

REQUEST FOR PROPOSAL FOR PROVISION OF STAFF TRANSPORT SERVICES

INVITATION TO TENDER.

Date : 30th May 2024

RE : PROVISION OF STAFF TRANSPORT

GENERAL INFORMATION ABOUT THE ALLIANCE OF BIOVERSITY INTERNATIONAL AND CIAT

The Alliance of Bioversity International and the International Center for Tropical Agriculture (The Alliance) delivers research-based solutions that harness agricultural biodiversity and sustainably transform food systems to improve people's lives. The Alliance solutions address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation

(<https://alliancebioversityciat.org/>). With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people. The Alliance a member of the CGIAR Consortium (www.cgiar.org) a global research partnership for a food-secure future.

TENDER INFORMATION:

1. TENDER SCHEDULE

Invitation to tender/advertisement	30th May 2024
Request for clarifications from vendors	14th June 2024
Responses to request for clarifications	20th June 2024
Closing date for submission	28th June 2024 not later than 5.00 p.m. (GMT+3)
Tender Opening	
Contract awarded	TBC

2. SCOPE OF WORK.

The Alliance of Bioversity and CIAT is seeking a qualified vendor to provide staff bus transport services for staff commute. The vendor must have significant experience in public transportation and demonstrate success in safety, reliability and timeliness of service. The purpose of the service is to provide a safe, comfortable, Flexible, Cost effective and efficient means of transporting staff to and from ICIPE Campus and ILRI Campus to various parts of Nairobi and its environs. The vendor will supply the necessary materials, equipment, personnel, and professional expertise to deliver and used exclusively for this service.

Currently there are 7 defined routes mapped within Nairobi City and its environs. About 70 staff are transported in the morning from several pick-up points to the Offices and a similar number in the evening from the Offices to pick-up points. CIAT intends to sign a new, contract with the successful bidder with effect from 1st November 2024, or thereabout.

Details of the scope of works

The Service will be to provide staff with transport from their residence to our offices based in Icipe Duduville Campus, off Kasarani Road and one van from our Office at ILRI Campus, morning and Evening, Monday to Friday. This will involve provision of a minimum of 7, (10) seater vans not older than 8 yrs, to ferry staff to various destination of residence, below is a general routing that each van will follow from the Office.

NO	Zone	General Direction	Estimated total KM Covered In a day (Morning and evening)
1.	Zone 1	Thika Road, Kiambu Road and adjacent estates.	130 KM
	Zone 2	Eastlands- Langata, Rongai	130 KM
3.	Zone 3	Thome- Lower Kabete- Waiyaki Way-Kitisuru	100 KM
4.	Zone 4	Roysambu- Ruaka- Limuru	130 KM
5.	Zone 5	Kahawa Sukari- Northern Bypass- Eastlands- Syokimau	140 KM
6.	Zone 6	Kileleshwa- Lavington- Ngong Road	130KM
7.	Zone 7	Kasarani-Kiambu Road-Thika Road-Westlands- Ngong Road- ILRI	130KM

- The service shall be provided from Monday to Friday on CIAT official working days; working hours are 8:00 am to 4.30pm unless on Public holidays
- Picking staff from designated stages as per time table in order to be at the office by 8 o'clock in the morning and Drop some spot in the evening. Van Leaves the Office at 4:30 PM.
- Provision of 10 Seater vans, with adequate seating space, the Vans should be less than 8 years Old at the time of contracting.
- Provide Competent and Qualified Drivers. Driver should meet the Regulatory standards of operation for provision of this service.
- Ensure high Quality maintenance that will guarantee safety and uninterrupted provision of services.
- Have a standby vehicle that will do rescue if and when needed for example in case of accident or unforeseen circumstances.
- Drivers will partly be managed by the CIAT Logistics Office – transport on day to day running of the Vehicle and supervision.
- The vehicles may be engaged on town run assignment during the day.
- Vehicles will be 100% committed for this contract.

Tenders received after the closing date will not be considered.

Your tender response must be received in the following format:

1. Full completion of the “Bid Response” document for your tender for it to be regarded as compliant. Incomplete Documents will be treated as void.
2. All requested Supporting documents to be received with the Bid response document.
3. Bid to be submitted as instructed.

3. SUBMISSION

Alliance of Bioversity and CIAT invites proposals to be submitted by email to The Procurement Office, Alliance of Bioversity and CIAT on the following email address:

alliance-kenya-procurement@cgiar.org by 26th June 2024, not later than 5.00 p.m. (GMT+3)

Subject heading on email should read as follows: **PROVISION OF STAFF TRANSPORT**

Bids submitted after the deadline will not be accepted.

Prices quoted should be inclusive of all costs including administrative costs and must be expressed in Kenya Shillings.

4. CORRESPONDENCE

All communications from Bidders to CIAT relating to the tender must be in writing and addressed to alliance-kenya-procurement@cgiar.org

Any request for information should be received by 14th June 2024. Responses to questions submitted by any Bidder will be circulated to all Bidders to ensure fairness in the process by 20th June 2024.

5. AWARD CRITERIA

Award of the contract will be based on the following criteria:

A) ESSENTIAL CRITERIA

Bidders must meet the following minimum specification for the Service.

1. Provide Kenya legal registration certificates.
 - I. Certificate of Incorporation
 - II. Valid Tax compliance certificate
 - I. CR12 as issued by registrar of companies (an official confirmation of whom the directors/shareholders of a company are)
 - II. Valid copy of business license/Permit
- III. National Transport Safety Authority (NTSA) Certificate of inspection
- IV. Road Service License (RSL)
- V. Public Service Vehicle (PSV)
- VI. Comprehensive insurance package.

2. Pricing must be in Kenya Shillings
3. Must submit copies of the audited accounts for the previous three (3) years (2021, 2022 and 2023).

B) PREFERRED CRITERIA

1. Bidder must meet performance specification for this bid.
2. Vehicles should not be more than 8 years of age.
3. Proposal demonstrates capacity to assure staff safety and security.
4. Proposal demonstrates experience with provision of similar services to international organizations or cooperates.
5. Bidder's prices demonstrate an economically advantageous position for CIAT
6. Bidder's capacity to Provide services to CIAT, particularly in terms of Performance capability and quality assurance.
7. The financial sustainability of Bidder; Audited Annual Accounts.
8. Bidder experience with Provision of similar service to international organizations - Client References.
9. Favorable Service Level Agreement

C) DESIRED CRITERIA

1. Demonstrated Knowledge of execution of the required service.
2. Demonstration of advanced vehicle and transport management system.
3. Demonstration of value addition to the service.
4. Bidder's responsiveness in support needs.
5. Bidder's ability to provide warranties and guarantees as part of the contract
6. Bidder demonstrates unique selling points and additional benefits or services that are of value to CIAT

No reimbursement of tender expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

6. NON-DISCLOSURE AND CONFIDENTIALITY

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to CIAT employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- Recognize the confidential nature of the Confidential Information;
- Respect the confidence placed in the Bidder by CIAT by maintaining the secrecy of the Confidential Information;
- Not employ any part of the Confidential Information without CIAT's prior written consent, for any purpose except that of tendering for business from CIAT;
- Not disclose the Confidential Information to third parties without CIAT's prior written consent;
- Not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to CIAT;
- Use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- Notify CIAT immediately of any possible breach of the provisions of this Condition and acknowledge that damages may not be an adequate remedy for such a breach.

7. AWARD PROCEDURE

CIAT Tender Review Committee will review the Bids in accordance with the Award Criteria provided above to see whether they will award the contract to any one of them. The best three supplier will be invited for a presentation before the committee can finalize on the award process.

8. INFORMATION AND RECORD KEEPING

CIAT shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which CIAT receives the request.

9. ANTI-BRIBERY AND CORRUPTION

All Bidders are required to comply fully with Anti-Bribery and Corruption Act.

10. EXCLUSION CRITERIA

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international.
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.
- Any Bidder will automatically be excluded/Disqualified from the award if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

11. CONFLICT OF INTEREST / NON COLLUSION

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of CIAT which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- That it has not communicated to anyone other than CIAT the amount or approximate amount of the tender.
That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process
- CIAT reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action

