

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB No. N_244A_2021_KEN	Date: June 11, 2021
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Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **Taxi and Pool Transport Services under Framework Agreement**. This is a re-advertisement of the previously published tender issued on 24 May 2021 and closed on 07 Jun 2021.

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_244A_2021_KEN** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: July 5, 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: July 5, 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 Re-advertised: ITB No. N_244A_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"> a) Those that were undertaken together by the JV, Consortium or Association; and b) 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"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this ITB; or d) 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	In general terms, Bidders that meet the following criteria may be considered qualified: <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	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: <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 any other entity that may have done business with the

	<p>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 checked="" type="checkbox"/> N/A for Framework Agreement</p> <p><input 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	<p>IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.</p>

32. General Terms and Conditions and Supplier Code of Conduct	<p>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.</p> <p>The mere act of submission of a Bid implies that the Bidder accepts both Annexes in full.</p>
33. Liquidated Damages	<p><input type="checkbox"/> N/A</p> <p><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.</p> <p>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.</p>
34. Partial Bid	<p><input type="checkbox"/> Not permitted (All or Nothing)</p> <p><input checked="" type="checkbox"/> Permitted</p> <p>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.</p>
35. Customs clearance, if needed, shall be done by:	<p><input type="checkbox"/> IDLO</p> <p><input type="checkbox"/> Supplier</p> <p><input checked="" type="checkbox"/> N/A</p>

**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 letter
Licenses	Legal status to operate business in Kenya	Valid Business License
	Approved to drive Public Service Vehicles in Kenya	Copies of at least 20 PSV licenses (NTSA) for company drivers to be assigned task within the duration of the framework agreement
	Approved to drive vehicle in Kenya	Copies of at least 20 valid regular driving licenses corresponding to the above PSV licenses of company drivers to be assigned tasks within the duration of the framework agreement
Insurance	Comprehensive insurance	Copies of comprehensive insurance certificates for 10 buses matching qualifying logbooks/ partnership agreement Copies of comprehensive insurance certificates for 10 vans matching qualifying logbooks/ partnership agreement Copies of comprehensive insurance certificates for 10 saloon vehicles matching qualifying

		logbooks/ partnership agreement
		Copies of comprehensive insurance certificates for 10 4x4 vehicles matching qualifying logbooks/ partnership agreement
Proof of ownership (logbooks will be verified)	Proof of ownership- Buses	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying buses (25-55-seater)
	Proof of ownership- vans	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying vans (9-seater)
	Proof of ownership- Salon cars	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying salon cars
	Proof of ownership- 4 x 4 vehicles	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying 4x4 vehicles
Age of Vehicle	Year of manufacture	2011 or newer
Parking Yard	Bidder to declare the location where vehicles not assigned trips are parked (parking yard)	Site assessment to be conducted

NB: there must be a two-way match between motor vehicle registration number on comprehensive insurance certificate and logbook/ partnership agreement

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 Letter
Previous Experience	Minimum 2 contracts / recommendation letters of similar nature implemented over the last 2 years (2019) 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
Financial Capacity	<p>Minimum average annual turnover of KES 5,000,000 for the last two (2) years (2019 and 2020)</p> <p style="text-align: center;">OR</p> <p>Minimum cash flow of KES. 5,000,000 for the last one (1) year (2020)</p>	<p>Audited Financial Statements for 2019 and 2020</p> <p style="text-align: center;">OR</p> <p>Bank Statement for the last one (1) year (2020)</p>

ANNEX C
TERMS OF REFERENCE / TECHNICAL SPECIFICATIONS
POOL TRANSPORT SERVICES FRAMEWORK AGREEMENT

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 establish one or several Framework Agreement(s) with able and qualified Suppliers. A Framework Agreement is a type of agreement with its terms and conditions under which procurement of goods or services can be effected over a specified period, but which places no obligation on IDLO to order any minimum or maximum quantity.

Each Framework Agreement will have its specified list of services, indicating the upper ceiling price agreed at the ITB stage. The upper ceiling price list (as well as discounted rates, if applicable) are provisional and are intended solely for the purposes of evaluation and comparison of Bids and to determine the upper ceiling limit in the Framework Agreement. The Service Providers cannot go beyond the upper ceiling price.

After entering into a Framework Agreement, IDLO shall place order on a "need basis".

IDLO shall initiate a Secondary Tender to request confirmation from the Supplier on its goods and service availability and prices by email. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

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 Work Order. The Work Order is IDLO's commitment against Framework Agreements. The Work Order will provide information on

the exact items, its quantities and unit prices (lifted from the Framework Agreement) in addition to other logistic details.

The duration for Framework Agreement(s) is 12 months with an option to extend at the same price, terms and conditions for a second 12-month period subject to satisfactory performance and agreement by both parties.

This ITB is for the establishments of Framework Agreements for **City Taxi Services and Countrywide Pool Transport Services.**

C. General information

1. Objective

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

2. General Requirements

- The Contractor shall provide Taxi and Pool Transport Services as described in this document when and as requested by IDLO.
- 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

- Vehicles assigned duty must be fumigated in line with Ministry of Health and Safety protocols and installed with hand sanitizer.
- 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.
- If deemed necessary, IDLO shall without notice 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, drivers allowance, fuel, all applicable taxes and toll fees.

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 Items within the selected lot. Incomplete lots will render the bid invalid.

7. Summary of Services Required:

Lot/ Category 1: City taxis rate per kilometre- Nairobi

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc

Lot/ Category 2: City taxis rate per half day- Nairobi

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 3: City taxis rate per full day- Nairobi

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 4: City taxis rate per kilometre- Mombasa

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc

Lot/ Category 5: City taxis rate per half day- Mombasa

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 6: City taxis rate per full day- Mombasa

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 7: City taxis rate per kilometre- Kisumu

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc

Lot/ Category 8: City taxis rate per half day- Kisumu

Price to include:

- Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 9: City taxis rate per full day- Kisumu

Price to include:

- Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 10: City taxis rate per kilometre- Eldoret

Price to include:

- Waiting charges per hour beyond 30 minutes free waiting time and
- Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc

Lot/ Category 11: City taxis rate per half day- Eldoret

Price to include:

- Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 12: City taxis rate per full day- Eldoret

Price to include:

- Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 13: City taxis rate per kilometre- Ukunda

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc

Lot/ Category 14: City taxis rate per half day- Ukunda

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

Lot/ Category 15: City taxis rate per full day- Ukunda

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category
Van (Noah or equivalent)
4 x 4 land cruiser or equivalent
Shuttle 18-22 seater
Shuttle 25-55 seater

***Definition of two-way trip as relates to category 16 to category 20:** This means picking passenger from point of origin to the respective drop off locations on a particular date, then pick the same passenger from the drop-off location and back to the point of origin on a separate date.

Lot/ Category 16: Upcountry pool transport – From Nairobi to surrounding environs (**two-way trip**) - **but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makueni, Embu, Meru, Narok, Nyeri, Kajjado**

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 17: Upcountry pool transport – From Kisumu to surrounding environs (**two-way trip**) - **but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya**

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 18: Upcountry pool transport – From Mombasa to surrounding environs (**two-way trip**) in North Coast but not limited to Watamu, Kilifi, Malindi, Voi, Mito Andei, Taita, Taveta

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 19: Upcountry pool transport –From Ukunda town to surrounding environs (**two-way trip**) - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 20: Upcountry pool transport –From Eldoret town to surrounding environs (**two-way trip**) - but not limited to Kitale, Iten, Kapsabet, Nandi, Eldama Ravin, Bungoma, Uasin Gishu, Bomet, Baringo, Elgeyo Marakwet, West Pokot, Turkana

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

***Definition of full day disposal as relates to category 21 to category 25:** This relates to applicable rates of any additional days in between the pick-up date from point of origin and return dates to the point of origin that the vehicle and driver will be retained by IDLO.

Lot/ Category 21: Upcountry pool transport – From Nairobi to surrounding environs (**Full day disposal**) - but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makeni, Embu, Meru, Narok, Nyeri, Kajjado

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 22: Upcountry pool transport – From Kisumu to surrounding environs (**Full day disposal**) - but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 23: Upcountry pool transport – From Mombasa to surrounding environs (**Full day disposal**) in North Coast but not limited to Watamu, Kilifi, Malindi, Voi, Mito Andei, Taita, Taveta

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 24: Upcountry pool transport –From Ukunda town to surrounding environs (**Full day disposal**) - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

Lot/ Category 25: Upcountry pool transport –From Eldoret town to surrounding environs (**Full day disposal**) - but not limited to Kitale, Iten, Kapsabet, Nandi, Eldama Ravin, Bungoma, Usin Gishu, Bomet, Baringo, Elgeyo Marakwet, West Pokot, Turkana

Vehicles
Category of vehicle
Saloon car rental-5 seater 1000- 1800cc
4 x4- Land Cruiser or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater
Mini bus shuttle 25- 55 seater

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

COMPLIANCE CHECKLIST

Please fill below: Motor vehicle documents

	Motor vehicle registration number	Year of manufacture (2011 or newer)	Confirm if valid comprehensive insurance copy has been submitted (✓/ x)	If vehicle is company owned, confirm if copy of log book has been submitted (✓/ x)	If vehicle is leased, confirm if copy of partnership agreement and log book of legal owner have been submitted (✓/ x)
Buses					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Vans					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Saloon cars					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
4 x 4 vehicles					
1					
2					
3					
4					



5					
6					
7					
8					
9					
10					

Please fill below: Driver's license checklist

	Drivers name	Provide NTSA PSV license expiry date	Has NTSA PSV License copy been submitted? (✓/ x)	Provide ordinary license expiry date	Has ordinary License copy been submitted? (✓/ x)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

**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

ANNEX E
BIDDER INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
ITB reference:	ITB N_244A_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	Valid Certificate of Incorporation/Registration		
	Valid Tax Compliance Certificate		
	Self-Attestation letter stating company has not been declared bankrupt, 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.		
	Valid Business License		
	Copies of at least 20 PSV licenses (NTSA) for company drivers to be assigned task within the duration of the framework agreement		
	Copies of at least 20 valid regular driving licenses corresponding to the above PSV licenses of company drivers to be assigned tasks within the duration of the framework agreement		
	Copies of at least 10 comprehensive insurance matching qualifying vehicles (10 Buses, 10 vans, 10 saloon cars, 10 off-road 4 x 4) submitted to confirm capacity of company		
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying buses (25-55-seater)		



	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying vans (9-seater)
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying salon cars
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying 4x4 vehicles
	Year of manufacture-2011 or newer
	Self-Attestation letter confirming no consistent history of court/arbitral award decisions against the Bidder in the last 3 years.
	Copies of two contracts/ LPOs / reference letters of similar experience and nature implemented over the last 2 years with UN Agencies, INGOs, Embassies or Government State Agencies indicating contactable domain email references for verification
	Audited Financial Statements for 2019 and 2020; or Bank Statement for the last one (1) year

**ANNEX F
PRICE SCHEDULE**

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each category.

Bidders are permitted to submit bids for all categories or selected categories. All rows within the selected category must be quoted for to render the bid as valid.

Lot/ Category 1: City taxis rate per kilometre- Nairobi

Vehicle category	Waiting charges per hour beyond 30 minutes free waiting time	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees	
		Per kilometer Rate	
		Lower limit	Upper limit
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc			

Lot/ Category 2: City taxis rate per half day- Nairobi

Price to include:

- Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Half day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 3: City taxis rate per full day- Nairobi

Price to include:

- Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Full day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 4: City taxis rate per kilometre- Mombasa

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees	
	Per kilometer Rate	
	Lower limit	Upper limit
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc		

Lot/ Category 5: City taxis rate per half day- Mombasa

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Half day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 6: City taxis rate per full day- Mombasa

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Full day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 7: City taxis rate per kilometre- Kisumu

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees	
	Per kilometer Rate	
	Lower limit	Upper limit
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc		

Lot/ Category 8: City taxis rate per half day- Kisumu

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Half day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 9: City taxis rate per full day- Kisumu

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Full day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 10: City taxis rate per kilometre- Eldoret

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees	
	Per kilometer Rate	
	Lower limit	Upper limit
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc		

Lot/ Category 11: City taxis rate per half day- Eldoret

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Half day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 12: City taxis rate per full day- Eldoret

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Full day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 13: City taxis rate per kilometre- Ukunda

Price to include:

- **Waiting charges per hour beyond 30 minutes free waiting time and**
- **Price Per kilometer inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees	
	Per kilometer Rate	
	Lower limit	Upper limit
Saloon car rental inclusive fuel and driver- 5 seater - 1000- 1800cc		

Lot/ Category 14: City taxis rate per half day- Ukunda

Price to include:

- **Price per half day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Half day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Lot/ Category 15: City taxis rate per full day- Ukunda

Price to include:

- **Price per full day inclusive of vehicle, fuel, driver, all applicable taxes and toll fees**

Vehicle category	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees
	Full day rate
Van (Noah or equivalent)	
4 x 4 land cruiser or equivalent	
Shuttle 18-22 seater	
Shuttle 25-55 seater	

Definition of two-way trip as relates to category 16 to category 20: This means picking passenger from point of origin to the respective drop off locations on a particular date, then pick the same passenger from the drop-off location and back to the point of origin on a separate date.

Lot/ Category 16: Upcountry pool transport – From Nairobi to surrounding environs (Two-way trip) - but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makeni, Embu, Meru, Narok, Nyeri, Kajiado.

Vehicle	From Nairobi to destination												
	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees												
Category of vehicle	Naivasha	Nakuru	Kericho	Bomet	Nanyuki	Nyahururu	Machakos	Makeni	Embu	Meru	Narok	Nyeri	Kajiado
Saloon car rental-5 seater 1000- 1800cc													
4 x4- Land Cruiser or equivalent													
Van (Noah or equivalent)													
Mini Bus shuttle 18-22 seater													
Mini bus shuttle 25-55 seater													

Lot/ Category 17: Upcountry pool transport – From Kisumu to surrounding environs (**Two-way trip**) - but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya

Vehicle category	From Kisumu to destination												
	Kakamega	Busia	Kisii	Kericho	Eldoret	Mumias	Kiboswa	Bomet	Vihiga	Homabay	Nyamira	Migori	Siaya
Saloon car rental - 5 seater 1000-1800cc													
4 x4- Land Cruiser or equivalent													
Van (Noah or equivalent)													
Mini Bus shuttle 18-22 seater													
Mini bus shuttle 25- 55 seater													

Lot/ Category 18: Upcountry pool transport – From Mombasa to surrounding environs (**Two-way trip**) in North Coast but not limited to Watamu, Kilifi, Malindi, Voi, Mito Andei, Taita, Taveta

Vehicle category	From Mombasa to destination on North Coast						
	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees						
	Watamu	Kilifi	Malindi	Voi	Mtito Andei	Taita	Taveta
Saloon car rental - 5 seater 1000- 1800cc							
4 x4- Land Cruiser or equivalent							
Van (Noah or equivalent)							
Mini Bus shuttle 18-22 seater							
Mini bus shuttle 25- 55 seater							

Lot/ Category 19: Upcountry pool transport –From Ukunda town to surrounding environs (**Two-way trip**) - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town

Vehicle category	From Ukunda to destination					
	Diani	Lungalunga	Msambweni	Kinango	Matuga	Kwale town
Saloon car rental - 5 seater 1000- 1800cc						
4 x4- Land Cruiser or equivalent						
Van (Noah or equivalent)						
Mini Bus shuttle 18-22 seater						
Mini bus shuttle 25- 55 seater						

Lot/ Category 20: Upcountry pool transport –From Eldoret town to surrounding environs (**Two-way trip**) - but not limited to Kitale, Iten, Kapsabet, Nandi, Eldama Ravin, Bungoma, Uasin Gishu, Bomet, Baringo, Elgeyo Marakwet, West Pokot, Turkana

Vehicle category	From Eldoret to destination											
	Iten	Kitale	Bomet	Nandi	Kapsabet	Eldama Ravin	Bungoma	Uasin Gishu	Baringo	Elgeyo Marakwet	West Pokot	Turkana
Saloon car rental - 5 seater 1000-1800cc												
4 x4- land cruiser or equivalent												
Van (Noah or equivalent)												
Mini Bus shuttle 18-22 seater												
Mini bus shuttle 25- 55 seater												

Definition of full day disposal as relates to category 21 to category 25: This will apply to chargeable rates of any additional days in between the pick-up and drop off dates that the vehicle and driver will be retained by IDLO.

Lot/ Category 21: Upcountry pool transport – From Nairobi to surrounding environs (**Full day disposal**) - but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makeni, Embu, Meru, Narok, Nyeri, Kajiado

Vehicle	From Nairobi to destination												
	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees												
Category of vehicle	Naivasha	Nakuru	Kericho	Bomet	Nanyuki	Nyahururu	Machakos	Makeni	Embu	Meru	Narok	Nyeri	Kajiado
Saloon car rental-5 seater 1000- 1800cc													
4 x4- Land Cruiser or equivalent													
Van (Noah or equivalent)													
Mini Bus shuttle 18-22 seater													
Mini bus shuttle 25-55 seater													

Lot/ Category 22: Upcountry pool transport – From Kisumu to surrounding environs (**Full day disposal**) - but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya

Vehicle category	From Kisumu to destination												
	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees												
	Kakamega	Busia	Kisii	Kericho	Eldoret	Mumias	Kiboswa	Bomet	Vihiga	Homabay	Nyamira	Migori	Siaya
Saloon car rental - 5 seater 1000-1800cc													
4 x4- Land Cruiser or equivalent													
Van (Noah or equivalent)													
Mini Bus shuttle 18-22 seater													
Mini bus shuttle 25- 55 seater													

Lot/ Category 23: Upcountry pool transport – From Mombasa to surrounding environs (**Full day disposal**) in North Coast but not limited to Watamu, Kilifi, Malindi, Voi, Mito Andei, Taita, Taveta

Vehicle category	From Mombasa to destination on North Coast							
	Prices quoted in Kenya shillings inclusive of vehicle, fuel, driver, all applicable taxes and toll fees							
	Watamu	Kilifi	Malindi	Voi	Mtito Andei	Taita	Taveta	
Saloon car rental - 5 seater 1000- 1800cc								
4 x4- Land Cruiser or equivalent								
Van (Noah or equivalent)								
Mini Bus shuttle 18-22 seater								
Mini bus shuttle 25- 55 seater								

Lot/ Category 24: Upcountry pool transport –From Ukunda town to surrounding environs (**Full day disposal**) - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town

Vehicle category	From Ukunda to destination					
	Diani	Lungalunga	Msambweni	Kinango	Matuga	Kwale town
Saloon car rental - 5 seater 1000- 1800cc						
4 x4- Land Cruiser or equivalent						
Van (Noah or equivalent)						
Mini Bus shuttle 18-22 seater						
Mini bus shuttle 25- 55 seater						

Lot/ Category 25: Upcountry pool transport –From Eldoret town to surrounding environs (**Full day disposal**) - but not limited to Kitale, Iten, Kapsabet, Nandi, Eldama Ravin, Bungoma, Uasin Gishu, Bomet, Baringo, Elgeyo Marakwet, West Pokot, Turkana

Vehicle category	From Eldoret to destination											
	Iten	Kitale	Bomet	Nandi	Kapsabet	Eldama Ravin	Bungoma	Uasin Gishu	Baringo	Elgeyo Marakwet	West Pokot	Turkana
Saloon car rental - 5 seater 1000-1800cc												
4 x4- land cruiser or equivalent												
Van (Noah or equivalent)												
Mini Bus shuttle 18-22 seater												
Mini bus shuttle 25- 55 seater												

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

Name, position and signature of the Bidder	Bidder's Stamp
<hr/> <i>Duly authorised to sign this Bid</i>	
Date:	

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	Will vary depending on individual request
Delivery date	The Framework Agreement will be signed for a period of up to 12 months. IDLO is not obliged to use the Services provided by the Contractor. IDLO will review the quality of Services and deliverables after 12 months of provision of Services. Subject to satisfactory performance and agreement by both parties the Framework Agreement may be extended for 12 months. The overall duration of the contract will not exceed 24 months. The prices will remain unchanged during the period of contract implementation.
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>