

ILRI

TENDER FOR THE PROVISION OF STAFF TRANSPORT SERVICES

Category	Provision of Staff Transport Services	REF: ILRI/TRANSPORT/001
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GENERAL INFORMATION AND NOTICE

ILRI (International Livestock Research Institute) located on Old Naivasha Road hereinafter referred to as “the Centre” in Nairobi, is seeking a competent Staff Transport Service Provider hereinafter referred to as “Provider. The provider will supply Pick & Drop Staff Transport Services in addition to other hired transport on a need basis.

This document is a formal Tender for the provision of the Staff Transport Services as detailed in the “Requirements” section.

- All the information contained in this tender and in the Provider’s, response will be handled with confidentiality by both the Provider and the Centre.
- The offer should remain valid for 90 days
- In issuing this Tender, there is no obligation for the Centre to select and procure all or some of the services offered.
- Any statement and cost-proposal made by the Provider will form the basis of any contract that may be entered between the Centre and the Provider.
- The Centre shall not be liable for or required to pay any costs, expenses or losses that may be incurred by the Provider in the preparation of their bids.
- All required information will be submitted on the documents specified in this Tender.
- The Centre does not bind itself to accept the lowest bid of any proposal and reserves the right and discretion to accept a portion of any Tender, or all together not to accept any Tender.
- The Provider is to submit a fully qualifying bid.
- The Centre reserves the right to conduct unannounced site visits to the Provider premises.
- The Centre may contact or arrange site visits to the referees stated in this Tender bid.
- The Provider can request to view the Centre’s premises or carry out site surveys if required for the preparation of the bid.

DEADLINE FOR SUBMISSION OF TENDERS

Filled tenders should be handed over in sealed envelopes marked “**TENDER FOR PROVISION OF STAFF TRANSPORT**” addressed to:

The Tender Committee
ILRI - Old Naivasha Road
Nairobi.

And deposited in the tender box provided at ILRI Corporate services by **4.00pm Thursday the 5th September 2019.**

PRESENTATION OF TENDERS

Prior to purchase, a copy of this Request for Proposal may be viewed on ILRI Website on: <http://www.ilri.org/tenders> (please see the actual link on the newspaper advert)

However, only completed Tender documents with evidence of purchase (ILRI Receipt copy) will be considered for evaluation.

The format of the Tender is provided below, and it is a requirement that all bidders follow this format.

The Tender bid is made up of four different sections:

1. Providers Profile
2. Technical Proposal
3. Financial Proposal
4. Disclosure Form

All above sections will form part of the evaluation criteria detailed as **Appendix 1**.

REQUIREMENTS

ILRI seeks to engage the services of a competent Staff Transport Services Provider. The ideal Provider should meet the following requirements:

The Provider:

- The provider will offer Pick & Drop Staff Transport Services to ILRI staff , to and from work
- Will have over 3 years experience doing staff transport for corporate and / or NGO organizations with over 300 employees
- Has a good safety record in the transport industry
- Will in event of crisis demonstrate capability to ensure business continuity using seamless alternative transportation arrangements
- Demonstrate ability to supply additional transport on short notice
- Will employ qualified drivers with a minimum of O- Level qualification and must have a Certificate of good conduct from the Government of Kenya [and defensive driving skills](#).

The vehicles:

- Will be Semi-Luxury buses with coach body
- Will be comprehensively insured with full PSV insurance for all passengers.
- Will fully comply with traffic act CAP 403 and have valid inspection certificates
- Will have VHF radio communications and real time GPS Tracking system installed.
- Demonstrate fully pledged 24hr tracking office for safety reasons

- Will have a valid speed governor installed all the time
- Will be branded with the provider's colours but with NOT more than 3 colours.
- Will always be well maintained, reliable and clean

Background

ILRI is a non-profit-making and non-governmental organization with headquarters in Nairobi, Kenya, and a second principal campus in Addis Ababa, Ethiopia

The services being sought are for Kenya – Nairobi Campus.

The services provided will be exempt from VAT and excise duty under the terms of the ILRI's Host Country Agreements with the Government of Kenya.

The successful bidder will however be issued with a VAT exemption certificate against each invoice raised

Section 1 – Provider's Profile

Requirement:	Provider's response- enclose documents/evidence where required:
1.1 Copies of the registration documents of your company, Certificate of Registration, PIN, VAT, and Certificate of Tax compliance---This are mandatory documents—Evidence of having the documents should be attached.	
1.2 Listing of any Industry awards your organization has received (year, name, purpose of the award)	
1.3 Provide comprehensive Audited financial statements (with an Auditor's opinion) for the last	

3 years (2016, 2017, 2018). Note: - For a member of a group of companies the subsidiary statements will suffice; As a minimum the statements should include the balance sheet, the income/profit and loss statement and a cash flow statement.	
1.4 A company organizational chart (Including all levels)	
1.5 Attach evidence of providing similar service to at least 5 reputable organizations. What was /is contract value for each client and the number of vehicles used for the service by each of the clients. Please indicate the approximate number of employees in the company, the number of staff transported daily, how long you have been working with them and the type of contract you have with them. What are the key performance indicators on your Staff Transport service contract?	
1.6 How many years have you been offering the service, that is the number of years in operation?	

Section 2 – Technical Proposal

2.1 Experience- Proof of having provided such services. Provide list of at least 5 clients and evidence (LPO's/contracts)	
2.2. Years of operations - At least 3 years in operation.	
2.3 Fleet size - At least 10 buses of the requested sizes. Preferably less than 3 years old.	
2.4 Organization chart of the organization.	
2.5 Personnel qualifications - Drivers to have at least 5 years of experience.	
2.13 Provide evidence of compliance with Traffic CAP 403 in regard to: - <ul style="list-style-type: none"> i. Vehicle insurance ii. PSV insurance for passengers iii. PSV Licence iv. Annual inspection v. Speed governor vi. Seat belts vii. Music copy right licence 	

viii. Any other requirements as may be required by the law (Provider to ensure compliance of above)	
2.14 Are you able to provide ALL the buses to ILRI Campus within a response time of 30 minutes at any time of the day in an emergency situation?	

Section 3 - Financial proposal

Bus Capacity	Route	Cost (to and From)	Total
46-seater	<p>Pick Up: ILRI Bus park at 4.15p.m. Bus leaves ILRI Campus at 4.30p.m.</p> <p>Stages: Kawangware, Dagoretti Corner, Adams Arcade, Prestige Shopping Mall, Mbagathi, T-Mall, Nairobi West, Nyayo Stadium, Bellevue, Msa Rd, City Cabanas, Taj Mall, Outer Ring and finally at Donholm</p> <p>In the morning the pickup time is 5:45am and follows the above route</p>		
46-Seater	<p>Pick up: ILRI Bus park at 4.15p.m. Bus leaves ILRI Campus at 4.30p.m.</p> <p>Stages: Uthiru, Cooperation, Kinoo, Gitaru, Kikuyu, Karen Shopping Centre, Bulbul, Ngong, Matasia, Kiserian and finally at Rongai.</p> <p>In the morning the pickup time is 6am and follows the above route</p>		
33-seater	<p>Pick Up: ILRI Bus park at 4.15p.m. Bus leaves ILRI Campus at 4.30p.m.</p> <p>Stages: Waiyaki Way, Forest Rd, Kariokor, Uhuru Junction, Buru Buru, Donholm, Manyanja, Mama Lucy, Kangundo Rd Fly-over and finally at Utawala. In the morning the pickup time is 5:40 am and follows the above route.</p>		
62-seater	<p>Pick Up: ILRI Bus park at 4.15p.m. Bus leaves ILRI Campus at 4.30p.m. Stages: Mountain View, Kangemi, Westland's, Town (City Centre), drive-Inn Cinema, Safari Park, Roysambu Round About and finally at the bypass at Kenyatta University or</p>		

	<p>brookside dairies</p> <p>In the Morning the pickup time is 6am and follows the above route.</p>		
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Section 4 – Disclosure form and certification

To ensure that your Company has no conflict of interest with ILRI and that the company is able to provide the quality of services required, please submit the original of this form together with your proposal.

The information you provide will be handled on a Strictly Confidential basis and is for the use of ILRI only.

This form must be fully completed. For those questions not applicable to your company, please fill in the blank with “N/A” or “NONE”. Should the space provided after each question be insufficient please record the information on a separate typed page and attach to the original.

1. List below the names and nationalities of all the Directors, major shareholders and/or Partners of your company.

2. List any other Companies, Holding Companies or other organizations and their addresses who hold a substantial interest in your company.

3. List the name of the Chairman and the Managing Director of your company.

4. Do any of the company employees, particularly those in management positions, have any family members or friends employed by ILRI?

Yes

No

If yes, list their names and position in either organization.

5. Do you have a code of conduct or ethics governing your director's and your employees' behavior?

Yes

No

If yes, please attach a copy with your proposal.

6. Are the organisation's owned or leased premises insured against fire, theft, storm, etc.

Yes

No

If yes, list below the companies Insurer(s), Classes of Policies held, Amounts Insured.

7. Are you insured for all third party or consequential liabilities and do you have a back up system e.g. for disaster recovery?

Yes

No

CERTIFICATIONS

The following certification statements must be signed and submitted with the vendor's offer on this original form.

- I. I, _____, the Chairman/Director/ Managing Director of
- II. _____, hereby agree to all Provisions and caveats governing the submission of our Offer.

- III. I further certify this Tender bid, has been offered with the full intent of this company to supply the services as described at the rates we have indicated, which are guaranteed for the purposes of negotiating an agreement with ILRI and that all of the rates and charges have been verified, and are correct as indicated herein, and do not require any further amendment(s).

- IV. I further certify that all of the information we have supplied in the Disclosure form is full and complete and true, to the best of my knowledge.

- V. In addition, I certify that I have all of the necessary authority conferred upon me by this company to guarantee the rates and charges in this Offer, and all other information contained herein.

Signature: _____ Date: _____

Name: _____ Title: _____