

**INVITATION TO TENDER FOR THE SUPPLY OF TRANSPORT SERVICES TO
KYOSK DIGITAL SERVICES UGANDA LIMITED**

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"

Purchasing Manager

Kyosk Digital Services Uganda Limited
Plot 15B, Bandali Rise, Bugolobi

Tender Checklist

Please ensure that the following required documents are included with your tender

1. Information and Documents required for Eligibility Criteria

- Evidence of Turnover
- Evidence of Insurances
- Evidence of Tax Clearance

2. Information responding to each of the Award Criteria

3. Terms and Conditions

4. Form of Tender (Appendix 1) Completed and Signed

5. Contact Details of Referees

The above checklist is for guidance purposes only and Kyosk will not take responsibility for any omissions from this checklist. Tenderers are advised to read all tender documentation in full in order to provide a comprehensive response.

Invitation to tender for the Supply of Transportation Services

1. Background

Kyosk Digital Services is a tech-led company that connects informal retailers and other similar outlets directly to fast-moving consumer goods (FMCGs) companies by communicating demand from retail outlets directly to FMCGs and their distributors and managing the delivery of the goods to the retailers. We are seeking to hire an Individual consultant to undertaken works in the logistics field.

Kyosk has identified a need to enlist the services of a competent and reliable service provider to supply reliable transport services by way of fully serviced vans, tuk-tuks and 4-ton trucks for its operations.

2. Context of Tender

We required covered vehicles of carrying capacity ranging from 0.5 to 4 tons and tuk-tuk's. The service provider must have the resources and technology including in-vehicle monitoring system on the vehicles with data access. The selected transport service provider shall deal with delivery of goods from fulfilment center to customer (business) and must ensure service of vehicles and reliability upon call-off of vehicles so that they are placed on-time. The Service provider must have the ability to meet their terms and agreed deadlines. They should ideally have expertise in the B2B distribution operation processes and be cognizant of cost efficiency, delivery on-time and working with a customer centric team. It is pertinent that the provider has sound relationships with local authorities in our areas of operation in order to manage anything that might jeopardize the operations.

3. Invitation to Tender

Kyosk Digital Services Limited is using the selective bidding procedure for this tender, which means that only the invited party can submit a tender. Valid tenders submitted in accordance with the instructions to the tenderers and received before the stated deadline will be assessed on the basis of the eligibility criteria and award criteria set out in Section 6. Tenderers are requested to review this document in detail and ensure that they have addressed all of the relevant requirements in their tender.

4. Technical Specification

We require tenderers who can meet following specifications

Min Number of vehicles	10
Type	Vans, probox, tuk-tuk, fuso, dyna
Capacity	0.5 - 4 tonne
Finish	Good Mechanical Condition
Maintenance and Servicing	Monthly basis

5. Assessment of Tenders

Kyosk Digital Services is using the selective bidding procedure for the procurement of these services, therefore, all invited parties who submit a bid and demonstrate the required level of financial and technical capacity will have their tender considered. Tenderers are required to provide the information set out below.

- Evidence of Turnover and Profitability

Please provide the following information based on your organisation's annual accounts.

Year	Turnover (Ugx)	Profitability %

Tenderers must provide evidence of their turnover and profitability for the past three years by submitting extracts from audited accounts or an auditor's signed statement. Alternatively, tenderers must demonstrate turnover and profitability by any means at their disposal. If these figures are not available for the full three year period please include an explanation for this and provide figures for all years/part years available.

Tenderers must demonstrate that they have adequate and appropriate resources at their disposal to deliver a contract of this nature.

- Evidence of Insurance

Type of Insurance	Amount of Policy	Excess/Deductible	Expiry Date
Goods In Transit			
Employer's Liability			

- Evidence of Tax Clearance Status

Tenderers should provide a copy of their current Tax Clearance Certificate or equivalent.

Tenderers are asked to demonstrate their eligibility (i.e financial and technical capacity) by responding to all the information requested above.

6. Award Criteria

The tenders will be evaluated and selected on the basis of the following:

- a) Number of vehicles owned by the tenderer
- b) Estimated number of vehicles at the disposal of the tenderer
- c) Condition and road worthiness of the fleet
- d) Carrying capacity of the fleet
- e) Proven track record and past performance/experience in similar activity
- f) The capacity to respond immediately with an adequate number of vehicles in an emergency situation or in case of expansion of Kyosk.

7. Terms and Conditions:

- 1) A physical check of the operational fleet will be conducted prior to awarding of the contract and also at the time of loading of commodities. Kyosk reserves the right to reject any truck that it deems to be unfit for the transportation of food commodities. Drivers who are assigned to the truck should have a valid driving license authorizing the driver to drive a vehicle of that capacity.
- 2) Financial breakdown should be in terms of Uganda Shillings
- 3) Immediately upon accepting the stock for transportation, the contractor shall assume responsibility for the stock and shall be liable for all losses and/or damages to the commodities while in custody of the contractor. Cost of commodities either lost and/or damaged will be repaid by the contractor or deducted from the bills of the contractor.

8. Timelines

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

THIS FORM OF TENDER MUST BE COMPLETED AND RETURNED BY ALL TENDERERS

To: Kyosk Digital Services Uganda Limited

From:

1. I/We have examined the tender documentation and hereby offer to provide the Services in accordance with the Tender Documents and the attached Detailed Breakdown of Costs. (Attach breakdown of costs if more pages are required).

COST OF TENDER	TOTAL
Total Fee for supply, delivery, maintenance and disposal of 30 vehicles as perspecification	
Cost of Insurance or warranty	

This Offer will remain open for acceptance by you for a period of 3 months from the closing date for receipt of tenders.

2. We acknowledge that you are not obliged to accept the lowest or any offer and that this contract award procedure may be cancelled by you.
3. We undertake to deliver the services in accordance with the terms and conditions of the tender specification.
4. We acknowledge that all costs and expenses incurred by us in producing and submitting this offer will be borne by us in full.
5. We undertake to treat the details of this offer as private and confidential. We acknowledge that no part of these documents may be transmitted by us to a third party.

Signed:.....

Date:.....

Name:.....

On Behalf of:.....

Address:.....

Telephone:.....

Email:.....

Failure to sign this form of Tender will invalidate the offer

