

**BIDDERS RESPONSE DOCUMENT**

**This document will be presented as the bid for award of the contract supported by other required documents.**

**Section 1 - Bidder's general business details**

1. General information

Organization Name:		
Contact Name:		
Phone:		
Email:		Parent company (if applicable):
Principal Address Physical Location:		Principal Contacts
Registration number:		Tax number:
Year of registration:		Annual Turnover:
Number of staff: Permanent.....		Temporary .....

2. Please provide brief description of the primary products/services of your organization:

3. Please list your employees who would be involved with performance of this contract if awarded. One employee should be the key point of contact:

Name	Job title	Role for the account	Direct telephone number	Email address

4. Please provide details of at least 5 client trade references which may be contact for similar service provided.

Client Organization	Contact	Phone no.	E-mail address	Details/Purpose of contract

## **Section 2: BIDDER CAPACITY**

1. Briefly explain your firm's ability to meet Alliance Staff Transport Service. The proposal must specifically include:
- Details of the firm's management and operational staff, and their qualifications. Attach copies of summarized CVs
  - The firm's organogram,
  - Indicate how many drivers are currently contracted by your firm.
  - Attach copies of the firm's registration certificate and tax compliance certificate from KRA.
  - A list of the firm's vehicles that will be engaged in the following format:

No.	Vehicle Type & Model	Age	Registration No.	Current Condition, extra unique features that sells suitability.	Owned or Hired

1					
2					
3					

2. If your firm is selected as the winner of the bid;
  - a. Provide a brief explanation on whether you have any idle capacity (vehicles) available to start servicing this contract in the first week of 1<sup>st</sup> November 2024, if awarded the contract.
  - b. If you don't have idle capacity, explain how will you go about acquiring the vehicles to service CIAT contract, and how long that will take?
  
3. Briefly explain your vehicle maintenance plan and Garage where the vehicles would be serviced for quality assurance.
  
4. List of at least Five (5) major clients (corporate, NGOs, UN Bodies, Government Institutions etc.) where similar services are being provided/have been provided in the last three years. Share recommendation letters with contact references.
  
5. What security standards, measures and procedures will you put in place to ensure Safety and Security of Staff while executing this contract?
  
6. What quality standards have you put in place to guarantee high performance standards
  
7. What warranties and guarantees can you offer as part of this contract?
  
8. In an event of an Accident explain what you will do in relation to action and time for both minor and major accidents.

9. What are your standard working hours and what after hour's services do you provide in the event of an emergency?

10. Detail any benefits/extra value or additional services your organization can offer CIAT as part of the contract:

11. What Payment terms will you extend to CIAT

12. Submit a sample of your Service Level Agreement (SLA) that will be applicable for provision of this service.

**SECTION 3: PRICING PROPOSAL**

1. Please indicate herein your Bid Price to CIAT as part of this contract, the cost per vehicle, per month.

<b>Product</b>	<b>Cost per Vehicle per month for one year contract (Kes)</b>
Provision of Seven 10 seater vans to be hired as per provisions of this tender.  Vans will come with Drivers, supplier will take care of all cost associated with running of the vehicle.	

We agree to abide by this tender for a period of 120 days from the date of tender opening and shall remain binding upon us and may be accepted at any time before the expiry of that period.

We understand that CIAT is not bound to accept the lowest or any tender you may receive.

2. The selected service provider will be required to operate within good industry practice, and to maintain prices that are within the market range at all times. Briefly explain how your firm will adhere to this requirement.

#### **SECTION 4: CONFIRMATION OF BIDDER'S COMPLIANCE**

We, the Bidder, hereby confirm **compliance** with:

- The required specification for the products
- The Conditions of Tendering
- Policy and legal consideration as Per CIAT expectation.

The following documents and items are included in our bid:

- Bidder's Respond Document.
- Legal Registration documents.
- Proposal to cover Section II Bidders capacity Questions 1 to 5.
- Company SLA
- Audited account for 2021, 2022 and 2023
- Trade References letters ( on letter head)
- Signed Vendor Conflict of Interest Disclosure form

We confirm that CIAT may in its consideration of our offer, and subsequently, rely on the statements made herein.

**Acceptance & Validation by the Bidder:** (must sign & stamp)

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Signature

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Name

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Job Title

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Company

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Date

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