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TENDER FOR SCOOTER BIKE LEASING

Leasing of Scooter Bikes for Last Mile Delivery Work

Reference: EYWA Project – Co-funded by the European Union

Issued by: Lulalab Foundation

Issue Date: August 15, 2025

Closing Date: September 1, 2025, at 17:00

1. Object of the Tender:

This Tender is aimed at Scooter Bike Leasing Service Providers (hereafter “tenderers”) capable of providing the following services for the Lulalab Foundation:

1.1 Required Services:

- Leasing of 20 Honda Ace/Elite 125cc scooter bikes, or similar fit for purpose fuel-efficient make/model each equipped with a black delivery box.
- All scooters must include comprehensive insurance. Tracker and scooter bike recovery in the event of theft or hijacking must be included.
- The scooters will be used for Last Mile Delivery work in the Gauteng province by beneficiaries selected by the Lulalab Foundation.

1.2 Service Period:

- From 5th September 2025 to 15th December 2025.
- Each scooter will be leased for a total period of 3 months within the overall project timeframe.
- The scooters may not all be assigned at the same time, to the beneficiaries, therefore the total service period is longer than 3 months.



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1.3 Provider Responsibilities:

- Immediate replacement of any scooter not working properly.
- Provide clear guidance on the care and usage of scooter bikes.
- Maintain constant communication with the Lulalab Foundation to support scooter operations.
- Offer any essential services related to functionality, safety, and performance.
- Ensure all unforeseen actions necessary for the proper use of the scooters are addressed.

2. Lulalab Foundation Responsibilities:

- Provide profiles of all beneficiaries using the scooters.
- Maintain allocation records for each scooter.
- Communicate any additional information received from the European Union regarding scooter leasing conditions.

3. Contract Duration and Execution:

- The contract will commence on 5th September 2025, or the day after formal signing, and run until 15th December 2025.
- The leasing period for the 20 scooters will fall within these dates.
- Any extension due to exceptional circumstances will be communicated in advance, subject to mutual agreement and no increase in budget.

4. Budget and Eligible Costs:

- Maximum total budget available: €12,740 (ZAR 254,800.00 - exchange rate 1€ 20ZAR).
- This includes all taxes and covers leasing and related support services.
- Lulalab will only pay for completed activities in case of delays or cancellations due to circumstances beyond the provider's control.



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5. Tender Selection Criteria:

The contract shall be awarded to the tender offering the best economic value (the cheapest one).

5.1 Tender Admission Criteria:

- Copy of South African CIPC registration certificate.
- A formal declaration, signed by the company's legal representative, confirming at least 1 year of legal operation in the scooter leasing subsector.

6. Billing and Expense Justification:

Invoices may be submitted partially or in full. Each invoice must include:

- Monthly renting cost per scooter
- Any deposits payable
- Total cost for 20 scooters per month or for full duration
- Reference to the EYWA Project, co-funded by the European Union

7. Submission Requirements

Tenderers must submit:

7.1 Technical Offer:

- CIPC registration document
- Formal declaration of legal operation
- Complete leasing proposal covering all elements in Clause 1

7.2. Quotation:

- Pricing breakdown (including monthly leasing cost and deposits) and VAT

8.Submission Details

- Email applications to: jill@lulalab.org.za
- **Deadline: September,1, 2025 at 17:00 SAST**
- Inquiries: Jill Marks, jill@lulalab.org.za
- **Note:** Late submissions will not be considered. Lulalab Foundation reserves the



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right to reject any tender that does not meet the stated requirements or budget limitations.