds the specific administrative and contractual provisions that apply to this public contract by way of derogation from the Royal Decree of 14.01.2013 or as a complement or an elaboration thereof.

These Tender Specifications derogate from Art. 25-33 (see point 4.7 “Performance guarantee”) of the General Implementing Rules – GIR (Royal Decree of 14.01.2013).

## 1.2 Contracting authority

The contracting authority of this public contract is Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels). Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.

For this contract, Enabel is represented by **Mr. Dirk DEPREZ**, or his/her counterpart **Resident Representative of Enabel Representation in Rwanda**, who will sign the award letter and who is mandated to represent the company towards third parties.

## 1.3 Institutional framework of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013<sup>1</sup>;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company<sup>2</sup>;
- The Belgian Law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency, published in the Belgian Official Gazette on 11 December 2017.

The following initiatives are also guiding Enabel in its operations and are given as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid.
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in New York on 31 October 2003<sup>3</sup>, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions.

<sup>1</sup> Belgian Official Gazette of 30 December 1998, of 17 November 2001, of 6 July 2012, of 15 January 2013 and of 26 March 2013.

<sup>2</sup> Belgian Official Gazette of 1 July 1999.

<sup>3</sup> Belgian Official Gazette of 18 November 2008.

- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organization<sup>4</sup> on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);
- In the field of environmental protection: The Climate Change Framework Convention of Paris, 12 December 2015.
- The first Management Contract contracting Enabel and the Belgian federal State (approved by the Royal Decree of 17.12.2017, Belgian Official Gazette 22.12.2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019.

## **1.4 Rules governing the public contract.**

- The following, among other things, apply to this public contract:
- The Law of 17 June 2016 on public procurement<sup>5</sup>;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies, and services<sup>6</sup>;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors<sup>7</sup>;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works<sup>8</sup>;
- Circulars of the Prime Minister with regards to public procurement.
- Enabel 's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- local legislation with regards to sexual harassment at the workplace or equivalent
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation – 'GDPR'), and repealing Directive 95/46/EC.
- Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

All Belgian regulations on public contracts can be consulted on [www.publicprocurement.be](http://www.publicprocurement.be) Enabel's Code of Conduct and the policies mentioned above can be consulted on Enabel's website via <https://www.enabel.be/content/integrity-desk>.

<sup>4</sup> <http://www.ilo.org/ilolex/french/convdsp1.htm>.

<sup>5</sup> Belgian Official Gazette 14 July 2016.

<sup>6</sup> Belgian Official Gazette of 21 June 2013.

<sup>7</sup> Belgian Official Gazette 9 May 2017.

<sup>8</sup> Belgian Official Gazette 27 June 2017.

## 1.5 Definitions

The following definitions apply to this contract:

The tenderer: An economic operator submitting a tender;

The contractor/ service provider: The tenderer to whom the public contract is awarded;

The contracting authority: Enabel, represented by the Resident Representative of Enabel in RWANDA.

The tender: Commitment of the tenderer to perform the public contract under the conditions that he has submitted;

Days: In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days;

Procurement documents: Tender Specifications including the annexes and the documents they refer to;

Technical specifications: A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental and climate performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards the name by which it is sold, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods at every stage in the life cycle of the supply or service, as well as the evaluation and conformity procedures;

Variant: An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Option: A minor and not strictly necessary element for the performance of the contract, which is introduced either at the demand of the contracting authority, or at the initiative of the tenderer;

Inventory: The procurement document which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them;

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works;

The Tender Specifications (Cahier spécial des charges/CSC): This document and its annexes and the documents it refers to;

BDA: Belgian Public Tender bulletin;

OJEU: Official Journal of the European Union;

OECD: Organisation for Economic Cooperation and Development;

E-tendering: Through the E-tendering platform tenderers can submit and open electronic tenders/requests to participate;

Corrupt practices: The offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or performance of a contract already concluded with the contracting authority;

Litigation: Court action.

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a tenderer or contractor to perform part of the contract. The subcontractor is understood as the economic operator with the capacity which the applicant or tenderer relies upon or to whom he entrusts all or part of his engagements.

Controller in the meaning of the GDPR: the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

Sub-contractor or processor in the meaning of the GDPR: a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.

Recipient in the meaning of the GDPR: a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not.

Personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

## **1.6 Processing of personal data by the contracting authority and confidentiality**

### **1.6.1 Processing of personal data by the contracting authority**

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

### **1.6.2 Confidentiality**

The tenderer or contractor and Enabel are bound to secrecy vis-à-vis third parties with regards to any confidential information obtained within the framework of this public contract and will only divulge such information to third parties after receiving the prior written consent of the other party. They will disclose this confidential information only among appointed parties involved in the assignment. They guarantee that said appointed parties will be adequately informed of their obligations in respect of the confidential nature of the information and that they shall comply therewith.

PRIVACY NOTICE OF ENABEL: Enabel takes your privacy serious. We undertake to protect and process your personal data with due care, transparently and in strict compliance with privacy protection legislation.

See also: <https://www.enabel.be/content/privacy-notice-enabel>

## **1.7 Deontological obligations**

1.7. Any failure to comply with one or more of the deontological clauses may lead to the exclusion of the candidate, tenderer or contractor from other public procurement for Enabel.

1.7.2. For the duration of the contract, the contractor and his staff respect human rights and undertake not to go against political, cultural or religious customs of the beneficiary country. The tenderer or contractor is bound to respect fundamental labour standards, which are internationally agreed upon by the International Labour Organisation (ILO), namely the



conventions on union freedom and collective bargaining, on the elimination of forced and obligatory labour, on the elimination of employment and professional discrimination and on the abolition of child labour.

1.7.3. In accordance with Enabel's Policy regarding sexual exploitation and abuse, the contractor and his staff have the duty to behave in an irreproachable manner towards the beneficiaries of the projects and towards the local population in general. They must abstain from any acts that could be considered a form of sexual exploitation or abuse and they must abide by the basic principles and guidelines laid down in this policy.

1.7.4. Any attempt of a candidate or a tenderer to obtain confidential information, to proceed to illicit arrangements with competitors or to influence the evaluation committee or the contracting authority during the investigation, clarification, evaluation and comparison of tenders and candidates' procedure will lead to the rejection of the application or the tender.

1.7.5. Moreover, in order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the contractor to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to appointees of the contracting authority who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

1.7.6. The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any desk review or on-the-spot check, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure. Depending on the gravity of the facts observed, the contractor having paid unusual commercial expenditure is liable to have his contract cancelled or to be permanently excluded.

1.7.7. In accordance with Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management complaints relating to issues of integrity (fraud, corruption, etc.) must be sent to the Integrity desk through the <https://www.enabelintegrity.be> website.

## **1.8 Applicable law and competent courts**

The contract must be performed and interpreted according to Belgian law.

The parties commit to perform their engagements to ensure the satisfactory performance of this contract. In case of litigation or divergence of opinion between the contracting authority and the contractor, the parties will consult each other to find a solution.

If agreement is lacking, the Brussels courts are the only courts competent to resolve the matter.

## 2 Subject-matter and scope of the public contract

### 2.1 Type of contract

This public contract is a service framework agreement.

### 2.2 Subject-matter of the public contract.

This Service procurement contract consists in the performance of services related to the “**Car Rental services**,” in conformity with the conditions of these Tender Specifications.

### 2.3 Lots<sup>9</sup>

*(Articles 2, 52° and 58 of the Law and Articles 49 and 50 of the Royal Decree on Awarding.)*

The contract has **two (2) Lots**, each of which is indivisible.

The tenderer may submit a tender for all the lots. A tender for part of a lot is inadmissible. The description of each lot is included in Part 5 of these Tender Specifications.

The lots are:

- **Lot 1:** This lot is made of 4 items which are indivisible:
  - ✓ Salon car/Sedan (Small car) with min 4 seats
  - ✓ Jeep cars (4x4) with max 5 seats.
  - ✓ Jeep cars with min 7 seats.
  - ✓ Pick up double cabin (able to carry minimum of 700 Kg) with min 4 seats.
- **Lot 2:** This lot is made of 3 items which are indivisible:
  - ✓ Minibus between 10 to 18 seats.
  - ✓ Bus between 18 to 30 seats.
  - ✓ Big bus over 30 seats.

**Bidders are allowed to apply for one or both lots. The selection will be done per lot, and for each lot the bidder having the best score will be awarded that specific Lot.**

**The same bidder can be awarded one or both lots under the condition that the minimum annual turnover that economic operators are required to generate is at least the value of the Lots he/she is submitting a bid for → Article 67 §5 Royal Decree of 18/04/2017).**

When tendering for several lots, the tenderer may not offer discounts or better conditions in his tender in case these lots were to be awarded to him.

### 2.4 Items

Lot one is made of four (4) items and Lot two is made of three (3) items as detailed on section 2.3. **(See also point 5 of the tender specification).**

<sup>9</sup> For contracts of a value equal to or greater than EUR 135 000 excl. VAT, the contracting authority is obliged to consider dividing the contract into lots unless a valid reason is given in the procurement documents.

## **2.5 Term of the procurement contract<sup>11</sup>**

Initial term and renewal

The contract starts upon reception of the final notification letter and initially lasts for 2 years. After this initial term, this contract may be renewed once by the contracting authority by registered letter sent at least one month prior to the contract renewal date.

If no formal renewal letter is sent before the previous anniversary date, the contract will be considered as tacitly renewed.

**Depending on the available budget and needs for the services, the renewal can be done once at the maxima.**

**Every renewal is conditioned by the success or positive assessment of the service performed in the previous year.**

The renewal will be made as per the terms and conditions of the initial Tender Specifications. The renewal may not change the global nature of the public contract. Should the contract not be renewed, the contractor cannot claim damages.

## **2.6 Variants**

Variants are not permitted.

**Each tenderer may submit only one tender. Variants are forbidden.**

## **2.7 Option**

Options are not permitted.

## **2.8 Quantity**

*(Art. 57 of the Law)*

Quantities will only be determined in order forms (See point 5 of the tender specifications). The whole tender, for the entire duration of the framework agreement (max 4 years) is estimated at 60000 EUR For Lot1 and 50000 for Lot2 .

## 3 Subject-matter and scope of the procurement contract.

### 3.1 Award procedure.

Negotiated procedure without prior publication of the notice in application of **Article 42** of the Law of 17 June 2016.

### 3.2 Publication

#### 3.2.1 Enabel publication

The tender document will be published on the Enabel website up to **27<sup>th</sup> June 2024**.

### 3.3 Information

The awarding of this contract is coordinated by **Mr. Pierre Remy Nshimiyimana, Contract Officer at Enabel Rwanda** – [pierreremy.nshimiyimana@enabel.be](mailto:pierreremy.nshimiyimana@enabel.be) Throughout this procedure all contacts between the contracting authority and the (prospective) tenderers about this contract will exclusively pass through this service / this person. (Prospective) tenderers are prohibited to contact the contracting authority in any other way with regards to this contract, unless otherwise stipulated in these Tender Specifications.

Until **12<sup>th</sup> June 2024** inclusive, candidate-tenderer may ask questions about these Tender Specifications and the contract.

Questions will be in writing to

Ms Françoise MUSHIMIYIMANA, ([francoise.mushimiyimana@enabel.be](mailto:francoise.mushimiyimana@enabel.be)),

with copy to

Mr. Pierre Remy Nshimiyimana ([pierreremy.nshimiyimana@enabel.be](mailto:pierreremy.nshimiyimana@enabel.be))

and they will be answered in the order received.

Until the notification of the award decision no information will be given about the evolution of the procedure.

The tenderer is required to report immediately any gap, error or omission in the procurement documents that precludes him from establishing his price or compare tenders, within five (5) business days at the latest before the deadline for receipt of tenders.

### 3.4 Tender

#### 3.4.1 Data to be included in the tender.

Tenderers are advised to consult the general principles set out under Heading 1 of the Law of 17 June 2016, which are applicable to this award procedure.

The tenderer must use the tender form in annex. In case he does not use this form, he is fully responsible for the perfect concordance between the documents he has used and the form.

The tender and the annexes to the tender form are drawn up in English.

By submitting a tender, the tenderer automatically renounces to his own general or specific sales conditions, even if these are mentioned in any of the annexes to his tender.

The tenderer clearly designates in his tender which information is confidential and/or relates to technical or business secrets and may therefore not be divulged by the contracting authority.

### 3.4.2 Period the tender is valid.

The tenderers are bound by their tender for a period of 120 calendar days from the reception deadline date.

### 3.4.3 Determination of prices

All prices given in the tender form must obligatorily be quoted in **EUROS (Including the applicable WHT<sup>10</sup>,<sup>11</sup> and VAT)**.

This procurement contract is a price-schedule contract, i.e. a contract in which only the unit prices are lump-sum prices. The price to be paid will be obtained by applying the unit prices mentioned in the inventory to the quantities performed.

In accordance with Article 37 of the Royal Decree of 18 April 2017, the contracting authority may for the purpose of verifying the prices conduct an audit of any and all accounting documents and perform on-the-spot checks with a view of verifying the correctness of the indications supplied.

#### 3.4.3.1 Elements included in the price.

*(Art. 32 §3 Royal Decree 18.04.2017)*

The tenderer is to include in his unit and global prices any charges and taxes applied to services, inclusive of both WHT (if applicable) and VAT.

The following are in particular included in the prices:

- **Lump sum Unit cost:** all costs associated with the rental and delivery of the transport services including drivers fees, per diems, accommodation costs, insurance costs, security costs, communication costs (including the internet), administrative and secretariat costs, driver/staff and material expenses needed to perform the present contract, the copyright fees, the purchase or leasing of third party services/goods needed for the performance of the contract, Training required for operation, inclusive of **WHT (if applicable) and also inclusive of VAT.**

#### 3.4.4 How to submit tenders?

*(Article 54 et seq. and Art. 83-84 of the Royal Decree of 14 April 2017)*

Without prejudice to any variants, the tenderer may only submit one tender per lot.

The tenderer submits his tender as follows:

- **The tender will be drawn up in 3 copies, one of them being the original and two copies.**
- **A soft Copies (identical to the hard copy) must be submitted in one or more PDF files on a USB stick. A bidder should submit the required copies (hard and the soft copies) or might be rejected.**

It is submitted in a properly sealed envelope bearing the following information: **Tender 2646RWA-10047\_ provision of transport services.**

The tender must be received on **27<sup>th</sup> June 2024 at 4:00 PM Kigali Time.**

<sup>10</sup> Refer to article 63 of the law N° 027/2022 of 20/10/2022, establishing taxes on income in Rwanda (a tax of fifteen percent (15%) shall be withheld on public tenders if the recipient is not registered with the Tax Administration or is registered but does not have his/her previous income tax declaration)

<sup>11</sup> Mind double taxation – refer to the RRA Link:

[https://www.rra.gov.rw/en/publications?tx\\_news\\_pi1%5Baction%5D=detail&tx\\_news\\_pi1%5Bcontroller%5D=News&tx\\_news\\_pi1%5Bnews%5D=1105&cHash=f71e9bc7ede752e64679f8c39e73871c](https://www.rra.gov.rw/en/publications?tx_news_pi1%5Baction%5D=detail&tx_news_pi1%5Bcontroller%5D=News&tx_news_pi1%5Bnews%5D=1105&cHash=f71e9bc7ede752e64679f8c39e73871c)

**It must be sent to:**

**The Attention of Françoise MUSHIMIYIMANA  
National ECA - Enabel Rwanda  
Belgian development agency  
KN 67 Street, plot N° 10  
SORAS Towers, Wing A, 6<sup>th</sup> Floor.  
Opposite St Michel Catholic Church  
B.P. 6089 KIYOVU**

It may be submitted:

- a) Either By post mail (standard mail or registered mail)

In this case, the sealed envelope is put in a second closed envelope. The delivery record makes proof of compliance with the time-limit for receipt.

- b) Or delivered by hand directly to the contracting authority against a signed and dated receipt: In this case, the acknowledgment of receipt makes proof of compliance with the time-limit for receipt.

The service can be reached on working days during office hours: from 8:30 am to 12:30 pm and from 1:30 pm to 5 pm (Rwanda time)

Any request for participation or tender must arrive before the final submission date and time. Requests for participation or tenders that arrive late will not be accepted<sup>12</sup>.

### **3.4.5 Change or withdrawal of a tender that has already been submitted.**

When a tenderer wants to change or withdraw a tender already sent or submitted this must be done in accordance with the provisions of Articles 43 and 85 of the Royal Decree of 18 April 2017.

To change or withdraw a tender already sent or submitted, a written statement is required, which will be correctly signed by the tenderer or his representative. The subject-matter and the scope of the changes must be indicated in detail. Any withdrawal must be unconditional.

The withdrawal may also be communicated by fax or electronic means, provided that it is confirmed by registered letter deposited at the post office or against acknowledgement of receipt at the latest the day before the tender acceptance deadline.

Thus, modifying or withdrawing a tender after the submission report has been signed requires a new submission report to be signed in accordance with paragraph 1.

The subject-matter and the scope of the changes must be indicated in detail.

The withdrawal must be pure and simple.

Where the submission report issued following modification or withdrawal as referred to in paragraph 1 is not signed as referred to in paragraph 1, the modification or withdrawal is automatically void. This nullity applies only to the modifications or withdrawal, not to the tender itself.

### 3.4.6 Opening of Tenders

*Article 83-84 of the Royal Decree of 14 April 2017*

The tender must be in the possession of the contracting authority before the final submission date and time specified in point 3.4.4. “How to Submit tenders”. The tenders shall be opened behind closed doors.

### 3.4.7 Selection of tenderers

*Article 66 – 80 of the Law; Articles 59 to 74 of the Royal Decree on Awarding*

#### 3.4.7.1 Exclusion grounds

*Articles 52 and 69 of the Law; Article 51 of the Royal Decree of 18 April 2017*

The obligatory and facultative grounds for exclusion grounds are given in attachment to these Tender Specifications.

**By submitting this tender, and by signing the Declaration on honour – exclusion criteria, which is annexed to this tender document (6.3); the tenderer certifies that he is not in any of the cases of exclusion listed in the Articles 67 to 70 of the Law of 17 June 2016 and the Articles 61 to 64 of the Royal Decree of 18 April 2017.**

The contracting authority will verify the accuracy of this Declaration on honour for the tenderer with the best tender.

For that purpose, the contracting authority will ask the tenderer concerned to provide information or documents allowing the contracting authority to verify the tenderer's personal situation by the fastest means and within the term set by the contracting authority.

The contracting authority will itself ask for information or documents that it can obtain free of charge by digital means from the instances that manage the information or documents.

The contracting authority will ask the tenderer, if necessary, at any time during the procedure, to provide all or part of the supporting documents, if necessary to ensure the smooth proceeding of the procedure. The tenderer is not required to submit any supporting documents or other evidence if and to the extent that the contracting authority has the possibility to directly obtain certificates or relevant information by accessing a free national database in a Member State.

With the exception of the exclusion grounds relating to tax and social security, the tenderer that is in one of the mandatory or optional exclusion situations can prove on his own initiative that he has paid or undertaken to pay compensation for any prejudice caused by the criminal offence or the fault, clarified totally the facts and circumstances by collaborating actively with the authorities in charge of the enquiry and taken concrete specific technical, organisational and personnel measures to prevent a new criminal offence or a new fault.

#### 3.4.7.2 Selection criteria

*Article 71 of the Law and Articles 65 -74 of the Royal Decree of 18 April 2017*

Moreover, by means of the documents requested below, the tenderer must prove that he is sufficiently capable, from an economic and financial as well as from a technical point of view, to successfully perform this public contract.

**The minimum required profile of the transport company/firm will be analysed at the selection stage.**

### *Company profile*

The transport company should have the following experience:

- ✓ Should be established in Rwanda or has its legal Representation in Rwanda, proven by the relevant document(s)

- ✓ At least (5) five years of overall experience working in transportation sector proven by the transportation licence for the competent Authority (RURA in Rwanda).
- ✓ The bidder shall have a minimum of two (2) years providing transport services in Rwanda.
- ✓ At least performed three (3) similar assignments (providing experience in offering transport services to institutions with at least more 50 staff) proven by three (3) certificates of satisfactory completion.

**If a bidder does not meet the minimum required profile, the bidder will not be selected for the award stage.**

### 3.4.7.3 Overview of the procedure

*Text valid in case **several award criteria** are given in the Tender Specifications.*

In a first phase, the tenders submitted by the selected tenderers will be evaluated as to formal and material regularity. Irregular tenders will be rejected.

The contracting authority reserves the right to have the irregularities in the tenderers' tender regularised during the negotiations.

In a second phase, the formally and materially regular tenders will be evaluated as to content by an evaluation commission. This evaluation will be conducted on the basis of the award criteria given in these Tender Specifications and aims to deciding whether the negotiations will be conducted. Maximum 3 tenderers may be included in the shortlist.

Then, the negotiation phase follows. In view of improving the contents of the tenders, the contracting authority may negotiate with the tenderer the initial tenders and all subsequent tenders that they have submitted, except final tender. The minimum requirements and the award criteria are not negotiable. **However, the contracting authority may also decide not to negotiate.** In this case, the initial tender is the final tender.

When the contracting authority intends to conclude the negotiations, it will so advise the remaining tenderers and will set a common deadline for the submission of any BAFOs. Once negotiations have closed, the BAFO will be analysed with the exclusion, selection and award criteria. The tenderer with the BAFO which shows the best value for money (obtaining the best score based on the award criteria given below) will be designated the contractor for this procurement contract

### 3.4.7.4 Award criteria.

The contracting authority will choose the regular BAFO that it finds to be most advantageous, taking account of the following criteria:

#### a) Quality of the technical proposal: 30%.

Per LOT	TYPE OF CAR	DESCRIPTION OF THE CAR	PROPOSAL OF THE BIDDERS
LOT1	Saloon car (Small car)	Small size sedan cars or other similar type of two-wheel drive;	
		Airbag : standard	
		Number of passengers: min 4	
		Maximum age for vehicle: 10 years	
		Air condition: standard	
		Doors : minimum 4	
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter /	



		AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)	
		Car with very clean interior car rims and looks great;	
<b>Jeep car with max 5 Seats</b>		Jeep car models or other similar type of four-wheel drive:	
		Airbag: standard	
		Maximum Age for vehicle: 10 Years	
		Air condition: standard	
		Number of passengers: max 5	
		Doors : 4 minimum	
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)	
		Car with very clean interior car rims and looks great	
<b>Jeep car at least 7 Seat</b>		Jeep car models or other similar type of four-wheel drive:	
		Airbag : Standard	
		Maximum age for vehicle: 10 years	
		Air condition: standard	
		Number of passengers: at least 7	
		Doors : 4 minimum	
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)	
		Car with very clean interior car rims and looks great	
<b>Pick up – double cabin</b>		Pick up car able to carry at least 700 Kg.	
		Airbag : Standard	
		Maximum age for vehicle: 10 years	
		Air condition: standard	
		Number of passengers: at least 4	
		Doors : 4 minimum	
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper	

		/ A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)	
		Car with very clean interior car rims and looks great	
<b>LOT2</b>	<b>Minibus with between 10 -18 SEATS</b>	Number of passengers: between 10 -18	
		Air bag : standard	
		Max. age for vehicle: 10 Years	
		Air condition : standard	
		Good condition: very clean interior car rims and looks great	
	<b>Bus with seats between 18 - 30.</b>	Number of passengers: between 18 -30	
		Air bag : standard	
		Max. age for vehicle: 10 Years	
		Air condition : standard	
		Good condition: very clean interior car rims and looks great.	
<b>Big Bus with over 30 seats</b>	Number of passengers: more than 30 seats		
	Air bag : Standard		
	Max. age for vehicle: 10 Years		
	Air condition : standard		
	Good condition: very clean interior car rims and looks great		

With regards to the ‘quality and the technical value’ criterion, the best tender obtains the maximum 25/30 points for the criterion, whereas the other tenders are graded in function of their relative distance from the best tender as follow:

- **Any bid with missing information on some of the required technical specifications will be considered as irregular proposal.**
- **Any bid slightly deviating negatively from the minimum requirements will lose one point (deviation which cannot have negative impact on the usage of the vehicle), a cumulation of more than 5 deviations or any substantial deviation will lead to irregularity of the proposal,**
- **the bid complying with the minimum requirements will score at 25/30**
- **The bid with the best technical proposal (distancing positively from the minimum requirements) will get 1 extra point to each best criterion, up to max 5 points.**
- **A deviation might also be qualified as substantial/major deviation if it deviates totally from the required specification, such as not to allow or to offer the same services. Note that any major/ substantial deviation leads to the irregularity of the bid**

**b) Price: 70%.**

The **total Unit prices (all taxes inclusive in Euros)** will be considered for the comparison of the bids. The following formula will be used:

**Score bid A = Total Prices of lowest bid \* 70**

**Unit price of bid A.**

**3.4.7.5 Awarding the public contract**

*Articles 41 and 81 of the Law*

The contract will be awarded to the tenderer if the submitted bid is technically and economically advantageous.

Notice though that, in accordance with Art. 85 of the Law of 17 June 2016, there is no obligation for the contracting authority to award the contract.

The contracting authority may either decide not to award the contract, either redo the procedure, if necessary, through another award procedure.

**3.4.8 Concluding the public contract**

*Art. 88 of the Royal Decree on Awarding*

In accordance with Art. 88 of the Royal Decree of 18 April 2017, the contract occurs through the notification to the selected tenderer of the approval of his tender.

Notification is via digital platforms, e-mail or fax and, on the same day, by registered post.

So, the full contract consists of a contract awarded by Enabel to the chosen tenderer in accordance with:

- These Tender Specifications and its annexes.
- The approved BAFO of the contractor and all its annexes.
- The registered letter of notification of the award decision.
- Any later documents that are accepted and signed by both parties, as appropriate.

In an objective of transparency, Enabel undertakes to publish each year a list of recipients of its contracts. By introducing his tender, the successful tenderer declares that he agrees with the publication of the title of the contract, the nature and object of the contract, its name and location, and the amount of the contract.

## 4 Specific contractual provisions

This chapter of these Tender Specifications holds the specific provisions that apply to this public contract by way of derogation from the 'General Implementing Rules for public procurement and for concessions for public works' of the Royal Decree of 14 January 2013, hereinafter referred to as 'GIR', or as a complement or an elaboration thereof. The numbering of the articles below (between brackets) follows the numbering of the GIR articles. Unless indicated, the relevant provisions of the General Implementing Rules (GIR) apply in full.

These Tender Specifications derogate from Art. 25-33 of the General Implementing Rules.

### 4.1 Definitions (Art. 2)

- **Contract manager:** The official or any other person who manages and controls the performance of the contract;
- **Performance bond:** Financial guarantee given by the successful tenderer to cover its obligations until final and good performance of the contract;
- **Acceptance:** Observation by the contracting authority that the performance of all or part of the works, supplies or services is in compliance with good practice and with the terms and conditions of the contract;
- **Progress payment:** Payment of an instalment under the contract after service delivery is accepted;
- **Advance:** Payment of part of the contract before service delivery (if accepted);
- **Amendment:** Agreement established between the contracting parties during contract performance in view of changing documents applicable to the contract.

### 4.2 Correspondence with the service provider (Art. 10)

Notifications by the contracting authority are addressed to the domicile or to the registered office mentioned in the tender, except if the tender documents require the service provider to elect domicile elsewhere after conclusion of the contract.

### 4.3 Managing official (Art. 11)

The managing official is **Francoise MUSHIMIYIMANA, National Expert in contracting and Administration (ECA)**, email: [francoise.mushimiyimana@enabel.be](mailto:francoise.mushimiyimana@enabel.be)

Once the contract is concluded, the managing official is the main contact point for the service provider. Any correspondence or any questions with regards to the performance of the contract will be addressed to her, unless explicitly mentioned otherwise in these Tender Specifications.

The managing official is responsible for the follow-up of the performance of the contract.

The managing official is fully competent for the follow-up of the satisfactory performance of the contract, including issuing service orders, drawing up reports and states of affairs, approving the services, progress reports and reviews. He or she may order any modifications to the contract with regards to its subject-matter provided that they remain within its scope.

However, the signing of amendments or any other decision or agreement implying derogation from the essential terms and conditions of the contract are not part of the competence of the managing official. For such decisions the contracting authority is represented as stipulated under the contracting authority.

Under no circumstances is the managing official allowed to modify the terms and conditions (e.g. performance deadline) of the contract, even if the financial impact is nil or negative. Any commitment, change or agreement that deviates from the conditions in the Tender Specifications and that has not been notified by the contracting authority, will be considered null and void.

## 4.4 Subcontractors (Art. 12 to 15)

The fact that the contractor entrusts all or part of his commitments to subcontractors does not relieve him of liability to the contracting authority. The latter does not recognise any contractual relation with third parties.

The contractor remains, in any case, solely liable to the contracting authority.

The service provider commits to having the procurement contract performed **by the persons indicated in the tender, except for force majeure**. The persons mentioned or their replacements are all deemed to effectively be involved in the performance of the procurement contract. Any replacements must be approved by the contracting authority.

*Art. 12/3 § 2 of the Royal Decree of 14 January 2013:*

*3° when this involves a service contract in a sector susceptible to fraud, the subcontracting chain may only have two levels at most, namely the contractor's direct subcontractor and the second level subcontractor.*

When the contractor uses a subcontractor to carry out specific processing activities on behalf of the contracting authority, the same data protection obligations as those of the contractor are imposed on that subcontractor by contract or any other legal act.

In the same way, the contractor will respect and enforce to his subcontractors, the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation, GDPR). The contracting authority may conduct an audit of the processing carried out in order to validate compliance with this legislation.

## 4.5 Confidentiality (art. 18)

The knowledge and information gathered by the tenderer under the framework of this public contract is strictly confidential.

Under no circumstances can the information collected, regardless of its origin and nature, be transferred to third parties in any form.

The tenderer is therefore bound by the duty of discretion.

In accordance with Article 18 of the Royal Decree of 14 January 2013 establishing the general rules for public procurement, the tenderer undertakes to consider and process in a strictly confidential manner any information, all facts, any documents and/or any data, whatever their nature and support, which have been communicated to him, in any form and by any means, or to which he has access, directly or indirectly, in the context or on the occasion of this public contract. Confidential information covers, in particular, the very existence of this public contract, without this list being limited.

Therefore, he undertakes to:

- Respect and enforce the strict confidentiality of these elements and to take all necessary precautions in order to preserve their secrecy (these precautions cannot in any case be inferior to those taken by the tenderer for the protection of his own confidential information).
- Consult, use and/or exploit, directly or indirectly, all of the above elements only to the extent strictly necessary to prepare and, if necessary, to carry out this public contract (particularly in accordance with the privacy legislation with respect to personal data processing).
- Not reproduce, distribute, disclose, transmit or otherwise make available to third parties the above elements, in whole or in part, and in any form, unless having obtained prior and written consent of the contracting authority.
- Return, at the first request of the contracting authority, the above elements.
- In general, not disclose directly or indirectly to third parties, whether for advertising or any other reason, the content of this public contract.

## **4.6 Protection of personal data**

### **4.6.1 Processing of personal data by the contracting authority**

The contracting authority undertakes to process the personal data that are communicated to it in response to the Call for Tenders with the greatest care, in accordance with legislation on the protection of personal data (General Data Protection Regulation, GDPR). Where the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data contains stricter provisions, the contracting authority will act in accordance with said law.

### **4.6.2 PROCESSING OF PERSONAL DATA BY A SUBCONTRACTOR**

During contract performance, the contractor may process personal data of the contracting authority exclusively in the name and on behalf of the contracting authority, for the sole purpose of performing the services in accordance with the provisions of the Tender Specifications or in execution of a legal obligation.

For any processing of personal data carried out in connection with this public contract, the contractor is required to comply with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

By simply participating in the contracting process, the tenderer certifies that he will strictly comply with the obligations of the GDPR for any processing of personal data conducted in connection with that public contract.

### **4.7 The personal data that will be processed are confidential. The contractor will therefore limit access to data to the strictly necessary personnel for the performance, management, and monitoring of the public contract.**

For the performance of the public contract, the contracting authority will determine the purposes and means of processing personal data. In this case, the contracting authority will be responsible for the processing and the contractor will be its processor, within the meaning of Article 28 of the GDPR.

Processing carried out on behalf of a controller must be governed by a contract or other legal act that is binding on the processor with regard to the personal data controller and that sets out that the subcontractor acts only on the instruction of the person in charge of the processing and that the confidentiality and security obligations regarding the processing of personal data are also the responsibility of the subcontractor (Article 28 §3 of the GDPR).

To this end, the tenderer must fill out, sign and submit to the contracting authority the subcontracting agreement given in Annex 17.

## **4.8 Intellectual property (Art. 19 to 23)**

The contracting authority acquires the intellectual property rights created, developed or used during performance of the contract.

Without prejudice to clause 1 and unless otherwise stipulated in the procurement documents, when the subject-matter of the public contract consists of the creation, manufacture or the development of designs or of logos, the contracting authority acquires the intellectual property thereof, as well as the right to trademark them, to have them registered and to have them protected.

For domain names created under the contract, the contracting authority also acquires the right to register and protect them, unless otherwise stipulated in the procurement documents.

When the contracting authority does not acquire the intellectual property rights, it obtains a patent licence of the results protected by intellectual property law for the exploitation modes that are

mentioned in the procurement documents.

The contracting authority lists the exploitation modes for which it intends to obtain a licence in the procurement documents.

#### **4.9 Performance bond (Art. 25 to 33)**

For this procurement contract no performance bond is required.

#### **4.10 Conformity of performance (Art. 34)**

The services must comply in all respects with the procurement documents. Even in the absence of technical specifications in the procurement documents, the services must comply in all aspects with good practice.

#### **4.11 Zero tolerance Sexual exploitation and abuse**

In application of Enabel's Policy regarding sexual exploitation and abuse of June 2019 there will be zero tolerance towards any misconduct that could impact the professional credibility of the tenderer.

#### **4.12 Changes to the public contract (Art. 37 to 38/19)**

##### **4.12.1 Replacement of the contractor (Art. 38/3)**

Provided that he meets the selection and exclusion criteria set out in this document, a new contractor may replace the contractor with whom the initial contract was agreed in cases other than those provided for in Art. 38/3 of the General Implementing Rules (GIR).

The contractor submits his request as quickly as possible by registered post, stating the reasons for this replacement and providing a detailed inventory of the state of the supplies and services already delivered, the new contractor's contact details and the documents and certificates which the contracting authority cannot access free of charge.

The replacement will be recorded in an amendment dated and signed by all three parties. The initial contractor remains liable to the contracting authority for the performance of the remainder of the contract.

##### **4.12.2 Revision of prices (Art. 38/7)**

For this contract, price revisions are not permitted.

##### **4.12.3 Indemnities following the suspensions ordered by the contracting authority during performance (Art. 38/12)**

The contracting authority reserves the right to suspend the performance of the contract for a given period, mainly when it considers that the procurement contract cannot be performed without inconvenience at that time.

The performance period is extended by the period of delay caused by this suspension, provided that the contractual performance period has not expired. If it has expired, the return of fines for late performance will be agreed.

When activities are suspended, based on this clause, the contractor is required to take all necessary precautions, at his expense, to protect the services already performed and the materials from potential damage caused by unfavourable weather conditions, theft, or other malicious acts.

**The contractor** has the right to damages for suspensions ordered by the contracting authority when:

- The suspension lasts in total longer than one twentieth of the performance period and at least ten working days or two calendar weeks, depending on whether the performance period is

expressed in working days or calendar days.

- The suspension is not owing to unfavourable weather conditions.
- The suspension occurred during the contract performance period.

Within thirty days of their occurrence or the date on which the contractor or the contracting authority would normally have become aware of them, the contractor reports the facts or circumstances succinctly to the contracting authority and precisely describes their impact on the progress and cost of the contract.

#### **4.12.4 Unforeseen circumstances**

As a rule, the contractor is not entitled to any modification of the contractual terms due to circumstances of which the contracting authority was unaware.

A decision of the Belgian State or of the third-party donor (Green Climate Fund/IUCN/TREPA steering committee) to suspend cooperation with a partner country is deemed to be unforeseeable circumstances within the meaning of this article. Should the Belgian State break off or cease activities which implies therefore the financing of this public contract, Enabel will do everything reasonable to agree a maximum compensation figure.

### **4.13 Preliminary technical acceptance (Art. 42)**

The contracting authority reserves the right to request an activity report at any time of the assignment from the service provider (checklist of the travel history with any incidence or deviation to the requirements)

### **4.14 Performance modalities (Art. 146 et seq.)**

#### **4.14.1 Deadlines and terms (Art. 147)**

The services must be performed within the time limit set on each service order. The contract has an initial duration of 2 years, renewable once. The closure of the service provider's business for annual holidays is included in this calculation.

#### **4.14.2 Place where the services must be performed and formalities (Art. 149)**

The services will be performed in Rwanda.

### **4.15 Inspection of the services (Art. 150)**

If during contract performance irregularities are found, the contractor will be notified about this immediately by fax or e-mail, which will be confirmed consequently by registered letter. The contractor is bound to perform the non-complying services again.

The service provider advises the managing official by registered post or e-mail showing the exact date of dispatch, at which date the services can be controlled.

### **4.16 Liability of the service provider (Art. 152-153)**

The service provider takes the full responsibility for mistakes and deficiencies in the services provided.

Moreover, the service provider indemnifies the contracting authority against damages for which it is liable towards third parties due to late performance of the services or due to failure of the service provider.

### **4.17 Means of action of the contracting authority (Art. 44-51 and 154-155)**

The service provider's default is not solely related to services as such but also to the whole of the service provider's obligations.

In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the



performance of the contract, it is strictly forbidden to the service provider to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of the contracting authority who are concerned directly or indirectly by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.

In case of violation, the contracting authority may impose a lump-sum fine to the service provider for each violation, which can be to up to three times the amount obtained by adding up the (estimated) values of the advantage offered to the employee and of the advantage that the contractor hoped to obtain by offering the advantage to the employee. The contracting authority will decide independently about the application and the amount of this fine.

This clause is without prejudice to the possible application of other measures as of right provided in the GIR, namely the unilateral termination of the contract and/or the exclusion from procurement by the contracting authority for a determined duration.

#### **4.17.1 Failure of performance (Art. 44)**

§1 The contractor is considered to be in failure of performance under the contract:

1° when the delivery is not carried out in accordance with the conditions specified in the procurement documents.

2° at any time, when the delivery has not progressed in such a way that it can be fully completed on the due dates.

3° when he does not observe written orders, which have been given in due form by the contracting authority.

§2 Any failure to comply with the provisions of the contract, including the non-observance of orders of the contracting authority, is recorded in a report ('process verbal'), a copy of which will be sent immediately to the contractor by registered mail.

The contractor must repair the defects without any delay. He may assert his right of defence by registered letter addressed to the contracting authority within fifteen days from the date of dispatch of the report (process verbal). Silence on his part after this period shall be deemed as acknowledgement of the reported facts.

Any defects detected that can be attributed to the contractor render him liable to one or more of the measures provided for in Articles 45 to 49, 154 and 155.

#### **4.17.2 Measures as of right (Art. 47 and 155)**

§1 When, upon expiry of the term given in Article 44, §2, the contractor has not taken action or has presented means deemed unjustified by the contracting authority, the contracting authority may apply the measures as of right described in paragraph 2.

However, the contracting authority may apply measures as of right without waiting for the expiry of the term given in Article 44, §2, when the contractor has explicitly recognised the defects detected.

§2 The measures as of right are:

1° Unilateral termination of the contract. In this case the entire performance bond, or if no bond has been posted an equivalent amount, is acquired as of right by the contracting authority as lump sum damages. This measure excludes the application of any fine for delay in performance in respect of the terminated part.

2° Performance under regie of all or part of the non-performed contract.

3° Conclusion of one or more replacement contracts with one or more third parties for all or part of the contract remaining to be performed.

The measures referred to in 1°, 2° and 3° will be taken at the expense and risk of the defaulting contractor. However, any fines or penalties imposed during the performance of a replacement contract will be borne by the new contractor.

## **4.18 End of the public contract**

### **4.18.1 Acceptance of the services performed (Art. 64-65 and 156)**

The managing official will closely follow up the services during performance.

The services will not be accepted until after fulfilling audit checks, technical acceptance, and prescribed tests. The provisional and final acceptance modalities are described in the Tender specifications.

The contracting authority disposes of a verification term of thirty (30) days starting on the final or partial end date of the services (per service order), set in conformity with the modalities in the procurement documents, to conduct the acceptance formalities and to notify the result to the service provider. This term commences provided that the contracting authority possesses, at the same time, the list of services delivered or the invoice. Upon expiry of the thirty-day term following the date stipulated for completion of the entirety of the services, depending on the case, an acceptance report or a refusal of acceptance report will be drawn up.

Where the services are completed before or after this date, it is the responsibility of the service provider to notify the managing official by registered letter, and at the same time to ask for the acceptance procedure to be carried out. Within thirty days after the date of receipt of the service provider's request, an acceptance or a refusal of acceptance report will be drawn up, depending on the case.

The acceptance specified above is final.

### **4.18.2 Invoicing and payment of services (Art. 66 to 72 – 160)**

The contractor sends (one copy only of) the invoices and the contract acceptance report (original copy) to the following address:

**To the Attention of  
Mrs Françoise MUSHIMIYIMANA  
ENABEL - Belgian Development Agency  
KN 67 Street, plot N° 10  
SORAS Towers, Wing A, 6th Floor.  
Opposite St Michel Catholic Church  
B.P. 6089 KIYOVU  
KIGALI- RWANDA**

**Or to the address mentioned on the specific service order**

Only service delivery that has been performed correctly may be invoiced.

The contracting authority disposes of a verification term of thirty days starting on the end date for the services, set in conformity with the modalities in the procurement documents, to carry out the technical acceptance and provisional acceptance formalities and to notify the result to the service provider.

The amount owed to the service provider must be paid within thirty days with effect from the expiry of the verification term or with effect from the day after the last day of the verification term, if this is less than thirty days. And provided that the contracting authority possesses, at the same time, the duly established invoice and other documents required for each instalment payment.

The invoice must be in EURO.

**No advance may be asked by the contractor and the payment is made after acceptance of the provided services, and verification of the signed checklist.**

The invoice will mention:

- **“Enabel, public-law company with social purposes, with its registered office at Rue**

**Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels)”.**

- the name of the contract: “**provision of transport services**”.
- the reference of the tender documents: « **2646RWA-10047**»
- the Navision code and the lot number: “**2646RWA**”.
- the name of the Managing Official: “**Francoise MUSHIMIYIMANA**”

**The invoice shall be in Euros.**

## **4.19 Modifications to the contract (Art. 37-38 and 151)**

The contracting authority has the right to change the initial tender unilaterally, if the following conditions are respected:

1° the scope of the contract remains unaltered.

2° the modification is limited to 10 % of the initial awarded amount.

The essential terms and conditions can only be modified with reasons, to be mentioned in an amendment.

## **4.20 Litigation (Art. 73)**

The competent courts of Brussels have exclusive jurisdiction over any dispute arising from the performance of this public contract. French or Dutch are the languages of proceedings.

The contracting authority will in no case be held liable for any damage caused to persons or property as a direct or indirect consequence of the activities required for the performance of this contract. The contractor indemnifies the contracting authority against any claims for compensation by third parties in this respect.

In case of ‘litigation’, i.e. court action, correspondence must (also) be sent to the following address:

Enabel, public-law company

Legal unit of the Logistics and Acquisitions service (L&A)

To the attention of Ms Inge Janssens

rue Haute 147

1000 Brussels

Belgium

## 5 Terms of reference

### 5.1 Context

Enabel is the development agency of Belgium's federal government with a mission to implement the policy priorities of the Belgian governmental cooperation and to promote sustainable international solidarity. With a staff of over 2,100, Enabel manages some 170 projects in twenty countries in Belgium, Africa, and the Middle East.

In Rwanda, Enabel supports Rwanda's sustainable development agenda for the socioeconomic welfare of its people. Currently, it focuses on several sectors including agriculture, urbanizations, health, public finance, and others in Rwanda in line with the government priorities.

In this regard, Enabel Representation in Rwanda is looking for the bidders or transport service provider who could provide the transport services/ Car rental services for its staff to complete its mission in Rwanda. The transport service providers shall be guided by the terms and conditions as defined in this tender document.

### 5.2 The Profile of the consulting firm (to be considered for selection stage)

The transport service providers should have the following experience:

- ✓ Should be established in Rwanda or has its legal Representation in Rwanda (proven by the relevant document)
- ✓ At least (5) five years of overall experience working in transportation sector proven by the transportation licence for the competent Authority (RURA in Rwanda).
- ✓ The bidder shall have a minimum of two (2) years providing transport services in Rwanda.
- ✓ At least performed three (3) similar assignments (providing the transport services to an institution with at least more 50 staff) proven by three (3) certificates of satisfactory completion.

### 5.3 The services requested (to be considered for evaluation stage)

Below are the categories of the car that will be requested throughout the contract durations. The types of cars will be booked for day (s) or half day depending on the needs of the contracting authority throughout the contract duration.

Per LOT	TYPE OF CAR	DESCRIPTION OF THE CAR
LOT1	Saloon car (Small car)	Small size sedan cars or other similar type of two-wheel drive;
		Airbag : standard
		Number of passengers: Min 4
		Maximum age for vehicle: 10 years
		Air condition: standard
		Doors : minimum 4
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)

		Car with very clean interior car rims and looks great;
	<b>Jeep car with max 5 Seats</b>	Jeep car models or other similar type of four-wheel drive:
		Airbag: standard
		Maximum Age for vehicle: 10 Years
		Air condition: standard
		Number of passengers: max 5
		Doors : 4 minimum
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)
		Car with very clean interior car rims and looks great
	<b>Jeep car at least 7 Seat</b>	Jeep car models or other similar type of four-wheel drive:
		Airbag : Standard
		Maximum age for vehicle: 10 years
		Air condition: standard
		Number of passengers: at least 7
		Doors : 4 minimum
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)
		Car with very clean interior car rims and looks great
	<b>Pick up – double cabin</b>	Pick up car able to carry at least 700 Kg.
		Airbag : Standard
		Maximum age for vehicle: 10 years
		Air condition: standard
		Number of passengers: at least 4
		Doors : 4 minimum
		Cars in good conditions (Anti-Lock Brakes / Driver Airbag / Power Windows / Window Wiper / A/Front / Power Steering / Digital Meter / AM/FM Stereo / CD Player / Power Door Locks / Power Mirrors)
		Car with very clean interior car rims and looks great
<b>LOT2</b>	<b>Minibus between 10 and 18 seats</b>	Number of passengers: between 10 -18
		Air bag : standard
		Max. age for vehicle: 10 Years

		Air condition : standard
		Good condition: very clean interior car rims and looks great
	<b>Bus with seats between 18 -30.</b>	Number of passengers: between 18 -30
		Air bag : standard
		Max. age for vehicle: 10 Years
		Air condition : standard
	Good condition: very clean interior car rims and looks great.	
	<b>Big Bus with over 30 seats</b>	Number of passengers: more 30 seats
		Air bag : Standard
		Max. age for vehicle: 10 Years
		Air condition : standard
		Good condition: very clean interior car rims and looks great

The services provider should be willing and able to work throughout the country. The services provider should provide the requested car to the specified date/ hour and starting point on the purchase order. The Service provider is expected to provide the hired car and transport services with professionalism and the highest integrity.

#### **5.4 The elements to be checked at the time-of-service order.**

- ✓ A valid technical control certificate for each car must be provided to prove the vehicle is in good condition.
- ✓ A valid motor-vehicle insurance certificate for transport services (vignette for each car) from a recognized insurance company in Rwanda.
- ✓ A valid transport license provided by RURA (car rental license).
- ✓ If a driver is requested, the driver must have a valid and relevant driving license and have good communication skills in Kinyarwanda; and English and/or French.
- ✓ Each car provided to the contracting authority should have a first aid kit, and the driver should be well informed on how to use first aid tools (in case a driver is requested).
- ✓ The requested type of car should be available for departure at the communicated time and location.
- ✓ Each car or bus provided by the service provider must be clean internally and externally at the start of each day's operation and be swept out as necessary during the day.

**Should the car, bus, or drivers not meet any of the above requirements, the contracting authority should request immediate replacements. If the service provider repeatedly provides unqualified cars or drivers, the contracting authority may decide to terminate the contract.**

**The services provider is expected to always comply with the following requirements during the execution of this contract.**

- ✓ The service provider must ensure that the designated driver has been given per diem or daily allowance (whichever applicable) to ensure safety and efficient service delivery
- ✓ The service provider must ensure that no unauthorized person enters or travels in the vehicle.
- ✓ The services provider must ensure that there is no smoking on any service, and notices to that effect must be displayed in the vehicle.
- ✓ The contractor must report to the authority all accidents, breakdowns, or other significant delays while operating the service.
- ✓ Any staff used in the operation of the contract by the service provider must ensure that they are aware of the contract specifications necessary to operate the contract with a clear understanding.
- ✓ The services provider is responsible for paying all charges associated with misbehavior in road transport. Those includes fines and other charges that may be imposed during the execution of the assignment as guided by the road authorities in Rwanda.
- ✓ The authority reserves the right to require the removal and immediate replacement of driver in a particular trip due to misbehavior.
- ✓ **The services provider is obliged to provide a replacement car in cases of breakdown, accident, repair, maintenance, or any other situation that may delay the operation for an extended period (more than three (2) hours) within a reasonable time during the operations.**
  - Should the replacement of the car be necessary, the services provider should provide a car of equal seat capacity and with the same permit and hygiene standards as that of the initially approved car without charging any additional costs to the contracting authority.
- ✓ The service provider shall be responsible for reporting any accident to the police promptly and notifying Enabel of such cases.
- ✓ The services provider shall be responsible to coordinate and collaborate with the authorities in case of accident and shall ensure that the incidents is properly followed up and reported to the right authorities.
- ✓ The services provider should ensure appropriate follow up with the insurance company for any accident faced during the execution of the assignment.

**The provided driver should fulfill the following responsibilities.**

- ✓ The driver of each vehicle used to provide the services must be contactable during the hours of operation. Any calls taken or made must relate to the operation of the services.
- ✓ The contractor must exercise care of their passengers, preferably with the help of customer care training. This includes communication with customers and driving with consideration for passengers.

- ✓ The driver of each vehicle must be informed of the specifications for any service they operate, including their tour schedules and locations.
- ✓ The driver of each vehicle must display driving behavior that, in the sole reasonable opinion of the authority, is always appropriate.
- ✓ The driver of each vehicle must display behavior that, in the sole reasonable opinion of the authority, is appropriate in front of passengers.

## **5.5 The services request and payment**

The service request will be done through a service order provided by the contracting authority and payment will be done upon approval of the corresponding invoice. The payment will be 100% payment after the completion of the services. The service provider shall provide accurate invoice and corresponding EBM invoice to facilitate the payment.

Inaccurate invoice from the service provider will be held until it is appropriately reviewed and adjusted accurately by the services provider.



## 6 Forms

### 6.1. Identification forms

#### 6.1.1. Natural person

To fill the form, please click here :

[https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:e15a7f59-9a3c-4072-89ac-deb89f513e1c\[lien\]](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:e15a7f59-9a3c-4072-89ac-deb89f513e1c[lien])

<b>I. PERSONAL DATA</b>	
FAMILY NAME(S)①	
FIRST NAME(S)①	
DATE OF BIRTH	
JJ MM YYYY	
PLACE OF BIRTH (CITY, VILLAGE)	COUNTRY OF BIRTH
TYPE OF IDENTITY DOCUMENT	
IDENTITY CARD PASSPORT DRIVING LICENCE② OTHER③	
ISSUING COUNTRY	
IDENTITY DOCUMENT NUMBER	
PERSONAL IDENTIFICATION NUMBER④	
PERMANENT PRIVATE ADDRESS	
POSTCODE	P.O. BOX CITY
REGION ⑤	COUNTRY
PRIVATE PHONE	
PRIVATE E-MAIL	
<b>II. BUSINESS DATA</b>	
If YES, please provide business data and attach copies of official supporting documents	
Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies?	<b>BUSINESS (if applicable) NAME</b>
YES NO	VAT NUMBER
	REGISTRATION NUMBER
	PLACE OF REGISTRATION
	CITY
	COUNTRY
DATE	SIGNATURE

① As indicated on the official document.

② Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

③ Failing other identity documents: residence permit or diplomatic passport.

④ See table with corresponding denominations by country.

⑤ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

## 6.1.2. Legal person entity private/public legal body

To fill the form, please click here:

<https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd>

OFFICIAL NAME ②			
ABREVIATION			
MAIN REGISTRATION NUMBER ③			
SECONDARY REGISTRATION NUMBER (if applicable)			
PLACE OF MAIN REGISTRATION	CITY	COUNTRY	
DATE OF MAIN REGISTRATION	DD	MM	YYYY
VAT NUMBER			
OFFICIAL ADDRESS			
POSTCODE	P.O. BOX	CITY	
COUNTRY	PHONE		
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

- ① **Public law body WITH LEGAL PERSONALITY**, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).
- ② **National denomination and its translation in EN or FR if existing.**
- ③ **Registration number in the national register of the entity.**

### 6.1.3. Public law entity

To fill the form, please click here:

[https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd\[lien\]](https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:911554eb-a56f-4ee0-bb21-8926a3cbd6dd[lien])

<b>OFFICIAL NAME</b> <sup>①</sup>	
<b>BUSINESS NAME</b> (if different)	
<b>ABREVIATION</b>	
<b>LEGAL FORM</b>	
<b>ORGANISATION TYPE</b>	<b>FOR PROFIT</b>
	<b>NOT FOR PROFIT</b>
	<b>NGO</b> <sup>②</sup>
	<b>YES</b>
	<b>NO</b>
<b>MAIN REGISTRATION NUMBER</b> <sup>③</sup>	
<b>SECONDARY REGISTRATION NUMBER</b> (if applicable)	
<b>PLACE OF MAIN REGISTRATION</b>	<b>CITY</b>
	<b>COUNTRY</b>
<b>DATE OF MAIN REGISTRATION</b>	<b>DD MM YYYY</b>
<b>VAT NUMBER</b>	
<b>ADDRESS OF HEAD OFFICE</b>	
<b>POSTCODE</b>	<b>P.O. BOX</b>
	<b>CITY</b>
<b>COUNTRY</b>	<b>PHONE</b>
<b>E-MAIL</b>	
<b>DATE</b>	<b>STAMP</b>
<b>SIGNATURE OF AUTHORISED REPRESENTATIVE</b>	

① National denomination and its translation in EN or FR if existing.

② NGO = Non-Governmental Organization, to be completed if NFPO is indicated.

③ Registration number in the national register of companies. See table with corresponding field denomination by country.

**6.1.4. Subcontractors**

Name and legal form	Address / Registered office	Object

## 6.2. Annex 1. Financial proposal (price scheduled contract, the Unit costs are lump sum)

By submitting this tender the tenderer commits to performing this public contract in conformity with the provisions of the Tender Specifications/ – and explicitly declares accepting all conditions listed in the Tender Specifications and renounces any derogatory provisions such as his own general sales conditions.

The unit prices and the global prices for each item in the inventory are established relative to the value of these items in relation to the total value of the tender. All general and financial costs as well as the profits are distributed between the distinct items in proportion to their weight.

All prices in the tender are given **in EUR**. Prices given are inclusive of VAT, and other national taxes.

Please provide the unit cost for all the items. Tenders with missing items will be considered as irregular and will be disqualified from the evaluation.

Per Lot	ITEM NUMBER	TYPE OF CAR	DESCRIPTION OF THE SERVICE	UNIT PRICE PER DAY IN KIGALI (taxes inclusive)				UNIT PRICE PER DAY OUTSIDE KIGALI (taxes inclusive)			
				Half-Day working (less than 5 hours per days & two ways)	Weekend half-days (less than 5 hours per days & two ways)	Full working day From 7 :30 AM to 18 :00 pm)	Full Holiday & weekend day From 7 :30 AM to 18 :00 pm)	Half-Day working (less than 5 hours per days & two ways)	Weekend half-days (less than 5 hours per days & two ways)	Full working day From 7 :00AM to 7 :00 PM	Full Holiday & weekend day From 7 :00AM to 7 :00 PM
LOT1	1	Salon car/Sedan (Small car) with min 4 seats  <i>Please, precise the type of car to be proposed.</i>	Hiring a vehicle <b>with driver and fuel</b> , including taxes and other expenses (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without both driver and fuel</b> including taxes and other								

			expenses (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
2	Jeep car (4X4) with max. 5 seats  <i>Please, precise the type of car to be proposed</i>	Hiring a vehicle <b>with driver and fuel</b> , including taxes and other expenses (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
3	Jeep car with min. 7 seats  <i>Please, precise the type of car to be proposed.</i>	Hiring a vehicle <b>with driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
		Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
4	PICK UP – double	Hiring a vehicle <b>with driver and fuel</b> , including taxes and other expenses (car									

		<b>cabin (Min 700KG) with min 4 seats</b>  <b>Please, precise the type of car to be proposed.</b>	rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
LOT2	1	<b>Minibus between 10 - 18 Seats</b>	Hiring a vehicle <b>with driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
			Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									
	2	<b>Bus between 18-30 seats</b>	Hiring a vehicle <b>with driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)									

			Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
	<b>3</b>	<b>Big Bus with more than 30 seats</b>	Hiring a vehicle <b>with driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without driver and with fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without fuel and with driver</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								
			Hiring a vehicle <b>without both driver and fuel</b> including taxes and other expenses related to this service (car rental, car maintenance, insurance, Perdiem, Overnights, .....)								

**Note: any extra hour, beyond the time limit for each service order, will be costed separately and will be justified/proven by the signed justification from the Enabel Expert transported by the same vehicle, and countersigned by the driver on service**

**Cost for 1 extra hour: .....EUR**



The unit prices shall be fixed for the entire duration of this contract. In case the contract is extended, the unit prices mentioned should apply. See also contractual dispositions.

All prices in the tender are given in EUR. Prices given are inclusive of VAT and other national taxes.

**Should the bidder be registered in Rwanda, EBM invoice will be required for payments.**

The confidential information and/or the information relating to technical, or business secrets is indicated clearly in the tender.

The tenderer declares on honour that the information given is accurate and correct and that it has been established while fully aware of the consequences of misrepresentation.

Name and first name: .....

Place and date: .....

Certified true and sincere,

Handwritten original signature (s): .....

**Note:**

**For each item, the price is a fixed lumpsum unit cost.**

**The fixed lumpsum unit cost:** include all the costs, taxes, duties and contributions of any kind, and namely: Drivers' Fees, the per diems, daily allowance, and accommodation costs for drivers, insurance costs, security costs, communication costs (including the internet), the production and delivery of documents or records linked to the performance of the services, the customs and excise duties for materials and products used, the packaging costs, the acceptance costs, all costs, staff and material expenses needed to perform the present contract, the copyright fees, the purchase or leasing of third party services needed for the performance of the contract, with the WHT (if applicable) and VAT inclusive.

## 6.3. Financial identification

<b><u>BANKING DETAILS</u></b>	
ACCOUNT NAME <sup>13</sup>	
IBAN/ACCOUNT NUMBER <sup>14</sup>	
CURRENCY	
BIC/SWIFT CODE	
BANK NAME	

<b>ADDRESS OF BANK BRANCH</b>		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

<b><u>ACCOUNT HOLDER'S DATA</u></b> AS DECLARED TO THE BANK		
ACCOUNT HOLDER		
STREET & NUMBER		
TOWN/CITY		POST CODE
COUNTRY		

<b><u>STAMP of BANK + SIGNATURE of BANK'S REPRESENTATIVE (both are obligatory)</u></b>  	<b><u>DATE + SIGNATURE OF ACCOUNT HOLDER(Obligatory)</u></b>  
--	--

**(1) The name or title under which the account was opened and not the name of the authorised representative.**

**(2) It is preferable to attach a copy of a recent bank statement. Please note that the bank statement must provide all the information indicated above under "ACCOUNT NAME" and "BANK". In this case, the bank's stamp and the signature of its representative are not required. The signature of the account holder is obligatory in all cases.**

**(3) If the IBAN code (international bank account number) is applicable in the country where your bank is situated.**

<sup>13</sup> This does not refer to the type of account. The account name is usually the one of the account holders. However, the account holder may have chosen a different name to its bank account.

<sup>14</sup> Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established.

## 6.4. Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations:

- 1) The tenderer or one of its 'directors [1]' was found guilty following a conviction by final judgement for one of the following offences:
  - 1° involvement in a criminal organisation
  - 2° corruption
  - 3° fraud
  - 4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence.
  - 5° money laundering or terrorist financing
  - 6° child labour and other trafficking in human beings
  - 7° employment of foreign citizens under illegal status
  - 8° creating a shell company.
- 2) The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
- 3) The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.
- 4) When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

- a. A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019
- b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019
- c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
- d. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria or concealed this information.
- e. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition.

The presence of this counterparty on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

- 5) When a conflict of interest cannot be remedied by other, less intrusive measures.

- 6) When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

- 7) Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, human-rights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

[https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions\\_en](https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_en)

[https://eeas.europa.eu/sites/eeas/files/restrictive\\_measures-2017-01-17-clean.pdf](https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf)

For Belgium:

[https://finances.belgium.be/fr/sur\\_le\\_spf/structure\\_et\\_services/administrations\\_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2](https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2)

- 8) If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

Certified true and sincere,

Handwritten original signature(s):

## 6.5. Integrity statement for the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

- Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology and anti-corruption included in the Tender Documents (see 1.7.), as well as *Enabel's Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel's Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding, or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
- The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Signature preceded by 'read and approved', in writing, and indication of name and function of the person signing:

.....

Place, date.

## 6.6. Selection file – economic and financial capacity

<b>Economic and financial capacity – See Art. 67 of the Royal Decree of 18 April 2017</b>	
<p>In the past three financial years the tenderer must have achieved a total turnover of at least <b>the value of the tender</b>. He shall include in his tender a statement on turnover during the three past financial years, unless total turnover is mentioned in the approved Financial Statements that can be consulted via the digital portal (i.e. Financial Statements deposited with the National Bank of Belgium, in a full or shortened accounting scheme in which the option of turnover achieved has been filled out).</p>	<p><b>The statement on the total turnovers achieved during the past three financial years.</b></p> <p><b>The minimum required turnover is “the value of the tender</b></p>
<p>The tenderer must also provide evidence of his financial solvability.</p> <p>This financial capacity will be evaluated based on <b>the approved Financial Statements of the last three years</b>.</p> <p>For individual undertakings it suffices to draw up a document that lists all assets and liabilities by an IEC/IAB accountant or a registered auditor. This document must be certified true by an IEC/IAB accountant or by the registered auditor, as appropriate. The document must present recent financial conditions (dated 6 months maximum from the tender opening date).</p> <p>In case the enterprise has not yet published its Financial Statements, an interim balance certified true by the IEC/IAB accountant, or the registered auditor will do.</p> <p>Non-Belgian enterprises must also attach to their tender <b>their approved Financial Statements for the last three financial year or a document listing all assets and liabilities of the enterprise</b>.</p> <p>In case the enterprise has not yet published its Financial Statements, <b>an interim balance certified true by an accountant or by a registered auditor or by the person or body with this function in the country concerned will do</b>.</p>	<p><b>Provisions of the Financial Statements documents approved by the competent organ/Authority, for the last 3 years</b></p>

## 6.7. Selection file – technical aptitude

<b>Technical aptitude: See Art. 68 of the Royal Decree of 18.04.2017</b>	
<p>The tenderer must present his previous experience with the <b>following minimum requirements.</b></p> <ul style="list-style-type: none"> <li>✓ Should be established in Rwanda or has its legal Representation in Rwanda, proven by the relevant document(s)</li> <li>✓ At least (5) five years of overall experience working in transportation sector proven by the transportation licence for the competent Authority (RURA in Rwanda).</li> <li>✓ The bidder shall have a minimum of two (2) years providing transport services in Rwanda.</li> <li>✓ At least performed three (3) similar assignments (providing experience in offering transport services to institutions with at least more 50 staff) proven by three (3) certificates of satisfactory completion.</li> </ul> <p>The tenderer includes in his tender a list with the main services that have been delivered over the past 5 years including the amount and date as well as the public or private recipients. Similar Service delivery is demonstrated by certificates drawn up or approved by the competent authority or, where the client was a private purchaser, by certification of the private purchaser, or by default, by a simple statement of the service provider</p>	<p><b>Provide the proof of the minimum required profile for the firm as described above in the ToRs.</b></p>
<p>An indication of the proportion of the contract which the service provider intends to <b>subcontract.</b></p>	<p><b>If sub-contracting is applicable – to be indicated</b></p>

## Overview of the documents to be submitted – to be completed exhaustively.

### 6.8. Power of attorney

The Bidder shall include in his tender the **power of attorney empowering the person signing the bid** on behalf of the company, joint venture, or consortium.

In case of a **consortium** or a **temporary association**, the joint bid must specify the role of each member of the consortium. A group leader must be designated, and the power of attorney must be completed accordingly.

### 6.9. Criminal record certificate for the person mandated to commit for the firm.

### 6.10. Incorporation certificate

The Bidder shall include in his tender the **incorporation certificate/trading license**<sup>15</sup> from the competent authority.

### 6.11. VAT Registration certificate

### 6.12. Non-Bankruptcy certificate

### 6.13. Certification of clearance with regards to the payments of social security contributions

At the latest before award, the Bidder must provide a certification<sup>15</sup> from the competent authority stating that he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment. The Bidder registered in Belgium must be in order for the **2<sup>nd</sup> term of 2024**.

### 6.14. Certification of clearance with regards to the payments of applicable taxes

At the latest before award, the bidder must provide a **recent certification**<sup>15</sup> (up to 6 months) from the competent authority stating that the bidder is **in order with the payment of applicable taxes** that apply by law in the country of establishment.

### 6.15. List of the similar assignments

Bidder must provide in his bid the list of the main similar three (3) similar assignments (providing the transport services to an institution with at least more 50 staff), including the amount involved and the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the Bidder has experience in delivering those supplies.

Description of the main similar services performed	Delivery places	Amount involved	Relevant dates in the last 5 years	Name of the Client

<sup>15</sup> In case of a consortium or a temporary association, the required certificates must be submitted for all members of the consortium.



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### **6.16. Certificates of completion**

For each of the listed projects (minimum 3), the Bidder must provide in his offer **the related certificates of good completion** (statement or certificate without major reservation) approved by the entity which awarded the contract.

## 6.17. Annexes

### 6.17.1. GDPR clauses (in case of contractor who will process personal data)

*This annex is to be used if the tenderer is a sub-contractor in the sens of GDPR regulations, a natural or legal entity that processes personal data on behalf of Enabel.*

*Personal data: any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.*

1. AGREEMENT on the Processing of personal data (GDPR)

#### **BETWEEN:**

**The contracting authority: Enabel, the Belgian development agency**, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels, Belgium (enterprise number 0264.814.354, RPM/RPR Brussels).

Represented by: [.....],

Hereinafter referred to as 'the contracting authority' or 'personal data controller'.

#### **AND:**

**The contractor:** [.....], with its registered office at [.....], and which is registered with the Crossroad Bank for Enterprises under number [.....],

Represented by: [.....],

in accordance with Article [.....] of the statutes of the company,

Hereinafter referred to as 'the contractor' or 'processor'.

The contracting authority and the contractor are referred to separately as a 'Party' and are jointly referred to as the 'Parties'.

#### **Preamble**

By decision of the [.....], the contractor was awarded a public contract in accordance with Tender Specifications no. [.....].

The needs of this public contract involve the processing of personal data within the meaning of the Belgian law on the protection of natural persons with regard to the processing of personal data and of European Regulation 2016/679 (GDPR).

The purpose of this amendment is to comply with the requirements of Article 28 of the GDPR.

The public contract conditions are not otherwise derogated, particularly in terms of the time frame and value of the public contract awarded.

### **Article 1: Definitions**

- 1.1. Terms such as ‘process’/‘processing, ‘personal data,’ ‘personal data controller,’ ‘processor’ and ‘personal data breach’ must be interpreted in light of data protection legislation. ‘Data protection legislation’ refers to any regulation of the European Union and/or its Member States, including, without being limited to laws, directives and regulations for the protection of personal data, in particular European Regulation 2016/679 on the protection of natural persons with regard to the processing of personal data and the free movement of such data (GDPR) and the Belgian law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

### **Article 2: Subject-matter of the Agreement**

- 2.1. During performance of the public contract, the contracting authority entrusts the contractor with the processing of personal data. The contractor undertakes to process personal data in the name of and on behalf of the contracting authority.
- 2.2. The contractor performs the public contract in accordance with the provisions of this Agreement.
- 2.3. Both Parties explicitly undertake to comply with the provisions of applicable data protection laws and to do nothing or fail to cause the other Party to violate relevant and applicable data protection laws.
- 2.4. The elements included in the processing are further included and clarified in Annex 1 of this Agreement. The following are particularly included in said Annex:
  - a) Personal data processing activities;
  - b) The categories of personal data processed;
  - c) The categories of stakeholders to which the personal data of the contracting authority’s relate;
  - d) The purpose of the processing.
- 2.5. Only the personal data mentioned in Annex 1 of this Agreement may and must be processed by the contractor. In addition, personal data will only be processed in light of the purposes set out by the Parties in Annex 1 of this Agreement.
- 2.6. Both Parties undertake to take appropriate measures to ensure that personal data are not misused or acquired by an unauthorized third party.
- 2.7. In the event of a conflict between the provisions of this Agreement and those of the Tender Specifications, the provisions of this Agreement will prevail.

### **Article 3: Instructions of the contracting authority**

- 3.1. The contractor undertakes to process personal data only on the documented instructions of the contracting authority and in accordance with agreed processing activities as defined in Annex 1 of this Agreement. The contractor will not process the personal data subject to this Agreement in a manner inconsistent with the instructions and provisions of this Agreement.
- 3.2. The contractor undertakes to process personal data in accordance with the documented instructions of the personal data controller, including for transfers of personal data to third countries or to international organisations, unless it is required under EU or Member State law. In this case, the processor informs the personal data controller of this legal obligation prior to processing unless the relevant law prohibits such information for important public interest reasons.
- 3.3. The contracting authority may unilaterally make limited changes to the instructions. The contracting authority undertakes to consult with the contractor before making significant changes to the instructions. Changes affecting the content of this Agreement must be agreed by the Parties.
- 3.4. The contractor undertakes to immediately notify the contracting authority if it considers that the instructions received (in whole or in part) constitute a violation of the Regulations or other provisions of EU law or Member State data protection law.

#### **Article 4: Assistance to the contracting authority**

- 4.1. **Legal conformity** The contractor assists the contracting authority in accordance with its obligations under the Regulation, taking into account the nature of the processing and the information available to the contractor.
- 4.2. **Personal data breach** In the case of a personal data breach in relation to processing under this Agreement, the contractor must without undue delay after having become aware of it notify the personal data breach to the contracting authority.

At the very least, this notification should include the following information:

- (a) Nature of the personal data breach;
- (b) The categories of personal data;
- (c) The categories and approximate number of data subjects concerned;
- (d) The categories and approximate number of personal data records concerned;
- (e) The likely consequences of the personal data breach;
- (f) The measures taken or proposed to be taken by the contractor to address the personal data breach, including, where appropriate, measures to mitigate its possible adverse effects.

The contractor is required to remedy the negative consequences of a data breach as quickly as possible or to minimise other potential consequences. The contractor will immediately implement all remedies requested by the contracting authority or the relevant authorities to remedy any data breach or other non-compliance and/or mitigate the risks associated with these events. The contractor will have to cooperate at all times with the contracting authority

and observe its instructions in order to enable it to carry out an appropriate investigation into the data breach, formulate a correct response and then take appropriate action.

- 4.3. **Data protection impact assessment** Where applicable and where requested by the contracting authority, the contractor assists the contracting authority in carrying out the data protection impact assessment in accordance with Article 35 of the Regulation.

#### **Article 5: Obligations of the contractor/processor**

- 5.1. The contractor will deal with all reasonable requests from the contracting authority for the processing of personal data related to this Agreement, immediately or within a reasonable period of time (based on the legal obligations set out in the Regulation) and in an appropriate manner.
- 5.2. The contractor guarantees that there is no obligation arising from any applicable legislation that makes it impossible to comply with the obligations of this Agreement.
- 5.3. The contractor maintains complete documentation, in accordance with the law or regulations applicable to the processing of personal data carried out for the contracting authority. In particular, the contractor must keep a record of all categories of processing activities carried out on behalf of the contracting authority in accordance with Article 30 of the GDPR.
- 5.4. The contractor undertakes not to process personal data for any purpose other than the performance of the public contract and the fulfilment of the responsibilities of this Agreement in accordance with the documented instructions of the contracting authority; if the contractor, for whatever reason, cannot comply with this requirement, he will notify the contracting authority without delay.
- 5.5. The contractor will immediately inform the contracting authority, if he believes that an instruction by the contracting authority violates applicable data protection legislation.
- 5.6. The contractor will ensure that personal data are disclosed only to those who need it to perform the public contract in accordance with the principle of proportionality and the principle of "need to know" (i.e. data are provided only to persons who need personal data to perform the public contract as determined in the relevant Tender Specifications and this Agreement).
- 5.7. The contractor undertakes not to disclose personal data to persons other than contracting authority personnel who require personal data to comply with the obligations of this Agreement and ensures that identified staff have accepted appropriate legal and contractual confidentiality obligations.
- 5.8. If the contractor is in breach of this public contract and the GDPR by determining the purposes and means of processing, he should be considered a personal data controller in the context of such processing.

#### **Article 6: Obligations of the contracting authority/controller**

- 6.1. The contracting authority will provide all necessary assistance and cooperate in good faith with the contractor to ensure that any processing of personal data is in accordance with the requirements of the Regulation, including the principles relating to the processing of personal data.
- 6.2. The contracting authority will agree with the contractor on the appropriate channels of communication to ensure that instructions, guidance and other communications

regarding personal data that are processed by the contractor on behalf of the contracting authority are well received between the Parties. The contracting authority notifies the contractor of the identity of the single point of contact of the awarding authority that the contractor is required to contact under this Agreement. Unwritten instructions (e.g. oral instructions by telephone or in person) must always be confirmed in writing.

The point of contact of the contracting authority is: [dpo@enabel.be](mailto:dpo@enabel.be)

- 6.3. The contracting authority guarantees that it will not issue any instructions, guidance or requests to the contractor who does not comply with the provisions of the Regulation.
- 6.4. The contracting authority provides the necessary assistance to the contractor and/or his or her subsequent subcontractors to comply with a request, order, investigation or subpoena addressed to the contractor or his subsequent subcontractor(s) by a competent government or judicial authority.
- 6.5. The contracting authority guarantees that it will not instruct, guide or ask the contractor to compel the contractor and/or his subsequent subcontractor(s) to violate any obligation imposed by the applicable mandatory national legislation to which the contractor and/or his subcontractor(s) are subject.
- 6.6. The contracting authority ensures that it will cooperate in good faith with the contractor in order to mitigate the negative effects of a security incident affecting the personal data processed by the contractor and/or his subsequent contractor(s) on behalf of the contracting authority.

#### **Article 7: Use of subsequent subcontractors/processors**

- 7.1. In accordance with the Tender Specifications, the contractor may use the capacity of a third party to tender for the public contract, which constitutes further subcontracting within the meaning of Article 28 of the GDPR<sup>16</sup>.
- 7.2. The contractor may engage another subcontractor (hereinafter, the ‘subsequent subcontractor’) for carrying out specific processing activities. In this case, he informs the contracting authority in advance and in writing of any change considered with regards to adding or replacing other subcontractors. This information must clearly indicate the processing activities that are subcontracted, the identity and contact details of the subcontractor and the dates of the subcontracting contract. The contracting authority disposes of a minimum period of [...] from the date of reception of said information to voice any objections. Such subsequent subcontracting may only be carried out if the contracting authority has not voiced any objection during said period.
- 7.3. The contractor will use only subsequent subcontractors who provide sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of this public contract, of Belgian legislation and of the GPDR and assures the rights of the data subject concerned.
- 7.4. When the contractor uses another subcontractor to carry out specific processing activities in the name of the contracting authority, obligations in any respect identical

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<sup>16</sup> To be adapted in accordance with Tender Specifications.

to those provided for in this Agreement will have to be imposed on this subsequent subcontractor; the latter in particular must provide the same sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of the Regulation.

Agreements with the subsequent subcontractor are written down. Upon request, the contractor will be required to provide the contracting authority with a copy of this contract or these contracts.

- 7.5. Where the subsequent subcontractor fails to fulfil his data protection obligations, the contractor shall remain fully liable to the contracting authority for the performance of the subsequent subcontractor's obligations.
- 7.6. The contractor must pass on the specific objectives and instructions issued by the contracting authority in a precise and timely manner to the subsequent subcontractor(s) when and where these objectives and instructions relate to the part of the processing in which the subsequent subcontractor(s) is or are involved.

#### **Article 8: Rights of the data subject concerned**

- 8.1. Where possible, taking into account the nature of the processing and through appropriate technical and organisational measures, the contractor undertakes to assist the contracting authority in fulfilling its obligation to respond to requests of exercise of data subject rights in accordance with Chapter III of the Regulation.
- 8.2. With respect to any request from the data subjects concerned in connection with their rights regarding the processing of personal data concerning them by the contracting authority and/or his subsequent subcontractor(s), the following conditions apply:
  - The contractor will immediately inform the contracting authority of any request made by a data subject concerned relating to personal data that the contractor and/or his subsequent subcontractor(s) are processing on behalf of the contracting authority;
  - The contractor will comply promptly and require his subsequent subcontractor(s) to promptly comply with any request from the contracting authority to comply with a request by the data subject concerned to exercise one of their rights;
  - The contractor will ensure that he and his subsequent subcontractor(s) have the technical and organisational capabilities to block access to personal data and to physically destroy the data without the possibility of recovery if and when such a request is made by the contracting authority. Without prejudice to the above, the contractor retains the opportunity to consider whether the request of the contracting authority does not constitute a violation of the Regulation.
- 8.3. The contractor must, at the request of the contracting authority, provide all necessary assistance and provide all necessary information for the contracting authority to defend its interests in any proceeding - judicial, arbitral or otherwise - brought against the contracting authority or its staff for any violation of the fundamental rights to privacy and the protection of the personal data of the data subjects concerned.

#### **Article 9: Security measures**

- 9.1. Throughout the duration of this Agreement, the contractor must have appropriate technical and organisational measures in place to ensure that the processing meets the requirements of the Regulation and ensures the protection of the rights of the data subject concerned.
- 9.2. The contractor undertakes to implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk, in accordance with Article 32 of the Regulation.
- 9.3. In assessing the appropriate level of security account shall be taken in particular of the risks that are presented by processing, in particular from accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.
- 9.4. The parties recognise that security requirements are continually evolving and that effective security requires frequent assessment and regular improvement of outdated security measures. The contractor will therefore have to continually assess and strengthen, complete or improve the measures implemented with a view to the continued compliance of his obligations.
- 9.5. The contractor provides the contracting authority with a complete and clear description, in a transparent and understandable manner, of how he handles its personal data (Annex 3).
- 9.6. In the event that the contractor changes the security measures applied, the contractor undertakes to notify so immediately to the contracting authority.
- 9.7. The contracting authority reserves the right to suspend and/or terminate the public contract, where the contractor can no longer provide appropriate technical and organisational measures regarding processing risks.

#### **Article 10: Audit**

- 10.1. The contractor acknowledges that the contracting authority is under the supervision of one Supervisory Authority or several Supervisory Authorities. The contractor acknowledges that the contracting authority and any Supervisory Authority concerned will have the right to conduct an audit at any time, and at least during the contracting authority's regular office hours, during the term of this Agreement in order to assess whether the contractor complies with the Regulation and the provisions of this Agreement. The contractor provides the necessary cooperation.
- 10.2. This auditing right may not be used more than once in a calendar year, unless the contracting authority and/or the Supervisory Authority has reasonable grounds to assume that the contractor is acting in conflict with this Agreement and/or the provisions of the Regulation. The restriction of the right of control does not apply to the Supervisory Authority.
- 10.3. At the written request of the contracting authority, the contractor will provide the contracting authority or the relevant Supervisory Authority with access to the relevant parts of the contractor's administration and to all places and information of interest to the contractor (as well as, applicable to those of its agents, subsidiaries and subsequent subcontractors) to determine whether the contractor complies with the Regulation and provisions of this Agreement. At the request of the contractor, the parties concerned agree to a confidentiality agreement.



- 10.4. The contracting authority must take all appropriate measures to minimise any obstruction caused by the audit on the day-to-day functioning of the contractor or the services performed by the contractor.
- 10.5. If there is agreement between the contractor and the contracting authority on a significant breach in compliance with the Regulation and/or the Agreement, as reported in the audit, the contractor will remedy this breach as soon as possible. Parties may agree to put in place a plan, including a timetable for implementing the plan, to address the gaps revealed by the audit.
- 10.6. The contracting authority will cover the costs of any audit carried out within the meaning of this article. Without prejudice to the above, the contractor will bear the costs of his employees. However, where the audit has revealed that the contractor is clearly not in compliance with the Regulation and/or provisions of this Agreement, the contractor bears the costs of said audit. The costs of re-compliance with the Regulation and/or the provisions of this Agreement are borne by the contractor.

#### **Article 11: Transfers to third parties**

- 11.1. The transmission of personal data to third parties in any way is in principle prohibited, unless required by law or if the contractor has obtained explicit authorisation from the contracting authority to do so.
- 11.2. In the event that a legal obligation applies to the transfer of personal data, which is the subject of this Agreement, to third parties, the contractor shall inform the contracting authority before the transfer.

#### **Article 12: Transfer outside the EEA**

- 12.1. The contractor will process personal data from the contracting authority only in a location in the EEA.
- 12.2. The contractor shall not process or transfer the personal data of the contracting authority, or process them himself or through third parties, outside the European Union, unless after express and explicit prior authorisation from the contracting authority.

The contractor will have to ensure that no access to the personal data of the contracting authority by a third party in any way leads to the transfer of these data outside the European Union.

#### **Article 13: Behaviour towards national government and judicial authorities**

- 13.1. The contractor will immediately notify the contracting authority of any request, injunction, investigation or subpoena of a competent national government or judicial authority addressed to the contractor or its subsequent subcontractor(s) that involves the disclosure of personal data processed by the contractor or a subsequent subcontractor for and on behalf of the contracting authority or any data and/or information relating to that processing.

#### **Article 14: Intellectual property rights**

- 14.1. All intellectual property rights relating to personal data and databases containing such personal data are reserved for the contracting authority, unless otherwise agreed between the Parties.

#### **Article 15: Confidentiality**

- 15.1. The contractor undertakes to guarantee the confidentiality and processing of personal data.
- 15.2. The contractor ensures that employees or subsequent subcontractors authorised to process personal data have committed to conducting the processing confidentially and are also bound by a contractual obligation of confidentiality.

#### **Article 16: Liability**

- 16.1. Without prejudice to the public contract, the contractor is only liable for the damage caused by the processing if he has not complied with the obligations of the Regulation specifically for subcontractors or if he acted outside or contrary to the legal instructions of the contracting authority.
- 16.2. The contractor is liable for the payment of administrative fines resulting from a violation of the Regulation.
- 16.3. The contractor will be exempt from liability only if he can prove that he is not responsible for the event that caused a violation of the Regulation.
- 16.4. If it appears that the contracting authority and the contractor are responsible for the damage caused by the processing of personal data, both Parties will be liable and will pay damages, in accordance with their individual share of liability for the damage caused by the processing.

#### **Article 17: End of contract**

- 17.1. This Agreement applies as long as the contractor processes personal data in the name and on behalf of the contracting authority under this public contract. If the public contract ends, this Agreement will also end.
- 17.2. In the event of a serious breach of this Agreement or the applicable provisions of the Regulation, the contracting authority may order the contractor to terminate the processing of personal data with immediate effect.
- 17.3. In the event of termination of the Agreement, or if the personal data are no longer relevant to the provision of services, the contractor will, by decision of the contracting authority, remove all personal data or return them to the contracting authority and delete personal data and other copies. The contractor will provide proof in writing, unless applicable legislation requires the storage of personal data. Personal data will be returned to the contracting authority free of charge, unless otherwise agreed upon.

#### **Article 18: Mediation and competence**

- 18.1. The contractor agrees that if the data subject concerned alleges claims for damages under this Agreement, the contractor will accept the decision of the data subject concerned:
  - To refer the dispute to mediation with an independent person
  - To refer the dispute to the courts of the place of establishment of the contracting authority
- 18.2. The Parties agree that the choice made by the data subject concerned will not infringe on the substantial or procedural rights of the data subject concerned to seek redress in accordance with other provisions of applicable national or international law.

19.1. Any dispute between the Parties over the terms of this Agreement must be brought before the appropriate courts, as determined in the main agreement.

Thus, agreed on the [.....] and established in two copies of which each Party acknowledges having received a signed copy.

FOR THE CONTRACTING AUTHORITY

FOR THE CONTRACTOR

\_\_\_\_\_  
\_\_\_\_\_

Name: [.....]

Name: [.....]

Function: [.....]

Function: [.....]

## **Annex 1: Description of personal data processing activities by the contractor<sup>17</sup>**

### **1. Processing activities carried out by the subcontractor**

Subject matter of processing:

Nature of processing: *[For instance, organization, consultation, storage and collection, etc.]*

Duration of the processing:

Purpose of the processing:

### **2. The categories of personal data that the subcontractor will process on behalf of the controller (where applicable (\* indicate as appropriate)).**

- Personal identification data (e.g. name, address and telephone, etc.)
- Electronic identification data (e.g. e-mail address, ID Facebook, ID Twitter, user names, passwords or other connection data, etc.)
- Electronic location data (e.g. IP addresses, mobile phone, GPS, connection points, etc.)
- Biometric identification data (e.g. fingerprints, iris scan, etc.)

<sup>17</sup> To be filled out by the contracting authority and the contractor.

- Copies of identity documents
- Financial identification data (e.g. account numbers (bank), credit card numbers, salary and payment information, etc.)
- Personal characteristics (e.g. gender, age, date of birth, marital status, nationality, etc.)
- Physical data (e.g. height, weight, etc.)
- Habits of life
- Psychological data (e.g. personality, character, etc.)
- Family composition
- Leisure and interests
- Memberships
- Consumption habits
- Education and training
- Career and occupation (e.g. function, title, etc.)
- Images/photos
- Sound recordings
- National Social Security Register Number/Identification Number
- Details of the contract (e.g. contractual relationship, order history, order numbers, invoicing and payment, etc.)
- Other categories of data, <Describe>

**3. The special categories of personal data that the subcontractor will process on behalf of the controller (where applicable) (indicate as appropriate)**

- Special categories of personal data (Art. 9 GDPR)
  - Data revealing racial or ethnic origin
  - Data concerning sexual orientation
  - Political opinions
  - Trade union membership
  - Religious or philosophical beliefs
- Data concerning health (Art. 9 DGPR)
  - Physical health
  - Mental health
  - Risk situations and risk behaviours
  - Genetic data

- Healthcare data
- Judicial data (Article 10 of the general data protection law)
  - Suspicions and indictments
  - Convictions and sentences
  - Judicial measures
  - Administrative sanctions
  - DNA data

**4. The categories of data subjects concerned (\*indicate as appropriate)**

- (Potential)/(former) clients

If yes, <describe>

- Applicants and (former) employees, interns, etc.

If yes, <describe>

- (Potential)/(former) suppliers

If yes, <describe>

- (Potential)/(former) (business) partners

If yes, <describe>

- Other category

If yes, <describe>

**5. Extent of processing (number of records/number of data subject concerned)**

<Describe>

**6. Period of use and period for which the (various categories of) personal data are stored:**

<Describe>

**7. Processing place**

<Describe>

If processing is outside the EEA, please specify the appropriate guarantees that are put in place

<Describe>

**8. Use of subsequent subcontractors/processors:**

<Describe>

**9. Contact details of the responsible contact person at the controller's**

Name:	
Title:	
Telephone number:	
E-mail:	
Name: <sup>18</sup>	
Title:	
Telephone number:	
E-mail:	

**10. Contact details of the responsible contact person at the processor's:**

Name:	
Title:	
Telephone number:	
E-mail:	
Name:	
Title:	
Telephone number:	
E-mail:	

---

<sup>18</sup> Identify the person responsible of the project/department/other as appropriate

## **Annexe 2: Security of processing<sup>19</sup>**

The controller should use only processors providing sufficient guarantees, in particular in terms of expert knowledge, reliability and resources, to implement technical and organisational measures which will meet the requirements of this Regulation (in particular Article 32 of the GDPR), including for the security of processing.<sup>20</sup>

In order to ensure a level of security adapted to the risk, given the state of knowledge and the nature, scope, context and purposes of the processing, as well as the risks, of varying degree of probability and severity, of processing for the rights and freedoms of natural persons, the contractor implements appropriate technical and organisational measures.

These security measures comprise the following, among others:

- [Describe]

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<sup>19</sup> To be filled out by contractor

<sup>20</sup> Consideration 81 of the GDPR