

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. N_241_2021_KEN	Date: March 4, 2021
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Pool Transport Services**. The full requirement is described in Annex C.

We also request that your Bid is submitted using the format specifically detailed in Annex D, E and F.

Bids submitted by email must be limited to a maximum of **10MB**, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Bids shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Bid, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Bid, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Invitation to Bid (ITB).

By submitting a Bid in response to this information, Bidders are confirming acceptance of IDLO General Terms and Conditions for the Procurement of Services and IDLO Supplier Code of Conduct in full and; Payment Policy where payment is made within 30 days after delivery of service on presentation of complete and correct invoice.

This ITB consists of the following Annexes. Please be guided by these in preparing your Bid:

a.	Instructions to Bidders	Annex A
b.	Preliminary Screening Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Bid Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Price Schedule	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and IDLO Supplier Code of Conduct	Annex H

For any questions/clarifications related to this ITB before Deadline for Submissions of Bid, please contact IDLO on tenders@idlo.int and mention **Clarification ITB N_241_2021_KEN** in the subject section of your email.

Deadline for Submission of Proposals: On or before **Date: March 18, 2021 Time: 15:00 hours Rome, Italy** local time.

Thank you and we look forward to receiving your Bid.

Sincerely yours,
International Development Law Organization | IDLO
Kenya Country Office

ANNEX A
INSTRUCTIONS TO BIDDERS

1. General Considerations	In preparing the Bid, the Bidder is expected to examine the ITB in detail. Material deficiencies in providing the information requested in the ITB may result in rejection of the Bid. The Bidder will not be permitted to take advantage of any errors or omissions in the ITB. Should such errors or omissions be discovered, the Bidder must notify IDLO.
2. Cost of the Bid	The Bidder shall bear all costs associated with the preparation and submission of the Bid. IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
3. Currency of Bid	Bids shall be nominated exclusively in Kenya Shillings <i>Note: Local Suppliers must comply with any applicable laws regarding doing business in other currencies</i>
4. Language of the Bid	The Bid and all correspondences and documents relating to the Bid exchanged by the Bidder and IDLO shall be written in the English language.
5. Delivery Term and Place	Services will be delivered within the agreed number of days after receipt of Work Order from IDLO with instructions on venue of activity
6. Deadline for Submissions of Bids	The Bid shall be addressed to IDLO on or before Date: March 18, 2021 Time: 15:00 hours Rome, Italy local time. <i>Note: Proposals submitted by email must be limited to a maximum of 10MB, virus-free and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.</i>
7. Documents comprising the Bid	The Bid shall comprise the following components: 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
8. Contents of solicitation documents	The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the Solicitation Documents. Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Bid.
9. Clarification of solicitation documents	A prospective Bidder requiring any clarification on this ITB may contact IDLO by email on tenders@idlo.int no later than 72 hours prior to the deadline for submission of Bids. The requests for clarification will have “ Clarifications for ITB No. N_241_2021_KEN ” mentioned in the subject. Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry)

	<p>will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.</p> <p>Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.</p>
10. Amendments of solicitation documents	<p>At any time prior to the deadline for submission of Bids IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.</p> <p>All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.</p> <p>In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Bids.</p>
11. Format, signing sealing, marking and submission of Bids	<p>The Bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Bid.</p> <p>The Bid must be submitted using the format specifically detailed in Annex D, E and F.</p> <p>A Bid shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.</p>
12. Joint Venture, Consortium, or Association	<p>If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Bid, they shall confirm in their Bid that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Bid; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>After the Deadline for Submission of Bid, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.</p> <p>The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following</p>

	<p>section in respect of submitting only one bid.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p> <p>A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ol style="list-style-type: none"> Those that were undertaken together by the JV, Consortium or Association; and Those that were undertaken by the individual entities of the JV, Consortium or Association. <p>Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p> <p>The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Bid and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.</p>
13. Only One Bid	<p>The Bidder (including the individual members of any Joint Venture) shall submit only one Bid, either in its own name or as part of a Joint Venture.</p> <p>Bids submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ol style="list-style-type: none"> they have at least one controlling partner, director or shareholder in common; or any one of them receive or have received any direct or indirect subsidy from the other/s; or they have the same legal representative for purposes of this ITB; or they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Bid of, another Bidder regarding this ITB process;

	<p>e) they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder;</p> <p>f) or some key personnel proposed to be in the team of one Bidder participates in more than one Bid received for this ITB process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Bid.</p>
14. Late Bids	Any Bid received by IDLO after the deadline for submission of Bids, pursuant to clause <i>Deadline for the submission of Bid</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Bid was sent by email but was not properly received due to issues in IDLO mailing system.
15. Validity Period of Bids	All Bids will be valid for 90 days from the deadline for submission of Bids. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Bid beyond what has been initially indicated in this ITB. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Bid. The Bidders may choose not to extend the validity period of the Bid upon request of IDLO.
16. Modification and withdrawal of Bids	<p>The Bidder may modify/withdraw its Bid after the Bid's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Bids.</p> <p>The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause <i>Deadline for Submission of Bids</i>.</p> <p>No Bid may be modified nor withdrawn after to the deadline for submission of Bids.</p> <p>No Bid may be modified/withdrawn in the Interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder in the Bid Submission Form.</p>
17. Amendment of the Bid	<p>At any time prior to the deadline of Bid submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the ITB in the form of an amendment to the ITB. Amendments will be made available to all prospective bidders.</p> <p>If the amendment is substantial, IDLO may extend the Deadline for submission of bid to give the Bidders reasonable time to incorporate the amendment into their Bids.</p>
18. Bidders' conference	<input checked="" type="checkbox"/> N/A
19. Right to accept, reject, or render non-responsive any or all Bids	IDLO reserves the right to accept or reject any Bid, to render any or all of the Bids as non-responsive, and to annul the solicitation process and to reject all Bids at any time prior to award of contract, without incurring any liability, or obligation to inform the affected

	Bidder(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
20. Clarification of Bids	To assist in the examination, evaluation and comparison of Bids, IDLO may at its discretion ask the Bidder for clarification of its Bid. The request for clarification and the response shall be in writing and no change in price or substance of the Bid shall be sought, offered or permitted.
21. Evaluation of Eligibility and Qualification	<p>In general terms, Bidders that meet the following criteria may be considered qualified:</p> <ul style="list-style-type: none"> a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract and IDLO Supplier Code of Conduct; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.
22. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
23. Preliminary Screening	IDLO will screen the Bids' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Bid is generally in order.
24. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Bid will be rejected.
25. Due Diligence	<p>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ul style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the ITB requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or

	<p>any other entity that may have done business with the Bidder;</p> <p>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</p> <p>e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder;</p> <p>f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.</p>
26. Responsiveness of Bid	<p>IDLO will determine the substantial responsiveness of each Bid to the ITB. For purposes of this Clause, a substantially responsive Bid is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents.</p> <p>IDLO's determination of a Bid's responsiveness is based on the contents of the Bid itself without recourse to extrinsic evidence.</p>
27. Contract Award	<p>Contract Award shall be granted according to:</p> <p>a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B);</p> <p>b) Full submission of Bid Submission Form (Annex D) signed and stamped;</p> <p>c) Full submission of Bidder Information Form (Annex E);</p> <p>d) Full submission of Price Schedule (Annex F) signed and stamped;</p> <p>e) Lowest priced, most technically acceptable/compliant offer;</p>
28. Debriefing	<p>In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future bids for IDLO procurement opportunities. The content of other bids and how they compare to the Bidder's submission will not be discussed.</p>
29. Right to Vary Requirements at the time of the Award	<p><input type="checkbox"/> N/A for Framework Agreement</p> <p><input checked="" type="checkbox"/> -Yes - At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or services], by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.</p>
30. Contract Signature	<p>Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Bid Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Bids.</p>

31. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
32. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this ITB shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H. The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.
33. Liquidated Damages	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions. Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.
34. Partial Bid	<input type="checkbox"/> Not permitted (All or Nothing) <input checked="" type="checkbox"/> Permitted Bidders are permitted to submit bids for all lots or selected lots. The complete Lot must be quoted for to render the bid as valid.
35. Customs clearance, if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A

ANNEX B
PRELIMINARY SCREENING CRITERIA

A. MINIMUM ELIGIBILITY CRITERIA

Subject	Criteria	Document Submission Requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity.	Valid Certificate of Incorporation/Registration
Tax Revenue	Vendor is registered with pertinent country's revenue authority.	Valid Tax Compliance Certificate
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB Annex A Clause 21.	Internal Sanction Checks to be conducted
Bankruptcy	Has not declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Self-Attestation Form
Licenses	Legal status to operate business in Kenya	Valid Business License
	Approved to drive Public Service Vehicles (PSV)	Copy of PSV license for drivers to be assigned task in the respective lots quoted for
	Approved to drive vehicle in Kenya	Valid driving license of driver to be assigned task
Insurance	Comprehensive insurance	Copy of comprehensive insurance of vehicles quoted for
Proof of ownership	Proof of ownership	<p>Preferred option- Copy of logbook bearing company name</p> <p style="text-align: center;"><u>Or</u></p> <p>Option 2- Copy of partnership agreement if vehicle is leased from 3rd party</p>
Age of vehicle	Year of manufacture	2011 or newer

B. QUALIFICATION CRITERIA

QUALIFICATION	Criteria	Document Submission Requirement
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Self-Attestation Form
Previous Experience	Minimum 2 contracts / recommendation letters of similar nature implemented over the last 2 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copies of two contracts/ LPOs / reference letters with contactable domain email addresses for verification

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
POOL TRANSPORT SERVICES

A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties. IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

B. Condition of Contract and Expected Output

IDLO is looking to engage with able and qualified Suppliers that can provide pool transport services in various regions across Kenya. Each lot will be evaluated independently and award shall be to multiple suppliers based on the set evaluation criteria.

IDLO shall make award decision based on "lowest priced, most technically acceptable/compliant offer".

The confirmed award shall be in the form of a duly authorized Service Contract.

C. General information

This ITB is for **Pool Transport Services** across various regions in Kenya.

1. Objective

In order to achieve cost efficiency from economies of scale whilst ensuring outstanding quality of service, IDLO seeks to enter into Service Contracts with multiple suppliers.

2. General Requirements

- The Contractor shall provide outside Pool Transport Services as described in this document when and as requested by IDLO within the next 3 months.
- The Contractor shall at all times follow the instruction given by IDLO notwithstanding its obligation to advise IDLO on better options available.

- The Contractor is expected to conduct due diligence exercise regarding the security background and clearance of drivers they dispatch to IDLO or its partners. The Pool Transport Provider shall be solely liable for any security related incident committed by its employee

3. Payments

- Payments to the Contractor will be processed via bank transfer as applicable within thirty (30) days from the date of receipt of correct invoice.

4. Personnel

- The Contractor shall be fully responsible for all services performed by its employee and shall for this purpose employ qualified, competent and well-trained personnel to perform the services under the contract.
- The Contractor shall take all reasonable measures to ensure that the personnel conform to the highest standards of professional, moral and ethical conduct. IDLO may, at any time, request in writing for the improper performance the withdrawal or replacement of any personnel assigned to perform services under this contract. The contractor shall, at its own cost and expense, withdraw or replace such personnel forthwith. A request by IDLO for withdrawal or replacement of the personnel shall not be deemed a termination of this contract.
- Any employee assigned to IDLO is expected to be well groomed, have a valid drivers and PSV license and have safety wear (face mask) in line with Ministry of Health Guidelines on COVID-19.
- It is the Contractor's responsibility to ensure no employee is dispatched for assignment if not fit to work

5. Pool Transport Services

- The Contractor shall ensure the vehicle dispatched for activity has double capacity to ensure social distancing in line with Ministry of Health Guidelines on COVID-19
- The vehicle must be in good mechanical and physical condition. Seat belts, windows, wipers, headlights and air condition must be functional. Seats must be clean and well maintained. All dispatched vehicles must have wheel spanner, Jack, spare wheel, hazard, tow rope, pin and any other equipment deemed necessary.
- Vehicles will not transport IDLO passengers past 1800hrs.
- Any vehicle dispatched for IDLO field assignment must be comprehensively insured and PSV licensed
- If deemed fit, IDLO shall conduct inspection of each and every vehicle before it is dispatched for field assignment to ensure compliance.

6. Price Schedule

The Pool Transport Company is requested to quote for each Lot they wish to be considered for in the Price Schedule. Rates must be inclusive of vehicle rental, Driver's allowance, fuel and all applicable taxes.

The **Pool Transport Services** shall be in line with the below specifications. Bidders are advised to submit a bid for either/ all lots.

Bid submitted in a particular lot must respond to all trips within the selected lot. Incomplete lots will render the bid invalid.

7. Summary of Services Required:

1. Gender Justice Program								
		Departure			Return			Capacity (quote for double capacity vehicle to facilitate social distancing)
	Program	Date	Pick-up point	Drop-off point	Date	Pick-up point	Drop-off point	
Lot 1	Joint Bar Bench convening on e-filing, operationalization of principal registry system on succession matters in Mombasa	24 th March	Moi International Airport	Sarova Whitesands	26 th March	Sarova Whitesands	Moi International Airport	7pax
		24 th March	Milimani Courts	Airport -JKIA	26 th March	Airport -JKIA	Milimani Courts	7pax
Lot 2	Training on administration of diversion guidelines for children in conflict with the law	6 th April	ODDP Office	Sawela Lodge	9 th April	Sawela Lodge	ODDP Office	40pax
Lot 3	Capacity support for legal drafter on gender responsive drafting on laws to address discriminatory laws in Naivasha	6 th April	Integrity Center	Sawela Lodge	9 th April	Sawela Lodge	Integrity Center	25pax
Lot 4	Training for Lawyers on environmental justice	13 th April	LSK Offices	Sawela Lodge	16 th April	Sawela Lodge	LSK Offices	25pax
Lot 5	Training for Kadhis' on administration of gender justice	13 th April	Milimani Courts	Sawela Lodge	16 th April	Sawela Lodge	Milimani Courts	55pax
Lot 6	Court Users Committees and Alternative Justice System engagement on access to justice for women and children in marginalized areas in Narok	20 th April	Fairview plaza	Narok Town	23 rd April	Narok Town	Fairview plaza	4pax
Lot 7	NCAJ National Steering Committee technical convening to review tor for; CUCs, gender policy; M& E framework & data collection system	4 th April	Moi International Airport	Sarova Whitesands	7 th April	Sarova Whitesands	Moi International Airport	15pax
Lot 8	Training on administration of diversion guidelines for children in conflict with the law in Naivasha	13 th April	Milimani Courts	Sawela Lodge, Naivasha	16 th April	Sawela Lodge, Naivasha	Milimani Courts	40pax

Lot 9	KNEC convening on the development of information tools of relevant for Council of Elders and validation of baseline report in Nairobi		40 counties (1 saloon car for each of the below listed 40 regions				40 counties (1 saloon car for each of the below listed 40 regions	40pax (1 pax per car)
		26 th May	Mombasa	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Mombasa	1 pax
		26 th May	Kwale	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kwale	1 pax
		26 th May	Kilifi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kilifi	1 pax
		26 th May	Tana River	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Tana River	1 pax
		26 th May	Lamu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Lamu	1 pax
		26 th May	Taita Taveta	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Taita Taveta	1 pax
		26 th May	Garissa	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Garissa	1 pax
		26 th May	Wajir	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Wajir	1 pax
		26 th May	Mandera	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Mandera	1 pax
		26 th May	Marsabit	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Marsabit	1 pax
		26 th May	Isiolo	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Isiolo	1 pax

26 th May	Meru	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Meru	1 pax
26 th May	Tharaka Nithi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Tharaka Nithi	1 pax
26 th May	Embu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Embu	1 pax
26 th May	Kitui	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kitui	1 pax
26 th May	Machakos	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Machakos	1 pax
26 th May	Makueni	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Makueni	1 pax
26 th May	Nyandarua	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nyandarua	1 pax
26 th May	Nyeri	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nyeri	1 pax
26 th May	Kirinyaga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kirinyaga	1 pax
26 th May	Muranga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Muranga	1 pax
26 th May	Kiambi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kiambi	1 pax
26 th May	Turkana	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Turkana	1 pax

26 th May	West Pokot	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	West Pokot	1 pax
26 th May	Samburu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Samburu	1 pax
26 th May	Trans Nzoia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Trans Nzoia	1 pax
26 th May	Uasin Gishu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Uasin Gishu	1 pax
26 th May	Elgeyo Marakwet	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Elgeyo Marakwet	1 pax
26 th May	Nandi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nandi	1 pax
26 th May	Baringo	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Baringo	1 pax
26 th May	Laikipia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Laikipia	1 pax
26 th May	Nakuru	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nakuru	1 pax
26 th May	Narok	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Narok	1 pax
26 th May	Kajiado	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kajiado	1 pax
26 th May	Kericho	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kericho	1 pax

		26 th May	Bomet	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Bomet	1 pax
		26 th May	Kakamega	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kakamega	1 pax
		26 th May	Vihiga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Vihiga	1 pax
		26 th May	Bungoma	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Bungoma	1 pax
		26 th May	Busia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Busia	1 pax
Lot 10	National Council of Elders and other informal justice actors, including women-rights organizations, for the promotion of women participation in ADR processes elders from Meru/Embu County	24 th March	Senteu plaza	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Senteu plaza	4pax
			Diverse areas in Meru as listed below:				Diverse areas in Meru as listed below:	30pax in total as broken down below
		24 th March	Buuri Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Buuri Constituency	3 pax
		24 th March	Central Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Central Imenti Constituency	3 pax
		24 th March	Igembe Central Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe Central Constituency	3 pax
		24 th March	Igembe North Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe North Constituency	3 pax
		24 th March	Igembe South Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe South Constituency	3 pax

		24 th March	North Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	North Imenti Constituency	3 pax
		24 th March	South Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	South Imenti Constituency	4 pax
		24 th March	Tigania East Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Tigania East Constituency	4 pax
		24 th March	Tigania West Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Tigania West Constituency	4 pax
Lot 11	National Council of Elders and other informal justice actors, including women-rights organizations, for the promotion of women participation in ADR processes in Machakos County	16 th April	Senteu plaza	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Senteu plaza	4 pax
			Diverse areas in Machakos/ Makueni as listed below				Diverse areas in Machakos/Makueni as listed below	30 pax in total as broken down below:
		16 th April	Masinga Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Masinga Constituency.	4 pax
		16 th April	Yatta Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Yatta Constituency.	4 pax
		16 th April	Kangundo Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Kangundo Constituency.	4 pax
		16 th April	Matungulu Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Matungulu Constituency	4 pax
		16 th April	Kathiani Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Kathiani Constituency	3 pax
		16 th April	Mavoko Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Mavoko Constituency	3 pax

		16 th April	Machakos Town Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Machakos Town Constituency	4 pax
		16 th April	Mwala Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Mwala Constituency	4 pax
Lot 12	NCAJ National Steering Committee technical convening to review the Gender Policy and Monitoring & Evaluation in Nyeri	22 nd May	Fairview plaza	Green Hill Hotel Nyeri	24 th May	Green Hill Hotel Nyeri	Fairview plaza	16pax
Lot 13	Technical Capacity building support to leadership of the NPS, focusing on specialized skills course for women on investigation and community policing among others in Rift Valley Region	3 rd April	Senteu plaza	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Senteu plaza	4pax
			Diverse areas in Rift Valley as listed below				Diverse areas in Rift Valley as listed below	40pax in total as broken down below.
		3 rd April	Baringo	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Baringo	4 pax
		3 rd April	Molo	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Molo	4 pax
		3 rd April	Nakuru	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Nakuru	4 pax
		3 rd April	Eldama Ravin	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Eldama Ravin	4 pax
		3 rd April	Naivasha	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Naivasha	4 pax
		3 rd April	Kericho	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Kericho	4 pax
		3 rd April	Narok	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Narok	4 pax
		3 rd April	Laikipia	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Laikipia	4 pax

		3 rd April	Samburu	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Samburu	3 pax
		3 rd April	Bomet	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Bomet	3 pax
		3 rd April	Nandi	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Nandi	2 pax
Lot 14	Training to environment and land court CUC representatives in Nakuru	3 rd May	Milimani Courts	Sarova Woodlands Nakuru	5 th May	Sarova Woodlands Nakuru	Milimani Courts	4pax
Lot 15	Training to environment and land court CUC representatives in Eldoret	17 th May	Airport Eldoret	Boma hotel Eldoret	19 th May	Boma hotel Eldoret	Airport Eldoret	4pax
Lot 16	Training of drafters in Meru county on development of a Law on GBV	13 th April	Senteu plaza	Three Steers Hotel, Meru	17 th April	Three Steers Hotel, Meru	Senteu plaza	4pax
Lot 17	Training of drafters in Makueni county on development of a Law on GBV	21 st April	Senteu plaza	Makueni Town	23 rd April	Makueni Town	Senteu plaza	4pax
Lot 18	County Government of Meru technical meeting towards development of legal framework on GBV	24 th March	Integrity center	Three wheels hotel in Meru	26 th March	Three wheels hotel in Meru	Integrity center	5pax
Lot 19	Field visit to 6 regions for baseline survey on the capacity of KNEC	21 st April	Senteu plaza	CBD's Meru,	30 th April	CBD's Meru,	Senteu plaza	5pax
				Kwale		Kwale		5pax
				Narok		Narok		5pax
				Elgeyo Marakwet		Elgeyo Marakwet		5pax
				Busia		Busia		5pax
				Homabay		Homabay		5pax
Lot 20	IAWJ technical convening	25 th March	Milimani Courts	Sawela Lodge	28 th March	Sawela Lodge	Milimani Courts	25pax

2. ACCESS TO JUSTICE PROGRAM									
	Activity description	Budget line	Departure			Return			Capacity (Provide vehicle with double capacity to allow for social distancing)
			Date	Pick-up point	Drop-off point	Date	Pick-up point	Drop-off point	
Lot 21	NCCJR Reflection, Planning and Validation Workshop in Naivasha	SIDA	21 st March	Nairobi	Naivasha Sawela Lodge	26 th March	Naivasha Sawela Lodge	Nairobi	35 pax
Lot 22	NCCJR Coast Region Circuit- North and South Coast- Vehicle to be hired on full day disposal for entire circuit	SIDA	28 th March	Ukunda Airport	Diani Beach hotels strip South Coast	Full circuit disposal			16 pax
			29 th March	Diani Beach hotels strip South Coast	Mombasa Voyager Beach Resort				
			30 th March	Mombasa Voyager Beach Resort	Kilifi County				
			31 st March	Kilifi County	Malindi				
			1 st April	Malindi	Malindi Airport				

Lot 23	High Court Training for Judiciary staff on Customer Care Support and Registry Operations in Mombasa	SIDA	22 nd March	Mombasa International Airport (MIA)	Whitesands	26 th March	Whitesands	Mombasa International Airport (MIA)	35 pax
Lot 24	NLAS Training for Legal Aid Providers in Bomet	SIDA	21 st March	Nairobi	Bomet	26 th March	Bomet	Nairobi	5 pax
Lot 25	NLAS Training for Legal Aid Providers in Meru and Nyeri – Full day disposal for entire duration	SIDA	21 st March	Nairobi	Meru and Nyeri	26 th March	Nyeri	Nairobi	5 pax- full disposal for entire duration
Lot 26	EACC Midterm review of the strategic plan (2018-2023) in Naivasha	SIDA	22 nd March	Nairobi	Naivasha	27 th March	Naivasha	Nairobi	24 pax
Lot 27	TOT for public officers on the application of the Access to Information (ATI) Training Curriculum in Naivasha	SIDA	22 nd March	Nairobi	Naivasha	26 th March	Naivasha	Nairobi	50 Pax
Lot 28	EACC training for media practitioners on anti-corruption reporting in Naivasha	SIDA	25 th March	Nairobi	Naivasha	26 th March	Naivasha	Nairobi	35 pax
Lot 29	MAC Working Retreat and Monitoring Visit in Mombasa	SIDA	28 th March	Mombasa International Airport (MIA)	Whitesands	1 st April	Whitesands	Mombasa International Airport (MIA)	21 pax
Lot 30	NLAS Reflection and Planning Workshop for NLAS Board and Staff in Mombasa	SIDA	28 th March	Mombasa International Airport (MIA)	Whitesands	3 rd April	Whitesands	Mombasa International Airport (MIA)	30 pax
Lot 31	Mediation Stakeholders Consultative Forum in Naivasha	SIDA	28 th March	Nairobi	Naivasha	1 st April	Naivasha	Nairobi	70 pax
Lot 32	CAM Workshop for DRs and Liaisons	SIDA	6 th April	Nairobi	Naivasha	11 th April	Naivasha	Nairobi	90 pax
Lot 33	EACC Stakeholders' Workshop with Law Enforcement and Justice Sector actors in Mombasa	SIDA	18 th April	Mombasa International Airport (MIA)	Whitesands	24 th April	Whitesands	Mombasa International Airport (MIA)	57 pax
Lot 34	EACC Management Workshop in Naivasha	SIDA	19 th April	Nairobi	Naivasha	23 rd April	Naivasha	Nairobi	15 pax
Lot 35	Finalization Workshop for the Mid Term Review Final Report	SIDA	3 rd May	Nairobi	Machakos	7 th May	Machakos	Nairobi	10 pax

Lot 36	Court Annexed Mediation Taskforce Workshop in Mombasa	SIDA	5 th May	Mombasa International Airport (MIA)	Whitesands	8 th May	Whitesands	Mombasa International Airport (MIA)	60 pax
Lot 37	EACC Training workshop on evidence-based research and policy formulation in Machakos	SIDA	10 th May	Nairobi	Machakos	17 th May	Machakos	Nairobi	10 pax

NB: Please note that prices/amounts should be quoted in Kenya Shillings, per lot and MUST be inclusive of all applicable taxes, total vehicle rental rate for entire duration, drivers' allowance if vehicle is rented for entire duration, fuel and any toll fees if required

**ANNEX D
BID SUBMISSION FORM**

This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Services for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Price Schedule (Annex F) attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Bid for a period of 90 days from the date fixed for opening of Bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Bid you may receive.

Company/Organization: _____

Name: _____

Title: _____

Date: **Select date**

Signature: _____

Duly authorized to sign this Bid

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB N_241_2021_KEN		
Legal name of Bidder	[Complete]		
Legal address	[Complete]		
Year of registration	[Complete]		
Bidder's Authorized Representative Information	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Are you an IDLO vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert IDLO vendor number]		
Countries of operation	[Complete]		
No. of full-time employees	[Complete]		
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation	Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the following documents: As per Annex B – Preliminary Screening Criteria	Proof of similar work experience in the last two years- Attach 2 copies of contracts, LPO or reference letter with contactable email for verification if deemed fit by IDLO		
	Valid Certificate of Incorporation/Registration		
	Valid Tax Compliance Certificate		
	Copy of comprehensive insurance of vehicles quoted for		
	Valid driving license of driver to be assigned task		
	Valid business license		
	Copy of PSV license for drivers to be assigned task in the respective lots quoted for		
	Self-Attestation Form on Bankruptcy and History of court/arbitral award decisions against the Bidder for the last 3 years.		
	Preferred option- Copy of logbook bearing company name <u>or</u> Option 2- Copy of partnership agreement if vehicle is leased from 3 rd party Year of manufacture- 2011 or newer		

ANNEX F PRICE SCHEDULE

The Price Schedule must provide separate figures for each lot.

Bidders are permitted to quote for all lots or selected lots. A respective lot must be quoted in full for the bid to be rendered as valid.

1. Gender Justice Program									
		Departure			Return			Capacity (quote for double capacity vehicle to facilitate social distancing)	Total cost of entire lot in KES inclusive of vehicle rental, fuel, drivers allowance and all related taxes and toll fees where required
	Program	Date	Pick-up point	Drop-off point	Date	Pick-up point	Drop-off point		
Lot 1	Joint Bar Bench convening on e-filing, operationalization of principal registry system on succession matters in Mombasa	24 th March	Moi International Airport	Sarova Whitesands	26 th March	Sarova Whitesands	Moi International Airport	7pax	
		24 th March	Milimani Courts	Airport - JKIA	26 th March	Airport - JKIA	Milimani Courts	7pax	
Lot 2	Training on administration of diversion guidelines for children in conflict with the law	6 th April	ODDP Office	Sawela Lodge	9 th April	Sawela Lodge	ODDP Office	40pax	
Lot 3	Capacity support for legal drafter on gender responsive drafting on laws to address discriminatory laws in Naivasha	6 th April	Integrity Center	Sawela Lodge	9 th April	Sawela Lodge	Integrity Center	25pax	
Lot 4	Training for Lawyers on environmental justice	13 th April	LSK Offices	Sawela Lodge	16 th April	Sawela Lodge	LSK Offices	25pax	
Lot 5	Training for Kadhis' on administration of gender justice	13 th April	Milimani Courts	Sawela Lodge	16 th April	Sawela Lodge	Milimani Courts	55pax	
Lot 6	Court Users Committees and Alternative Justice System engagement on access to justice for women and children in marginalized areas in Narok	20 th April	Fairview plaza	Narok Town	23 rd April	Narok Town	Fairview plaza	4pax	
Lot 7	NCAJ National Steering Committee technical	4 th April	Moi International Airport	Sarova Whitesands	7 th April	Sarova Whitesands	Moi International Airport	15pax	

	convening to review for; CUCs, gender policy; M& E framework & data collection system								
Lot 8	Training on administration of diversion guidelines for children in conflict with the law in Naivasha	13 th April	Milimani Courts	Sawela Lodge, Naivasha	16 th April	Sawela Lodge, Naivasha	Milimani Courts	40pax	
Lot 9	KNEC convening on the development of information tools of relevant for Council of Elders and validation of baseline report in Nairobi		40 counties (1 saloon car for each of the below listed 40 regions)				40 counties (1 saloon car for each of the below listed 40 regions)	40pax (1 pax per car)	
		26 th May	Mombasa	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Mombasa	1 pax	
		26 th May	Kwale	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kwale	1 pax	
		26 th May	Kilifi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kilifi	1 pax	
		26 th May	Tana River	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Tana River	1 pax	
		26 th May	Lamu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Lamu	1 pax	
		26 th May	Taita Taveta	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Taita Taveta	1 pax	
		26 th May	Garissa	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Garissa	1 pax	

26 th May	Wajir	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Wajir	1 pax	
26 th May	Mandera	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Mandera	1 pax	
26 th May	Marsabit	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Marsabit	1 pax	
26 th May	Isiolo	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Isiolo	1 pax	
26 th May	Meru	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Meru	1 pax	
26 th May	Tharaka Nithi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Tharaka Nithi	1 pax	
26 th May	Embu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Embu	1 pax	
26 th May	Kitui	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kitui	1 pax	
26 th May	Machakos	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Machakos	1 pax	
26 th May	Makueni	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Makueni	1 pax	
26 th May	Nyandarua	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nyandarua	1 pax	
26 th May	Nyeri	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nyeri	1 pax	

26 th May	Kirinyaga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kirinyaga	1 pax	
26 th May	Muranga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Muranga	1 pax	
26 th May	Kiambi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kiambi	1 pax	
26 th May	Turkana	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Turkana	1 pax	
26 th May	West Pokot	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	West Pokot	1 pax	
26 th May	Samburu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Samburu	1 pax	
26 th May	Trans Nzoia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Trans Nzoia	1 pax	
26 th May	Uasin Gishu	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Uasin Gishu	1 pax	
26 th May	Elgeyo Marakwet	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Elgeyo Marakwet	1 pax	
26 th May	Nandi	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nandi	1 pax	
26 th May	Baringo	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Baringo	1 pax	
26 th May	Laikipia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Laikipia	1 pax	

		26 th May	Nakuru	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Nakuru	1 pax	
		26 th May	Narok	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Narok	1 pax	
		26 th May	Kajiado	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kajiado	1 pax	
		26 th May	Kericho	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kericho	1 pax	
		26 th May	Bomet	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Bomet	1 pax	
		26 th May	Kakamega	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Kakamega	1 pax	
		26 th May	Vihiga	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Vihiga	1 pax	
		26 th May	Bungoma	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Bungoma	1 pax	
		26 th May	Busia	Sarova Panafric, Nairobi	28 th May	Sarova Panafric, Nairobi	Busia	1 pax	
Lot 10	National Council of Elders and other informal justice actors, including women-rights organizations, for the promotion of women participation in ADR processes elders from Meru/Embu County	24 th March	Senteu plaza	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Senteu plaza	4pax	
			Diverse areas in Meru as listed below:				Diverse areas in Meru as listed below:	30pax in total as broken down below	
		24 th March	Buuri Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Buuri Constituency	3 pax	

		24 th March	Central Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Central Imenti Constituency	3 pax	
		24 th March	Igembe Central Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe Central Constituency	3 pax	
		24 th March	Igembe North Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe North Constituency	3 pax	
		24 th March	Igembe South Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Igembe South Constituency	3 pax	
		24 th March	North Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	North Imenti Constituency	3 pax	
		24 th March	South Imenti Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	South Imenti Constituency	4 pax	
		24 th March	Tigania East Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Tigania East Constituency	4 pax	
		24 th March	Tigania West Constituency	Three Steers Hotel, Meru	26 th March	Three Steers Hotel, Meru	Tigania West Constituency	4 pax	
Lot 11	National Council of Elders and other informal justice actors, including women-rights organizations, for the promotion of women participation in ADR processes in Machakos County	16 th April	Senteu plaza	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Senteu plaza	4 pax	
			Diverse areas in Machakos/ Makuani as listed below				Diverse areas in Machakos/Makuani as listed below	30 pax in total as broken down below:	
		16 th April	Masinga Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Masinga Constituency.	4 pax	

		16 th April	Yatta Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Yatta Constituency.	4 pax	
		16 th April	Kangundo Constituency.	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Kangundo Constituency.	4 pax	
		16 th April	Matungulu Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Matungulu Constituency	4 pax	
		16 th April	Kathiani Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Kathiani Constituency	3 pax	
		16 th April	Mavoko Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Mavoko Constituency	3 pax	
		16 th April	Machakos Town Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Machakos Town Constituency	4 pax	
		16 th April	Mwala Constituency	A&L Hotel Machakos	17 th April	A&L Hotel Machakos	Mwala Constituency	4 pax	
Lot 12	NCAJ National Steering Committee technical convening to review the Gender Policy and Monitoring & Evaluation in Nyeri	22 nd May	Fairview plaza	Green Hill Hotel Nyeri	24 th May	Green Hill Hotel Nyeri	Fairview plaza	16pax	
Lot 13	Technical Capacity building support to leadership of the NPS, focusing on specialized skills course for women on investigation and community policing among others in Rift Valley Region	3 rd April	Senteu plaza	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Senteu plaza	4pax	
			Diverse areas in Rift Valley as listed below				Diverse areas in Rift Valley as listed below	40pax in total as broken down below.	
		3 rd April	Baringo	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Baringo	4 pax	
		3 rd April	Molo	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Molo	4 pax	

		3 rd April	Nakuru	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Nakuru	4 pax	
		3 rd April	Eldama Ravin	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Eldama Ravin	4 pax	
		3 rd April	Naivasha	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Naivasha	4 pax	
		3 rd April	Kericho	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Kericho	4 pax	
		3 rd April	Narok	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Narok	4 pax	
		3 rd April	Laikipia	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Laikipia	4 pax	
		3 rd April	Samburu	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Samburu	3 pax	
		3 rd April	Bomet	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Bomet	3 pax	
		3 rd April	Nandi	Sarova Woodlands Nakuru	5 th April	Sarova Woodlands Nakuru	Nandi	2 pax	
Lot 14	Training to environment and land court CUC representatives in Nakuru	3 rd May	Milimani Courts	Sarova Woodlands Nakuru	5 th May	Sarova Woodlands Nakuru	Milimani Courts	4pax	
Lot 15	Training to environment and land court CUC representatives in Eldoret	17 th May	Airport Eldoret	Boma hotel Eldoret	19 th May	Boma hotel Eldoret	Airport Eldoret	4pax	
Lot 16	Training of drafters in Meru county on development of a Law on GBV	13 th April	Senteu plaza	Three Steers Hotel, Meru	17 th April	Three Steers Hotel, Meru	Senteu plaza	4pax	
Lot 17	Training of drafters in Makueni county on development of a Law on GBV	21 st April	Senteu plaza	Makueni Town	23 rd April	Makueni Town	Senteu plaza	4pax	
Lot 18	County Government of Meru technical	24 th March	Integrity center	Three wheels	26 th March	Three wheels	Integrity center	5pax	

	meeting towards development of legal framework on GBV			hotel in Meru		hotel in Meru			
Lot 19	Field visit to 6 regions for baseline survey on the capacity of KNEC	21 st April	Senteu plaza	CBD's Meru,	30 th April	CBD's Meru,	Senteu plaza	5pax	
				Kwale		Kwale		5pax	
				Narok		Narok		5pax	
				Elgeyo Marakwet		Elgeyo Marakwet		5pax	
				Busia		Busia		5pax	
				Homabay		Homabay		5pax	
Lot 20	IAWJ technical convening	25 th March	Milimani Courts	Sawela Lodge	28 th March	Sawela Lodge	Milimani Courts	25pax	

2. ACCESS TO JUSTICE PROGRAM										
	Activity description	Budget line	Departure			Return			Capacity (Provide vehicle with double capacity to allow for social distancing)	Total cost of entire lot in KES inclusive of vehicle rental, fuel, drivers allowance and all related taxes and toll fees where required
			Date	Pick-up point	Drop-off point	Date	Pick-up point	Drop-off point		
Lot 21	NCCJR Reflection, Planning and Validation Workshop in Naivasha	SIDA	21 st March	Nairobi	Naivasha Sawela Lodge	26 th March	Naivasha Sawela Lodge	Nairobi	35 pax	
Lot 22	NCCJR Coast Region Circuit-North and South Coast-Vehicle to be hired on full day disposal for entire circuit	SIDA	28 th March	Ukunda Airport	Diani Beach hotels strip South Coast	Full circuit disposal			16 pax	
			29 th March	Diani Beach hotels strip South Coast	Mombasa Voyager Beach Resort					
			30 th March	Mombasa Voyager Beach Resort	Kilifi County					
			31 st March	Kilifi County	Malindi					
			1 st April	Malindi	Malindi Airport					
Lot 23	High Court Training for Judiciary staff on Customer Care Support and Registry Operations in Mombasa	SIDA	22 nd March	Mombasa International Airport (MIA)	Whitesands	26 th March	Whitesands	Mombasa International Airport (MIA)	35 pax	
Lot 24	NLAS Training for Legal Aid Providers in Bomet	SIDA	21 st March	Nairobi	Bomet	26 th March	Bomet	Nairobi	5 pax	
Lot 25	NLAS Training for Legal Aid Providers in Meru and Nyeri – Full day disposal for entire duration	SIDA	21 st March	Nairobi	Meru and Nyeri	26 th March	Nyeri	Nairobi	5 pax- full disposal for entire duration	

Lot 26	EACC Midterm review of the strategic plan (2018-2023) in Naivasha	SIDA	22 nd March	Nairobi	Naivasha	27 th March	Naivasha	Nairobi	24 pax	
Lot 27	TOT for public officers on the application of the Access to Information (ATI) Training Curriculum in Naivasha	SIDA	22 nd March	Nairobi	Naivasha	26 th March	Naivasha	Nairobi	50 Pax	
Lot 28	EACC training for media practitioners on anti-corruption reporting in Naivasha	SIDA	25 th March	Nairobi	Naivasha	26 th March	Naivasha	Nairobi	35 pax	
Lot 29	MAC Working Retreat and Monitoring Visit in Mombasa	SIDA	28 th March	Mombasa International Airport (MIA)	Whitesands	1 st April	Whitesands	Mombasa International Airport (MIA)	21 pax	
Lot 30	NLAS Reflection and Planning Workshop for NLAS Board and Staff in Mombasa	SIDA	28 th March	Mombasa International Airport (MIA)	Whitesands	3 rd April	Whitesands	Mombasa International Airport (MIA)	30 pax	
Lot 31	Mediation Stakeholders Consultative Forum in Naivasha	SIDA	28 th March	Nairobi	Naivasha	1 st April	Naivasha	Nairobi	70 pax	
Lot 32	CAM Workshop for DRs and Liaisons	SIDA	6 th April	Nairobi	Naivasha	11 th April	Naivasha	Nairobi	90 pax	
Lot 33	EACC Stakeholders' Workshop with Law Enforcement and Justice Sector actors in Mombasa	SIDA	18 th April	Mombasa International Airport (MIA)	Whitesands	24 th April	Whitesands	Mombasa International Airport (MIA)	57 pax	
Lot 34	EACC Management Workshop in Naivasha	SIDA	19 th April	Nairobi	Naivasha	23 rd April	Naivasha	Nairobi	15 pax	
Lot 35	Finalization Workshop for the Mid Term Review Final Report	SIDA	3 rd May	Nairobi	Machakos	7 th May	Machakos	Nairobi	10 pax	
Lot 36	Court Annexed Mediation Taskforce Workshop in Mombasa	SIDA	5 th May	Mombasa International Airport (MIA)	Whitesands	8 th May	Whitesands	Mombasa International Airport (MIA)	60 pax	
Lot 37	EACC Training workshop on evidence-based research and policy formulation in Machakos	SIDA	10 th May	Nairobi	Machakos	17 th May	Machakos	Nairobi	10 pax	



Name, position and signature of the Bidder <hr/> <i>Duly authorised to sign this Bid</i> Date:	Bidder's Stamp
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ANNEX G
IDLO SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of Services. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of Services.

Place of delivery	Refer to respective lots
Delivery date	Refer to respective lots
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

ANNEX H
IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES
AND
IDLO SUPPLIER CODE OF CONDUCT

Any proposal submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website:

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_goods_august_2021.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_august_2021.pdf

<https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf>