



REQUEST FOR PROPOSAL

FLEET MANAGEMENT SYSTEM

FOR

**THE ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF KENYA)
Ariel House, Westland's Avenue, Off David Osieli Road, Waiyaki Way, Westlands**

Firm Deadline: (June 9, 2017)

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1. Introduction

The Elizabeth Glaser Pediatric AIDS Foundation (hereafter EGPAF Kenya), 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>.

2. Background

EGPAF Kenya has over 200 staff who are implementing donor-funded programs in diverse locations in Kenya (Turkana, Nairobi, Kisumu, Homabay and other regions in Kenya)

In country, the head office is located in Nairobi. We have vehicles located in each of the above-mentioned locations as follows with potential for growth:

Location	# Vehicles
Nairobi	2
Lodwar	4
Kisumu	2
Homabay	11
Total	19

The movement for the above listed vehicles is not confined to their base locations stated above. The vehicles can be assigned to any geographic location within Kenya.

EGPAF Kenya is seeking a qualified vendor for the implementation of a fuel and fleet management solution. With this solution, the Foundation aims to reduce risk, improve safety and security, and optimize fleet operations with real-time, online, all-satellite GPS tracking and fleet monitoring

The vendor will deploy, install, maintain, document, and offer training services that will enable the organization to optimize its use of the fleet management solution.

3. Functional Specifications & Scope

a. Fuel Management:

We seek a fully integrated, online system for vehicle fuel measurement and analysis. The solution for fuel management should perform numerous fuel statistics calculations that show you trends in wear and abuse of the vehicles. The software should also provide a Fuel Import Utility, which should eliminate manual data entry, and be able to import data from our existing fuel card system

b. Vehicle Location Tracking

The solution must accurately provide real time, online updated and accurate positioning of the Foundation vehicles with the below minimum features:

- ❖ Single or automatic interval locations
- ❖ Position by both GPS and GSM, communication by both GSM/GPRS
- ❖ Real-time tracking by computer/PDA/cell phone
- ❖ Geo-fence capability
- ❖ Over-speed alarm / alert to designated phone number
- ❖ Cut off (petrol/electricity)
- ❖ Remote engine shut-down in event of theft

c. Preventive Maintenance Tracking

The solution should make it easy to see when a vehicle is due for service. Automated preventive maintenance (PM) alerts should automatically display each time you start the program. Vehicles due (or overdue) for service should be highlighted automatically. The solution should enable us to track our PM for vehicles by date, mileage, hours, or kilometers.

d. Repair Maintenance Tracking

Keeping track and monitoring trends in **repair maintenance** can help us decide whether to keep or retire a vehicle. This solution should capture all our maintenance and repair records automatically. It should also be able to schedule/log repairs for unexpected problems that drivers encounter and keep a history of the same.

e. History Reporting

Tracking history is one of the most vital tasks when managing a fleet. The solution must allow the Foundation to analyze costs, and monitor trends in wear, neglect and abuse of our fleet. This historical information can be the determining factor when deciding to keep or retire a vehicle and must therefore be available on call. The software must generate a preventive and repair maintenance history that lists all of the maintenance performed on the vehicles. This report should include the costs of preventative maintenance, repairs, parts, and more.

The solution should also be able to provide historical reports on vehicle position (GPS coordinates, location name and speed) and should be able to disaggregate these parameters by time of the day. Ability to generate exception reports e.g. report on instances vehicle has gone over a certain speed or engine active past a certain hour will be an added advantage.

4. Minimum Requirements

All applicants are required to be legally registered and authorized to perform the scope of work in Kenya. A copy of valid registration must be submitted with each proposal. The applicant must also submit relevant statutory compliance certificates i.e. Tax compliance certificate and tax and VAT registration certificates.

The applicant must present evidence of a verifiable physical address and must have operated in Kenya for at least 3 years.

5. Evaluation Criteria and Submission Requirements

The Foundation will accept the proposal that presents the best value. All proposals shall be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Evaluation Criteria	Submission Requirements	Weight
1. Past performance of similar work	At least Five professional references from similar past projects with phone and email contact information and one or more examples of prior similar work. The scoring will be done on the strength of the testimonials obtained from listed references.	20%
2. Functional Specifications	The extent to which the respondent meets/exceeds the functional specifications stipulated in part 3 of this RFP. This will include a demo for each of the functional components. The bidder is expected to submit a detailed technical specification for: <ul style="list-style-type: none"> ❖ The fuel management module ❖ The vehicle location tracking module ❖ Preventive Maintenance tracking module ❖ Repair maintenance tracking module ❖ History reporting module 	30%
3. Total fixed price	Total fixed price for the entire solution	30%

5. Reporting Functionality	The breadth, versatility, flexibility and customization of the reporting module and the extent to which it meets the Foundation reporting needs. This will be evaluated from the sample reports generated in the demo phase	20%
Total		100%

6. Proposed Timeline

DATE: May 29, 2017– Release of RFP

DATE: May 31, 2017 – Submission of Contractual and Technical Inquiries:

Send all inquiries to nairobiprocurement@pedaids.org

No phone calls please.

DATE: June 05, 2017– Question and Answer Response Document will be shared via e-mail with all bidders

DATE: June 09, 2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: **(Procurement & Logistics Manager, nairobiprocurement@pedaids.org**

DATE: June 16, 2017: – Final decision announced and Offerors notified

DATE: June 23, 2017: – Contract executed and Services begin.

Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.

7. Additional Information

All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.

Any proposal not addressing each of the foregoing items could be considered non-responsive. Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals

shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

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

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

8. Ethical Behavior

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 or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]pedaids.org) or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/ or an e-mail to fraud@pedaids.org. 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.

Canvassing will lead to automatic disqualification