

HYATT REGENCY

HARARE

THE MEIKLES

TENDER NOTICE Tender No: HRERH001

Provision of Staff Shuttle and Executive Vehicle Services for ASB Hospitality T/A Hyatt Regency Harare The Meikles

Tender Description:

ASB Hospitality T/A Hyatt Regency Harare The Meikles is inviting tenders from reputable and experienced service providers to offer shuttle and executive vehicle services for our guests and staff. The successful bidder will be responsible for ensuring safe, reliable, and efficient transportation between the Hotel and designated locations.

Scope of Work:

Provide a minimum of 10 vehicles, including:

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3 Hotel staff shuttle Mini Buses, (capacity: 12-15 passengers)

9 executive vehicles (luxury sedans or equivalent)

Offer 24/7 shuttle services, with a minimum frequency of 30-minute intervals.

Provide executive vehicle services for transfers between the Hotel and designated locations (e.g., airport, city center).

Provide shuttle services for Hotel staff on late shifts (from 2200 hrs) ensuring safe transportation to their places of residences and early transfers to the Hotel (from 0300 am).

Ensure all vehicles are in excellent condition, clean, and compliant with Zimbabwe's road safety standards.

Employ licensed, trained and courteous drivers with traceable experiences.

Maintain accurate records of vehicle schedules and passenger manifests.

Evaluation Criteria (Please provide supporting documents):

Experience in providing shuttle and executive vehicle services (30%)

How satisfied customers are with the service

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Quality of vehicle maintenance

Number of Referrals from Existing Clients

Fleet condition and availability (25%)

* The amount of time vehicles are out of service due to repairs or maintenance

*Regular reporting on the condition of each vehicle

* The percentage of the fleet that is available for use at any given time.

*The number of breakdowns per vehicle over a specific period.

Safety record and compliance (20%)

*We Insuring all vehicles undergo regular maintenance as per schedule The percentage of vehicles passing safety and regulatory inspections Pricing and value for money (25%)

Your product or service consistently meets high-quality standards * Minimizing costs while maintaining or improving quality

Tender Requirements:

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Company profile and experience

Vehicle specifications and certificates of roadworthiness

Insurance certificates (public liability and vehicle insurance) Driver qualifications and training certificates

Detailed pricing schedule

Submission Requirements:

Sealed tenders clearly marked "Tender No. HRERH001 - Shuttle and Executive Vehicle Services"

Deposit tender documents in the designated tender box at the reception of Hyatt Regency Harare

The Meikles Deadline for submission:6/10/24

Contact Information:

Procurement Department

ASB Hospitality T/A Hyatt Regency Harare The Meikles

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