

**INTERNATIONAL DEVELOPMENT LAW ORGANIZATION
INVITATION TO BID**

Reference: ITB. No_79-2023/KEN/ITB

Date: July 4, 2023

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly invites your Company/Organization to submit a Bid for **TAXI AND GROUND 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 Goods or 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. No_79-2023/KEN/ITB** in the subject section of your email.

Deadline for Submission of Proposals:
On or before **Date: July 20, 2023**
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	<p>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.</p> <p>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.</p>
2. Cost of the Bid	<p>The Bidder shall bear all costs associated with the preparation and submission of the Bid.</p> <p>IDLO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.</p>
3. Currency of Bid	Bids shall be nominated exclusively in Kenya Shillings
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. Deadline for Submissions of Bid	<p>The Bid shall be addressed to IDLO on or before Date: July 20, 2023 Time: 15:00 hours Rome, Italy local time.</p> <p><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></p>
6. Delivery Term and Place	[Goods/Services] will be delivered as will be guided at the point of issuing a work order from IDLO to appropriate location.
7. Customs clearance , if needed, shall be done by:	<input type="checkbox"/> IDLO <input type="checkbox"/> Supplier <input checked="" type="checkbox"/> N/A
8. Special Packing Requirement or Temperature Control	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Yes, [specify] ___
9. Documents comprising the Bid	<p>The Bid shall comprise the following components:</p> <ol style="list-style-type: none"> 1. Bid Submission Form (see Annex D); 2. Bidder Information Form (see Annex E) 3. Price Schedule (Annex F)
10. 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.

<p>11. Clarification of solicitation documents</p>	<p>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.</p> <p>Please mention Clarification ITB. No_79-2023/KEN/ITB in the subject section of your email.</p> <p>Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) 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>
<p>12. Amendments of solicitation documents</p>	<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>
<p>13. Format, signing sealing, marking and submission of Bids</p>	<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 initialled by the person or persons signing the Bid.</p> <p>Before the stipulated deadline, the Bidder shall send one email to the following e-mail address: tenders@idlo.int with the Subject: "Submission for ITB. No_79-2023/KEN/ITB"</p>
<p>14. Joint Venture, Consortium, or Association</p>	<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</p>

	<p>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 section in respect of submitting only one bid.</p> <p>The description of the organization of the IV, 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>
15. Only One Bid	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>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; they are subcontractors to each other's Bid, or a subcontractor to one Bid also submits another Bid under its name as lead Bidder; 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.
16. 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.
17. 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.
18. 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 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>
19. Amendment of the Bid	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

	<p>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>
20. Bidders' conference	<p><input checked="" type="checkbox"/> N/A</p> <p><input type="checkbox"/> Yes – A Bidder's conference will be conducted at [Location] Date: Click here to enter a date. Time: 15:00 hours Rome, Italy local time.</p> <p>All Bidders are encouraged to attend. Non attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended.</p> <p>No verbal statement made during the conference shall modify the terms and conditions of the ITB, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to ITB.</p>
21. Right to accept, reject, or render non-responsive any or all Bids	<p>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.</p>
22. Clarification of Bids	<p>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.</p>
23. 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.

24. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Bid is still valid.
25. 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.
26. 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.
27. 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 any other entity that may have done business with the Bidder; 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; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract.
28. 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>
29. Evaluation of Bid	All eligible Bids are assessed whether they are compliant, i.e., meet or exceed the specifications of the ITB
30. Right to Vary Requirements at the time of the Award	<input checked="" type="checkbox"/> N/A for Framework Agreement <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.
31. Contract Award	Contract Award shall be granted according to: <ul style="list-style-type: none"> a) Full submission of relevant documentation as per Preliminary Screening Criteria (Annex B); b) Full submission of Bid Submission Form (Annex D) signed and stamped; c) Full submission of Bidder Information Form (Annex E); d) Full submission of Price Schedule (Annex F) signed and stamped; e) Lowest priced, most technically acceptable/compliant offer;
32. Contract Signature	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.
33. Debriefing	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.
34. Payment Terms	IDLO will make payment within 30 days after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
35. 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.
36. Liquidated Damages	<input type="checkbox"/> N/A <input 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.

	<p><input checked="" type="checkbox"/> Yes - For late delivery of <u>Services</u>, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 18 of the General Terms and Conditions.</p> <p>If the Contractor fails to perform the requested Services within the time period specified and as stipulated in the terms and conditions of the Contract, IDLO may, without formal notice and without prejudice to its other remedies under the Contract, be entitled to liquidated damages for every day delay in the provision and completion of the Services.</p>
37. Partial Bid	<p><input type="checkbox"/> Not permitted (All or Nothing)</p> <p><input checked="" type="checkbox"/> Permitted – Bid submitted for a particular lot must respond to all vehicle categories within the selected lot. <u>Incomplete vehicle categories within a selected lot will render the whole lot as invalid.</u></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 Kenya revenue authority.	Valid KRA 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.	Submit self-attestation letters for eligibility, bankruptcy and litigation history duly signed and stamped
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.	
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	
Business Licenses	Approved to operate business in Kenya	Valid single business license issued by County Council
Company profile	Description of all related services offered. Submit physical address and contact details of office location and be willing to allow IDLO conduct a site inspection of vehicles if required.	Full company profile indicating physical address and office contact details

B. QUALIFICATION CRITERIA

QUALIFICATION	Criteria	Document Submission Requirement
Previous Experience	Minimum 3 contracts / recommendation letters of similar nature implemented over the last 5 years with UN Agencies, INGOs, Embassies, Government State Agencies, and well known and established cooperate companies indicating contactable domain email references for verification <i>(For JV/Consortium/Association, all Parties cumulatively should meet requirement).</i>	Copies of three (3) (transport or car hire related) contracts/ LPOs / reference letters with contactable domain email addresses for verification

Financial Capacity	Minimum average annual turnover of Kes 6,000,000 for the last three (3) years (2020, 2021 and 2022)	Audited reports for year 2020, 2021 and 2022
Insurance	Comprehensive insurance- buses/ shuttles	Copies of valid comprehensive insurance certificates for 10 buses matching qualifying logbooks/ partnership agreement
	Comprehensive insurance- vans	Copies of valid comprehensive insurance certificates for 10 vans matching qualifying logbooks/ partnership agreement
	Comprehensive insurance- saloon vehicles	Copies of valid comprehensive insurance certificates for 10 saloon vehicles (1500-1800cc)- matching qualifying logbooks/ partnership agreement
	Comprehensive insurance- Prado (or equivalent)	Copies of valid comprehensive insurance certificates for Prado (or equivalent) vehicles matching qualifying logbooks/ partnership agreement
Proof of ownership	Proof of ownership/ partnership- Buses/ shuttles	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying buses (18-22-seater)
	Proof of ownership/ partnership- vans	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying vans (7-seater)
	Proof of ownership/ partnership- Salon cars	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying salon cars 1500cc- 1800cc
	Proof of ownership/ partnership- prado (or equivalent) vehicles	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying Prado (or equivalent) vehicles
Qualifying age of Vehicle	Year of manufacture	2013 or newer
Parking Yard	Bidder to declare the location where vehicles not assigned trips are parked (parking yard)	Site assessment to be conducted
Licenses	Approved to drive Public Service Vehicles in Kenya	Copies of at least 10 PSV licenses (NTSA) along with corresponding 10 regular licenses for company drivers to be

		assigned task of driving PSV vehicles within the duration of the framework agreement
	Approved to drive private vehicle in Kenya	Copies of at least additional 5 valid private car driving licenses of company drivers to be assigned tasks of driving private vehicles within the duration of the framework agreement (<i>Requirement not applicable for bidders quoting for 'City taxi lots only'</i>) - ie lot 1,4,7,10,13,16,19,22,25,28

NB: There must be a two-way match between:

1. Details (car registration number) on comprehensive insurance certificate copy and copy of logbook/
partnership agreement
2. Drivers name on PSV license and drivers name on private car drivers license

ANNEX C
TERMS OF REFERENCE
TAXI AND GROUND 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 the 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 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.

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

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.

IDLO shall initiate a Secondary Tender with awarded suppliers to request for quote by email for any routes not envisioned in this tender document. The Supplier shall confirm by return email within 48 hours (including any applicable discounts).

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 taxi and ground transport service providers.

2. General Requirements

- The Contractor shall provide Taxi and (or) Ground 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 Taxi and Ground Service 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 driver assigned to IDLO is expected to be professional, well groomed, have a valid drivers license.
- It is the Contractor's responsibility to ensure no employee is dispatched for assignment if not fit to work (eg when driver is drunk, on drugs, unwell, unfamiliar with the routes etc).

5. Pool Transport Services

- The Contractor shall ensure the vehicle dispatched for activity has enough sitting capacity and provision for luggage for each passenger.
- Vehicles assigned duty must be clean, have hand sanitizer and drinking water.
- The vehicle must be in good mechanical and physical condition that ensures safety and comfort of driver and passengers. All vehicle components must be fully functional. Seats must be clean

and well maintained. All dispatched vehicles must have safety and auto mechanic tools deemed necessary to ensure passenger safety.

- Vehicles will not transport IDLO passengers past 1800hrs. If required, IDLO will issue approval for the same.
- 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 to safety standards.

6. Price Schedule

The Taxi and Ground 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, toll and parking fees.
- The price shall be presented on annex F and inclusive of VAT and any other taxes applicable.
- **Service provider must conduct market research, make proper projections and forecast inflation to ensure the amount quoted will remain unchanged for a duration of 24 months from the time of award.**

The Taxi and Ground 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 vehicle categories within the selected lot. Incomplete lots will render the entire lot as invalid.

7. Flexibility

The contracted Ground Transport Service Provider is expected to provide a quotation via email and subsequently provide transport services upon request for routes not envisioned in this bid document.

8. Key Performance Indicators and Service Levels Agreements

The contracted Taxi and Ground Transport Service Provider shall perform its services and deliver its products in accordance with IDLO prescribed minimum performance standards, which shall also serve as the basis of the annual performance review.

Category	Description	Focus	Standard/Service Level
1. Routes	Familiarity with routes	Good understanding of routes and location of major offices within the specific town transport is provided	No instances where driver fails to locate pick up or destination location
2. Driver conduct	Awareness of set etiquette	Driver awareness of expected dresscode, etiquette and decorum required during transportation of IDLO officials and partners	No instances where a driver is reported to have presented him/herself in an inappropriate manner
3. Complaints	Feedback on service	Ability to immediately handle and address any complaints that may arise from the quality of service	Immediately



Category	Description	Focus	Standard/Service Level
4. Turn around time	Responsiveness	Ability to provide IDLO with requested Information in a timely manner guided by specific case scenarios	Zero complaints relating to non responsiveness of service provider
5. Quality standards	Condition of assigned vehicles	Vehicles assigned to IDLO or its partners must meet the set safety and comfort standards	Zero complaints on physical condition of assigned vehicle

The **Taxi and Ground Transport Services** shall be in line with the below specifications. Bidders are advised to submit a bid for **(i) all lots or (ii) specific lots. Partial bids shall respond to all categories of vehicles within the lot. Incomplete lots will be rendered as invalid hence not evaluated.**

Summary of Services Required:

Lot 1: City taxis rate per kilometre- Nairobi County

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 2: Pool transport rate per half day- Nairobi County

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 3: Pool transport rate per full day- Nairobi County

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 4: City taxis rate per kilometre- Mombasa County

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 5: Pool transport rate per half day- Mombasa County

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 6: Pool transport rate per full day- Mombasa County

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 7: City taxis rate per kilometre- Kisumu County

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 8: Pool transport rate per half day- Kisumu County

Price to include:

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

Vehicle category

Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 9: Pool transport rate per full day- Kisumu County

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 10: City taxis rate per kilometre- Eldoret town and its environs

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 11: Pool transport rate per half day- Eldoret town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 12: Pool transport rate per full day- Eldoret town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 13: City taxi rate per kilometre- Ukunda

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 14: Pool transport 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
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 15: Pool transport 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
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 16: City taxi rate per kilometre- Kilifi County - (Malindi, Kilifi, Watamu)

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 17: Pool transport rate per half day- Kilifi County - (Malindi, Kilifi, Watamu)

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 18: Pool transport rate per full day- Kilifi County - (Malindi, Kilifi, Watamu)

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 19: City taxi rate per kilometre- Lodwar town

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 20: Pool transport rate per half day- Lodwar town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 21: Pool transport rate per full day- Lodwar town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)

Prado or equivalent
Shuttle 18-22 seater

Lot 22: City taxi rate per kilometre- Wajir town

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 23: Pool transport rate per half day- Wajir town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 24: Pool transport rate per full day- Wajir town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 25: City taxi rate per kilometre- Lamu town

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 26: Pool transport rate per half day- Lamu town and its environs

Price to include:

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

Vehicle category

Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 27: Pool transport rate per full day- Lamu town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 28: City taxi rate per kilometre- Garissa town and its environs

Price to include:

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

Vehicle category
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc

Lot 29: Pool transport rate per half day- Garissa town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 30: Pool transport rate per full day- Garissa town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 31: Pool transport rate per half day- Isiolo town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 32: Pool transport rate per full day- Isiolo town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 33: Pool transport rate per half day- Marsabit town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 34: Pool transport rate per full day- Marsabit- town and its environs

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 35: Pool transport rate per full day- Mombasa International Airport to Ukunda

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 36: Pool transport rate per full day- Mombasa SGR terminus to North Coast (up to Shanzu area)

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Lot 37: Pool transport rate per full day- Mombasa SGR terminus to Kilifi County (Malindi, Kilifi, Watamu).

Price to include:

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

Vehicle category
Saloon car 1500cc- 1800cc
Van (Noah or equivalent)
Prado or equivalent
Shuttle 18-22 seater

Two-way/ return trip (lot 38 - lot 42) assumes departure day from Nairobi and return day to Nairobi are on different dates

Lot 38: Upcountry pool transport – From Nairobi County - (two-way / return trip) - but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makueni, Embu, Meru, Narok, Nyeri, Kajiado, Namanga, Isiolo, Marsabit, Isibania, Kiambu, Thika.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc

Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 39: Upcountry pool transport – From Kisumu County - (two-way / return trip)- but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya, Malaba, Isibania.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 40: Upcountry pool transport – From Mombasa County - (two-way / return trip) but not limited to Watamu, Kilifi, Malindi, Voi, Mtito Andei, Taita, Taveta, Tana River, Ukunda.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 41: Upcountry pool transport –From Ukunda town to surrounding environs (two-way / return trip) - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town, Moi International Airport, North Coast (up to Shanzu area).

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 42: Upcountry pool transport –From Eldoret town to surrounding environs (two-way / return trip) - but not limited to Kitale, Iten, Kapsabet, Nandi, Eldama Ravin, Bungoma, Uasin Gishu, Bomet, Baringo, Elgeyo Marakwet, West Pokot, Lodwar.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Overnight disposal (lot 43 – lot 47) assumes vehicle will remain at IDLO disposal throughout the booked period. A modest supplementary per night rate will be charged

Lot 43: Upcountry pool transport – (Overnight disposal) From Nairobi County - but not limited to Naivasha, Nakuru, Kericho, Bomet, Nanyuki, Nyahururu, Machakos, Makueni, Embu, Meru, Narok, Nyeri, Kajiado, Isiolo, Marsabit, Isibania, Kiambu, Thika.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 44: Upcountry pool transport – (Overnight disposal) From Kisumu County - but not limited to Kakamega, Busia, Kisii, Kericho, Eldoret, Mumias, Kiboswa, Bomet, Vihiga, Homabay, Nyamira, Migori, Siaya, Malaba.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 45: Upcountry pool transport – (Overnight disposal) From Mombasa County but not limited to Watamu, Kilifi, Malindi, Voi, Mtito Andei, Taita, Taveta, Tana River, Ukunda.

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 46: Upcountry pool transport – (Overnight disposal) From Ukunda town - but not limited to Diani, Lungalunga, Msambweni, Kinango, Matuga, Kwale town, North Coast (maximum up to Shanzu area)

Vehicles
Category of vehicle
Saloon car rental-5 seater 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

Lot 47: Upcountry pool transport – (Overnight disposal) From Eldoret town - 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 1500- 1800cc
Prado or equivalent
Van (Noah or equivalent)
Mini Bus shuttle 18-22 seater

NOTE

1. Transport routes shall not be limited to the above listed.
2. Quoted amount shall be in Kenya Shillings inclusive all applicable taxes, driver, drivers allowance, fuel, parking fees, toll fees and shall remain unchanged for a period of 24 months.

3. Routes not envisioned at the time of tender (above list) shall be quoted separately on a need basis guided by choice of vehicle, distance and geographical location.

**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 TAXI AND GROUND TRANSPORT SERVICES 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:	[Insert ITB ref number]		
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 KRA Tax Compliance Certificate		
	Submit self-attestation letters for eligibility, bankruptcy and litigation history duly signed and stamped		
	Valid single business license		
	Full company profile indicating detailed scope, physical address and contact details		
	Copies of three contracts/ LPOs / framework agreement or reference letters as proof of relevant work experience of similar nature with contactable domain email addresses for verification		
	Audited reports for the past 3 years (2020, 2021 and 2022)		
	Copies of valid comprehensive insurance certificates for 10 buses/ shuttles matching qualifying logbooks/ partnership agreement		
	Copies of valid comprehensive insurance certificates for 10 vans matching qualifying logbooks/ partnership agreement		

	Copies of valid comprehensive insurance certificates for 10 saloon vehicles (1500-1800cc)- matching qualifying logbooks/ partnership agreement
	Copies of valid comprehensive insurance certificates for 10 Prado (or equivalent) vehicles matching qualifying logbooks/ partnership agreement
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying buses/ shuttles (18-22-seater)
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying vans (7-seater)
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying salon cars 1500cc-1800cc
	Copies of at least 10 logbook bearing company name or partnership lease agreements of qualifying Prado vehicles (or equivalent)
	Year of manufacture- 2013 or newer
	Copies of at least 10 PSV licenses (NTSA) along with corresponding 10 private car licenses for company drivers to be assigned task of driving PSV vehicles within the duration of the framework agreement
	Copies of at least additional 5 valid private car driving licenses of company drivers to be assigned tasks of driving private vehicles within the duration of the framework agreement. <i>(Requirement not applicable for bidders quoting for 'City taxi lots only') - ie lot 1,4,7,10,13,16,19,22,25,28</i>

**ANNEX F
PRICE SCHEDULE**

Table 1: Offer to Supply Services Compliant with Technical Specifications and Requirements on annex C

Lot 1: City taxis rate per kilometre- Nairobi County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 2: Pool transport rate per half day- Nairobi County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 3: Pool transport rate per full day- Nairobi County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	

Prado or equivalent	
Shuttle 18-22 seater	

Lot 4: City taxis rate per kilometre- Mombasa County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 5: Pool transport rate per half day- Mombasa County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 6: Pool transport rate per full day- Mombasa County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 7: City taxis rate per kilometre- Kisumu County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 8: Pool transport rate per half day- Kisumu- County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 9: Pool transport rate per full day- Kisumu County

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 10: City taxis rate per kilometre- Eldoret town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 11: Pool transport rate per half day- Eldoret town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 12: Pool transport rate per full day- Eldoret town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 13: City taxi rate per kilometre- Ukunda

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 14: Pool transport rate per half day- Ukunda

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 15: Pool transport rate per full day- Ukunda

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 16: City taxi rate per kilometre- Kilifi County - (Malindi, Kilifi, Watamu)

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 17: Pool transport rate per half day- Kilifi County - (Malindi, Kilifi, Watamu)

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 18: Pool transport rate per full day- Kilifi County - (Malindi, Kilifi, Watamu)

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 19: City taxi rate per kilometre- Lodwar town

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 20: Pool transport rate per half day- Lodwar town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 21: Pool transport rate per full day- Lodwar town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 22: City taxi rate per kilometre- Wajir town

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 23: Pool transport rate per half day- Wajir town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 24: Pool transport rate per full day- Wajir town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 25: City taxi rate per kilometre- Lamu town

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 26: Pool transport rate per half day- Lamu town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 27: Pool transport rate per full day- Lamu town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 28: City taxi rate per kilometre- Garissa town

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, and all applicable taxes and toll fees	Waiting charges per hour (first 30 minutes is free)
	Per kilometer rate in KES	Per hour waiting rate in KES
Saloon car taxi inclusive fuel and driver- 5 seater - 1500- 1800cc		

Lot 29: Pool transport rate per half day- Garissa town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 30: Pool transport rate per full day- Garissa town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 31: Pool transport rate per half day- Isiolo town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 32: Pool transport rate per full day- Isiolo town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 33: Pool transport rate per half day- Marsabit town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per half day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 34: Pool transport rate per full day- Marsabit town and its environs

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 35: Pool transport rate per full day- Mombasa International Airport to Ukunda

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 36: Pool transport rate per full day- Mombasa SGR terminus to North Coast (up to Shanzu area)

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Lot 37: Pool transport rate per full day- Mombasa SGR terminus to Kilifi County - (Malindi, Kilifi, Watamu).

Vehicle category	Prices quoted inclusive of vehicle hire, fuel, driver, drivers allowance and all applicable taxes and toll fees
	Per full day rate in KES
Saloon car 1500cc- 1800cc	
Van (Noah or equivalent)	
Prado or equivalent	
Shuttle 18-22 seater	

Two-way/return trip assumes departure day from Nairobi and return day to Nairobi are on different dates (lot 38-lot 42)

Lot 38: Upcountry pool transport – From Nairobi County (two-way / return trip) - but not limited to the below:

From Nairobi to:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Naivasha				
Nakuru				
Kericho				
Bomet				
Nanyuki				
Nyahururu				
Machakos				
Makueni				
Embu				
Meru				
Narok				
Nyeri				
Kajiado				

Namanga				
Isiolo				
Marsabit				
Isibania				
Kiambu				
Thika				

Lot 39: Upcountry pool transport – From Kisumu County (**two-way / return trip**)- but not limited to the below:

From Kisumu to:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Kakamega				
Busia				
Kisii				
Kericho				
Eldoret				
Mumias				
Kiboswa				
Bomet				
Vihiga				
Homabay				
Migori				
Siaya				
Malaba				
Isibania				

Lot 40: Upcountry pool transport – From Mombasa County (**two-way / return trip**) but not limited to the below:

From Mombasa to:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Watamu				
Kilifi				
Malindi				
Voi				
Mtito Andei				
Taita				
Taveta				
Tana River				
Ukunda				

Lot 41: Upcountry pool transport –From Ukunda town to surrounding environs (**two-way / return trip**) - but not limited to the below:

From Ukunda to:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Diani				
Lungalunga				
Msambweni				
Kinango				
Matuga				
Kwale town				
Moi International Airport				
North Coast (up to Shanzu area)				

Lot 42: Upcountry pool transport –From Eldoret town to surrounding environs (**two-way / return trip**) - but not limited to the below:

From Eldoret to:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Kitale				
Iten				
Kapsabet				
Nandi				
Eldama Ravin				
Bungoma				
Uasin Gishu				
Bomet				
Baringo				
Elgeyo Marakwet				
West Pokot				
Lodwar				

Overnight disposal assumes vehicle will remain at IDLO disposal throughout the booked period. A modest supplementary rate will be charged per night (lot 43- lot 47)

Lot 43: Upcountry pool transport – (**Overnight disposal**) From Nairobi - but not limited to the below regions:

Regions:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Naivasha				
Nakuru				
Kericho				
Bomet				
Nanyuki				

Nyahururu				
Machakos				
Makueni				
Embu				
Meru				
Narok				
Nyeri				
Kajiado				
Namanga				
Isiolo				
Marsabit				
Isibania				
Kiambu				
Thika				

Lot 44: Upcountry pool transport – **(Overnight disposal)** From Kisumu - but not limited to below regions:

Regions:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Kakamega				
Busia				
Kisii				
Kericho				
Eldoret				
Mumias				
Kiboswa				
Bomet				
Vihiga				
Homabay				

Migori			
Siaya			
Malaba			
Isibania			

Lot 45: Upcountry pool transport – (Overnight disposal) From Mombasa but not limited to below regions:

Regions:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Watamu				
Kilifi				
Malindi				
Voi				
Mtito Andei				
Taita				
Taveta				
Tana River				
Ukunda				

Lot 46: Upcountry pool transport – (Overnight disposal) From Ukunda town - but not limited to below regions:

Regions:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Diani				
Lungalunga				
Msambweni				
Kinango				
Matuga				

Kwale town				
Moi International Airport				
North Coast (up to Shanzu area)				

Lot 47: Upcountry pool transport – (Overnight disposal) From Eldoret town - but not limited to below regions:

Regions:	Category of vehicles			
	Saloon car rental-5 seater 1500- 1800cc	Prado or equivalent	Van (Noah or equivalent)	Mini Bus shuttle 18-22 seater
Kitale				
Iten				
Kapsabet				
Nandi				
Eldama Ravin				
Bungoma				
Uasin Gishu				
Bomet				
Baringo				
Elgeyo Marakwet				
West Pokot				
Lodwar				

NOTE

1. Transport routes shall not be limited to the above listed.
2. Quoted amount shall be in Kenya Shillings inclusive all applicable taxes, driver, drivers allowance, fuel, parking fees, toll fees and shall remain unchanged for a period of 24 months.

3. Routes not envisioned at the time of tender (above list) shall be quoted separately on a need basis guided by choice of vehicle, distance and geographical location.

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	Kenya
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_2020.pdf

https://www.idlo.int/sites/default/files/documents/general_terms_and_conditions_for_services_feb_2022.pdf

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