



IPPF International
Planned Parenthood
Federation

Africa Regional Office

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From choice, a world of possibilities **Request for Bids**

Bid No: 22-IPPFAR/2022

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

**Provision of Taxi / Car Hire Services on a day to day / monthly
basis**

Delivery Address:

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 Taxi / Transport Company, resulting in successful provision of Taxi and car hire services and subsequent cost savings. Sealed bids are invited from experienced and competent Taxi/Car Hire companies for providing air-conditioned / taxi hire services on monthly / day to day basis, for travel in and around Nairobi / Kenya. The information is intended for use in pre-qualifying companies wishing to provide IPPFARO with Taxi and Car Hire Services.

IPPFAR intends to contract with a suitably qualified Company for a period of one year.

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.	

SPECIFIC TASKS

The Taxi / Car hire company will undertake the following tasks:

- a) Taxi and car hire services on a day to day / monthly basis.
- b) Car rental reservations; where possible discount rates for car hire and day to day errands.
- c) Regular detailed reporting (when required by IPPFAR) made to IPPFAR office on the services provided, discount, mileage benefit received.

Terms and conditions for providing car hire services on a monthly / day to day basis

1. The period of contract will be one year from the date of awarding the contract subject to satisfactory performance and delivery of services.
2. The Company will abide by all statutory requirements as per Minimum Wage Act, Employee's Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act.
3. The cars to be provided should not be more than 8 years old and should be well maintained.
4. The cars should be registered with appropriate government authorities as applicable.
5. The drivers should be well mannered, experienced, well uniformed and should carry a mobile phone / vehicles fitted with radios and tracking devices for security purposes.
6. The drivers should possess valid driving licenses.
7. Charges towards toll and parking would be the sole responsibility of the driver / Company.
8. Request for enhancing the rate due to hike in fuel prices / insurance premia etc. should be made in writing to IPPFARO during the tenure of the contract.
9. IPPF Africa Regional Office will not be responsible or liable in case of any dispute arising between the Company and the drivers employed by the Company and no relationship of Employer and Employee shall come into existence between IPPFARO and the Company or drivers for which all responsibilities shall vest with the Company alone.
10. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the Company vis-a-vis IPPFAR, IPPFAR shall be the sole authority to decide the arbitrator. The Company agrees to execute all documents, which may be required by IPPFAR in this regard.

TIME FRAME AND APPROACH

IPPF Africa Regional Office reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the Company a notice of one month to this effect, and on the refusal of the Company to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered post on the address of the Company recorded with IPPFAR, where after it shall be deemed to have been served on the Company. IPPFAR shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Company after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the Company of its liability regarding car hiring arrangements already entrusted to it in accordance with the direction of the IPPFAR.

REQUIREMENTS

The specifics of the bid include:

- a) Provision of car hire services country wide if and when required.

- b) Supply of car hire services for passenger transportation of staff or Organization's visitors to specific locations.
- c) Supply of taxi services for day to day usage during the downtime of IPPFARO's official vehicles.

The applicant must submit with the application, the following documentation:

- a) DEALERSHIP OR COMPANY LICENCE (*where applicable*)
- b) COMPANY'S REGISTRATION CERTIFICATE
- c) VAT REGISTRATION CERTIFICATE
- d) PIN CERTIFICATE COPY
- e) TAX COMPLIANT CERTIFICATE (VALID)
- f) ALL STATUTORY CERTIFICATE/PERMIT/LICENSE

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 Taxi / Car Hire SERVICES”

“Bid No: IPPFAR/022”

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.

The financial proposal shall be submitted in the format below.

PROPOSED FEE STRUCTURE FOR TAXI / CAR HIRE SERVICES

Unit price KSHS

CAR HIRE FEES:

Nakuru

Naivasha

Nyeri

Nairobi and its environs

Nanyuki

TRANSPORT / DAY TO DAY SERVICES AND AIRPORT TRANSFERS

Airport Transfers Reservation Fee from IPPF Offices (kindly give quotations of airport transfer one-way rates as per below) to:

1. Karen
2. Ongata Rongai
3. Ngong Road
4. Kilimani
5. Lavington
6. Valley Arcade
7. Kileleshwa

8. Westlands
9. Runda
10. Mbagathi way (Nyayo Highrise)
11. Langata
12. Nairobi West
13. South C
14. South B
15. Donholm
16. Tena
17. Thika Road
18. Riverside

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 into a contract with the successful bidder.

BIDS FORMAT

Bidders are requested to address the issues and requirements in **Appendix A** in order to ensure that each Bid receives full consideration.

EVALUATION OF TENDERS & AWARD CRITERIA

Eligibility

- 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) Any form of corruption will result in a ban
- d) Any false information given will result in a ban

Pre-qualification Criteria

Bids will be initially evaluated by reference to the following qualification criteria:

- a) Completeness of documentation as specified and
- b) Stated ability of the bidder to meet all the minimum requirements specified in this document.
- c) The Company could be a sole proprietary concern, partnership concern or company and should be registered with the Registrar of Companies [**Attach copy of registration certificate**]
- d) The Company should have been in existence for the last three years.
- e) The Company should undertake to ensure compliance with the requirements of all relevant local and industry laws and also abide by all the other statutory requirements necessary in this regard. IPPFAR would neither involve itself in any matters nor be responsible for any shortcomings arising out of the non-compliance of the necessary regulations / laws.
- f) Should have a fleet of clean, well serviced vehicles in good condition.

Award Criteria

The contract will be awarded from the qualifying Bids on the basis of the most economically advantageous proposal applying the following award criteria, listed in order of priority:

- a) Proof of legal documentation (registration of company, financial capability to offer services on a 30-day credit arrangement).
- b) Proof of technical knowledge in the area of the required focus.
- c) Support IPPF in its quest for quality service
- d) Be competitive with the financial proposal
- e) Be technically sound in relation to the field of activity
- f) Be a force of proposal and improvement about any request
- g) Be transparent and make all requested information accessible

Schedule :

IPPF TENDER 2022	
08/06/2022	Tender Notice Sharing
07/07/2022	Receipt and opening of offers
14/07/2022	IPPF BID Committee

24/07/2022	Notification of provider selection
01/08/2022	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 CVs

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:

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 (KSHS).

The schedule must take the following format:

- a) A full breakdown of the price as specified in the Financial Arrangements section:
- 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 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.