

## **REQUEST FOR PROPOSALS**

### **Providing Manpower Services in the form of Trade Marketing Developers**

**Publishing Date: 15/3/2023**

**Due Date: 28/3/2023**

Tenders are to be returned in a sealed envelope marked: "Tender for the Supply of Transport Services"

To: Purchasing Manager  
Kyosk Digital Services Uganda Limited  
Plot 15B, Bandali Rise, Bugolobi  
Kampala - Uganda

#### **About the Company**

Kyosk Digital Services Limited "Kyosk" is a tech-led company that connects informal retailers and other similar outlets directly to fast-moving consume goods companies (FMCGs) by communicating demand from retail outlets directly to FMCGs and their distributors and managing the delivery of goods to the retailers.

The purpose of this RFP is to provide necessary information to interested bidders, who qualify and intend to submit their response to this RFP. Although Kyosk in preparing this document has attempted to provide sufficient information to assist bidders to prepare and submit their proposals, if a bidder requires further information or clarification from what is in the document, they may seek it and Kyosk reserves the right to provide such additional information at its discretion.

#### **Scope of Work and Contractor Deliverables**

KDS Uganda Office is comprised of 4 warehouses serving 4 markets within the Kampala area but is anticipating a quick and rapid growth to new markets including Mukono and Iganga districts. Additional growth will be expected over time.

Kyosk would like to procure the services of a 3P Firm to provide Trade Marketing Developers for its new market in Mukono. To that effect, we are inviting interested bidders to submit a service proposal for the management of every element of the 25 TMDs to generate orders, onboard new shops and market the Kyosk duka app on 25 separate routes in that market.

Based on the contents of the RFP, the bidder will be required to independently arrive at providing services which are suitable for Kyosk, after taking into consideration the efforts estimated for implementation of the same and the resource and the equipment requirements. The bidder has to envisage all necessary services to be provided and ensure the same is delivered to Kyosk.

## **Confidentiality**

This invitation document is confidential and is not to be disclosed, reproduced, transmitted or made available by the Recipient to any other person/party.

## **Costs to be borne by Bidder**

All costs and expenses incurred by bidders in any way associated with the development, preparation, and submission of their responses to the RFP, including but not limited to attending meetings, discussions, presentations, demonstrations etc. and providing any additional information required by the company will be borne entirely and exclusively by the bidder and Kyosk shall not be liable for any costs/expenses in relation to the responses.

## **Legal Relationship**

No binding legal relationship will exist between the bidder and Kyosk until the execution of a definitive legal agreement.

## **Liabilities of Kyosk**

This invitation is not an offer by the company, but an invitation to submit proposals. No contractual obligation on behalf of Kyosk whatsoever shall arise from the invitation process unless and until a formal Purchase Order is signed and executed by duly authorized officials of Kyosk and the bidder's representative.

## **Tenure**

The tenure of the contract will initially be for 3 months from the date of offer by Kyosk and the company can further extend this at its discretion at mutually agreed terms.

## **Contractor Responsibilities**

1. Recruit, supervise and manage the TMDs
2. Process payments to TMDs in a timely manner as shall be paid by Kyosk Digital Services taking into consideration the basic and variable pay of each TMD
3. Manage the performance of the TMDs on a weekly basis and pick up insights from Kyosk on poorly performing TMDs to be put on a performance Improvement Plan.
4. Timely replacement of TMDs that are under performing as will be identified by Kyosk representative from time to time
5. Respond to complaints from Kyosk in a timely manner

## **Price**

The price offer made by Job connect shall comprise a retainer of 200,000 per TMD plus a variable pay per order placed per day by the TMD and a management fee to be proposed by the bidder for consideration. The proposal should quote the price in Uganda Shillings and shall be inclusive of all taxes. The bidder shall provide a breakdown of its costs in the proposal. Terms of payment will be indicated in the Purchase Contract and duly signed by authorized persons from both parties.

**Timelines**

The RFP is required within 14 days from the date of issuing this notice to the interested bidders.