



IPPF International
Planned Parenthood
Federation

Africa Regional Office

P O BOX 30234-00100 NAIROBI
TELEPHONE: 0204909000

Request for Bids

From choice, a world of possibilities

Bid No: 16-IPPFAR/2022

Closing date: 07 July 2022 at 11:00 am East Africa Time.

Courier Services

IPPF Africa Region.
Merchant Square, Block C, 5th Floor.
Riverside Drive. PO BOX 30234. Nairobi. Kenya.
Tel: +254 20 4909000. Or: +254 722 203728.

BACKGROUND

The International Planned Parenthood Federation Africa Region (IPPFAR) is the leading sexual and reproductive health (SRH) service delivery organization in Africa, and the leading sexual and reproductive health and rights (SRHR) advocacy voice in the region.

Headquartered in Nairobi, Kenya, the overarching goal of IPPFAR is to increase access to SRHR services to the most vulnerable youth, men, and women in sub-Saharan Africa. Supported by thousands of volunteers, IPPFAR tackles the continent's growing sexual and reproductive health challenges through a network of Member Associations (MAs) in 39 countries.

This information will form part of the eventual bid and must thus be complete as there will not be a chance to do so again later. It is also essential that the information supplied is both correct and true.

OBJECTIVE

The purpose to outsource this function is to set up an advantageous agreement with the most competent cleaning company, resulting in successful provision of courier services and subsequent cost savings.

IPPFAR intends to contract with a suitably qualified service provider for a period of 1 year.

TAX EXEMPTION:

The Agreement between IPPFAR and the Government of Kenya on the Privileges and Immunities provides inter-alia that IPPFAR is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the IPPFAR exemption from such taxes, duties or charges, the successful bidder shall immediately consult with IPPFAR to determine a mutually acceptable procedure.

Accordingly, the successful bidder authorizes IPPFAR to deduct from the invoice any amount representing such taxes, duties or charges, unless the successful bidder has consulted with IPPFAR before the payment thereof and IPPFAR has, in each instance, specifically authorized the successful bidder to pay such taxes, duties or charges under protest. In that event, the successful bidder shall provide IPPFAR with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized

BRIBERY AND FACILITATION:

Bribery or facilitations of any sort is not acceptable and will attract a permanent ban. Any supplier/service provider that is known to have engaged in corrupt, fraudulent, collusive, or coercive practices will be rejected.

Such supplier/service provider will be blacklisted and any business dealing with such terminated for a period not less than five (5) years.

The resumption of business with a supplier/service provider involved in unethical practices would be subject to a comprehensive scrutiny, showing with documentary evidence that the supplier/service provider has discontinued the unethical practices and put in place reliable systems/procedures to ensure the situation has effectively changed positively.

PARTNERSHIP HISTORY:

IPPF BIDDER 2022	
Have you ever bid on an IPPF tender? Y/N	
If yes, in which Year?	
Have you ever provided services to IPPF Y/N; If yes give us more details	
Are you in direct or indirect contact with IPPF staff? If so, describe the nature of your relationship.	

FORCE MAJEURE: (Impossibility to perform).

The successful bidder is not liable for the consequences of any failure to perform, or default in performing, any of its obligations, if that failure or default is caused by any unforeseeable Force Majeure, beyond the control of, and without the fault or negligence of, the bidder. Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required; inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.

SCOPE OF WORK

IPPFAR collaborates with the following countries. The type of parcels, goods sent and received from these countries would be but not limited to:

- a) Training materials – books, publications
- b) Letters
- c) Medical equipment

IPPFAR would also require such services as customs clearance of imported goods.

COUNTRIES:

- 1. Angola
- 2. Benin
- 3. Botswana
- 4. Burkina Faso
- 5. Burundi
- 6. Cameroon
- 7. Capeverde
- 8. CAR
- 9. Chad
- 10. Comoros

11. Congo Brazza
12. Cote D' Ivoire
13. Democratic Republic of Congo
14. Ethiopia
15. Gabon
16. Ghana
17. G. Bissau
18. G. Conakry
19. Lesotho
20. Liberia
21. Madagascar
22. Malawi
23. Mali
24. Mauritius
25. Mozambique
26. Namibia
27. Niger
28. Nigeria
29. Rwanda
30. Sao Tome and Principe
31. Senegal
32. Seychelles
33. Siera Leone
34. Swaziland
35. Tanzania
36. Uganda
37. Togo
38. Uganda
39. Zambia
40. Zimbabwe
41. South Africa
42. Australia
43. United Kingdom
44. United States of America
45. Tunisia

SUBMISSION DATES

The Bid should be delivered or posted to the address specified above in hard copy. All envelopes should be sealed and clearly marked:

“PROVISION OF COURIER SERVICES”

“Bid No: IPPFAR/002”

FINANCIAL ARRANGEMENTS

- Bidders are solely responsible for their own costs in preparing the Bids.
- Payments for all services shall be made on receipt of appropriate invoices, the satisfactory completion of work.

- A credit facility of 30 days.
- The financial proposal shall be submitted in the format below.

PROPOSED FEE STRUCTURE FOR COURIER SERVICES

Unit prices must be in Kshs. (Kenya Shillings)

CONFIDENTIALITY

- a) Tenders submitted will not be revealed to any other bidders and will be treated as contractually binding. IPPFAR reserves the right to seek clarification or verification of any information in the Bids.
- b) All information pertaining to the IPPFARO obtained by the bidder as a result of participation in this Bidding process is confidential and must not be disclosed without written authorization from the person in charge of both parties.
- c) The successful bidder will be expected to sign a Non-disclosure Agreement as part of Service Level Agreement.

OWNERSHIP OF BIDS

All Bids, including supporting documents, submitted to IPPFAR become the property of the IPPFAR.

MODIFICATION OF TERMS

IPPFAR reserves the right to add, modify or omit certain portions of the Bids scope at any time at its sole discretion. This includes the right to cancel at any time prior to entering a contract with the successful bidder.

EVALUATION OF TENDERS

- a) Only Bids received as specified above will be considered.
- b) Bids will not be evaluated if the bidder's current or past corporate or other interests may, in IPPFAR's opinion, give rise to a conflict of interest.
- c) The contract will be awarded from the qualifying Bids based on the most economically advantageous proposal.
- d) Any form of corruption will result in a ban
- e) Any false information given will result in a ban

AWARD CRITERIA

- f) To support IPPF in its quest for quality service
- g) To be competitive with the financial proposal
- h) Be technically sound in relation to the field of activity
- i) Be a force of proposal and improvement about any request
- j) Be transparent and make all requested information accessible

Schedule :

IPPF TENDER_2022	
08/06/202	Tender Notice Sharing
07/07/202	Receipt and opening of offers
14/07/202	IPPF BID Committee
24/07/202	Notification of provider selection
01/08/202	Contract / start of activities

Specific Conditions

Special conditions to be met by the service providers

Companies/firms must submit the following documents/information:

- Detailed Company Profile (Maximum 5 pages) indicating the names of the company directors
- Letter of Interest, stating why you consider your firm suitable for the roster.
- Copies of audited accounts for the previous three years (2019, 2020 and 2021)
- Copy of valid Tax Compliance Certificate
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate) For non-Kenya based firms
- Copy of Certificate of Registration/Incorporation from Registrar of Companies
- Copy of Business permit
- At least 3 past and current references in line to the category being applied for: The reference list should include the following:
 - Name of organization/agency/company for which the services were provided
 - Name, address, mobile contact, and email of primary contact
 - A brief description of service provided.
 - At least three samples of similar work deliverables done.
 - Demonstrate availability of appropriate skills among staff in sufficient numbers and experience in the region and attach their CV

General Information

One page letter of introduction identifying the bidder and signed by the person(s) authorized to bind the Organization to statements made in the proposal.

- a) Title Page listing the Bid No.:
- b) Organization Name:
- c) Postal Address:
- d) Physical Address:
- e) Telephone Number:
- f) Fax Number:
- g) Cellular Telephone Number:
- h) Email Address:
- i) Website: If any!
- j) Full Names of two Contact Persons:

Proof of agency/representative status where applicable.

Reference Sites

Bidders must provide a minimum of two customers (names, addresses and telephone numbers) who may be contacted for references in connection with the proposed assignment.

Methodology

Bidders must describe their specific methodology for carrying out the work, the benefits of such methodology and any risks and challenges that may be foreseen.

Schedule of Costs

All costs must be quoted in Kenya Shillings (Kes).

The schedule must take the following format:

- a) A full breakdown of the price:
- b) An itemized breakdown of the cost of any options being proposed beyond the specified Terms of Reference;
- c) The applicable rate of VAT in respect of each product and service being proposed;
- d) Details of any other costs, taxes or duties which may be incurred; and

e) Confirmation that the proposal remains valid for 90 days after the closing date for receipt of proposals.

Additional Information

Bidders may provide any other information which may be relevant to this proposal.