

REQUEST FOR QUOTATION (RFQ) # 010
EGPAF KENYA

Provision of Car Hire, Leases and Taxi Services

FIRM DEADLINE FOR SUBMISSION: 6th September 2017

BACKGROUND

Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

SCOPE OF WORK

EGPAF Kenya wishes to enter into Basic Ordering Contracts (BOCs) for **Provision of Car Hire, Leases and Taxi Services**. The Foundation will issue **Fixed Price per unit** Purchase Orders to the vendor offering the **Lowest Priced, Technically Acceptable** proposal for the following vehicle capacity.

Category 1

#	Description of the Vehicle	Unit	Rate in Ksh	Minimum Charge in Ksh for (1-5Km)	Waiting Charge where applicable
1	A saloon car- 5 seater	Per Km			
2	Toyota Rav 4/Vanguard(4*4)	Per Km			
3	Noah	Per Km			
4	Extrail (4*4)	Per Km			
5	Van (10-14 seater)	Per Km			
6	Pick up- Double cab (4 seater)	Per Km			
7	Pick up (2 Seater)	Per Km			
8	Prado (5seater)	Per Km			
9	Prado (7seater)	Per Km			
10	Prado (10 Seater)	Per Km			
11	Land cruiser Hardtop (5 seater)	Per Km			
12	Land cruiser Hardtop (7seater)	Per Km			
13	Land cruiser Hardtop (10 seater)	Per Km			
14	Commercial trucks-3.5 tonne (AKA 33)	Per Km			
15	Commercial truck- 7 tonne (AKA FH)	Per Km			

Category 2

#	Description of the Vehicle Capacity	Half day Hire/Lease cost in Ksh	Maximum No. of Kilometres allowable	Maximum number of Hours	Full day Hire/Lease cost in Ksh	Maximum No of Kilometres allowable	Maximum Number of hours
1	A saloon car- 5 seater						
2	Toyota Rav 4/Vanguard(4*4)						
3	Noah						
4	Extrail (4*4)						
5	Van (10-14 seater)						
6	Pick up- Double cab (4 seater)						
7	Pick up (2 Seater)						
8	Prado (5seater)						
9	Prado (7seater)						
1	Prado (10 Seater)						
1	Land cruiser Hardtop (5 seater)						
1 2	Land cruiser Hardtop (7seater)						
1 3	Land cruiser Hardtop (10 seater)						
1 4	Commercial trucks-3.5 tonne (AKA 33)						
1 5	Commercial truck- 7 tonne (AKA FH)						

The rates proposed shall be for one (1) year, and renewable for additional one (1) year periods upon agreement between the parties.

SUBMISSION REQUIREMENTS

Proposals must be submitted via email to nairobiprocurement@pedaids.org, or hand delivered to the Foundation office, no later than **6th September 2017** and must include the following information.

- ✓ **Requests, Inquiries, Questions, Clarification;**
 - This will be done via email to nairobiprocurement@pedaids.org
 - This shall be open between **24th August 2017 8am to 28th August 5pm**

- Answers to all questions received will be distributed to all potential bidders as well uploaded on the Foundation Website. <https://www.pedaids.org/pages/contracting-opportunities>
- ✓ **Format:**
- Through email to nairobiprocurement@pedaids.org as one document in PDF, or drop a **bound** and **sealed copy** to the EGPAF Kenya Offices near you on or before **2pm, 6th Sep 2017**. The offices locations are
 - a. **Nairobi Office;**

Elizabeth Glaser Pediatric AIDS Foundation | Ariel House, Westlands Avenue|
Off David Osieli Road, Waiyaki Way, Westlands |
P. O. Box 13612 - 00800, Nairobi, Kenya
 - b. **Kisumu Office**

Elizabeth Glaser Pediatric AIDS Foundation | Nakumatt Mega, Kisumu
Office, Nairobi Road, Kisumu City|
P. O. Box 1596 - 40100, Kisumu, Kenya |
 - c. **Lodwar Office**

Elizabeth Glaser Pediatric AIDS Foundation| Naiwaitong, Off Nakuluja
Academy Road
P.O.BOX 64-30500, Lodwar, Kenya
 - d. **Homabay Office**

Elizabeth Glaser Pediatric AIDS Foundation| County Offices Road, Next
to Public Service Board,
P.O.BOX 757-40300, Homabay, Kenya|
- ✓ The Envelope or Subject on email should be clearly marked “**Provision of Car Hire, Leases and Taxi Services**. Address the document **to the Procurement and Logistics Manager ,EGPAF Kenya**
- ✓ **Price Schedule: Price shall be quoted in Kenya Shilling and must include any duties, including VAT, if applicable.** The quoted price will be assumed to be inclusive of such costs. Prices quoted by the Bidder shall be firm and fixed during the Bidder’s performance of the Basic Ordering Contract period and not subject to variation.

MINIMUM REQUIREMENTS

- a) **Statutory**
- Kenyan Certificate of Registration/Incorporation
 - Valid Current Kenyan trading License
 - Current Tax Compliance Certificate

- b) A list of at least two (2) recent major supply Contracts or Purchase Orders of similar nature including the names and addresses of the Buyers for verification.

Failure to provide any of the above Minimum Requirements will disqualify the applicant from final selection.

ADDITIONAL INFORMATION

The Foundation will accept the quotation from the qualified vendor that offers the best option to the Foundation. This RFQ is not an offer to enter into agreement with any party, but rather a request to receive quotations from person(s) interested in providing the goods or services outlined in this RFQ. Such quotations shall be considered and treated by the Foundation as offers to enter into an agreement.

The Foundation reserves the right to reject all quotations, in whole or in part, enter into negotiations with any party, and/or award multiple contracts. Any exceptions to the requirements or terms of the RFQ must be noted in the quotation. The Foundation reserves the right to consider any exceptions to the RFQ to be non-responsive.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFQ until and unless a written contract between the parties is executed.

Annex 1 (pages 6&7) attached below explains parameters that the Foundation will expect the successful bidder to comply to.

ETHICAL BEHAVIOR

EGPAF shall use its best endeavours to ensure that funds provided under this tender does not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience of suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at fraud@pedaids.org or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/. Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity Organization and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

Annex 1

Minimum requirements for EGPAF Taxi Service Providers. Company

- The Company must be legally registered
- Must have a valid comprehensive cover on all the vehicles that will be used by the Foundation from a renowned insurance firm.
- Ensure that each vehicle is maintained, serviced and inspected and remains roadworthy at all times.
- Ensure that a vehicle that does not pass a roadworthy inspection, has safety equipment that is not working, and/or is deemed to be unsafe is not used as a taxi as required.
- Ensure a process is in place for drivers to inspect vehicles and equipment before use for taxi services and a mechanism for reporting vehicle or equipment defects and faults;
- Ensure all drivers who use the vehicle are aware of their legal requirements under road transport law for operating their vehicle
- Provide the Foundation full details of all security devices that are installed in the taxi, such as security cameras, GPRS tracking devices, and other required equipment used to monitor safety;
- Ensure that there is the ability to capture data from security devices and access that data as required for regulated purposes;
- Ensure that any known defects concerning security devices, such as cameras, GPRS tracking devices, and other required equipment used to monitor safety are repaired promptly.
- Will separate official booking and bill them directly to the company and personal bill to the specific individuals.
- Provide the Procurement and Logistic Manager with clear and prompt reporting channels/ reliable communication channels for ease of reach when and as needed.

Driver

- The driver must hold a valid driving license and preferably should have undertaken a defensive training test with an accredited firm.
- The driver must hold a current Certificate of good conduct
- S/he should ensure strict adherence to and abide **ALL** Kenyan traffic rules as stipulated by the National Transport and Safety Authority (NTSA). Speed limit on rough roads should be 50 km/h and 100Km/h on highways not withstanding other traffic limit markings along the roads, towns, institutions or market centres.
- The driver must be neat, and so must the vehicle
- The driver must have an identification badge/uniform at all times during service delivery
- The driver must have a good topographical knowledge of the area of operation

- Must drive the vehicle with due care, courtesy towards the passengers and other road users
- Take the most time-efficient route, bearing in mind likely traffic problems and known diversions, and explain any diversion from the most direct route
- Drivers designated to give service to EGPAF authorised Passenger **MUST** abide by all traffic laws (use of seatbelts, speed limits, road signs, no smoking, no cell phone use while driving). Non-compliance will lead to termination of company's contract with EGPAF Kenya
- Driving an EGPAF Kenya Passenger under the influence of drugs or alcohol is **PROHIBITED**.

The passenger will:

- Treat the vehicle and driver with respect and obey any notices (e.g. in relation to eating in the vehicle).
- Be aware that the driver is likely to be restricted by traffic regulations in relation to where s/he can stop the vehicle.
- All passengers using the vehicle must duly fill the taxi vehicle sheet upon arrival at the destination, upon presentation by the designated driver.