



**INVITATION TO TENDER: FLEET PROVISION SERVICES**

Kyosk Digital Services

P.O. Box 75661 – 00200

Nairobi, Kenya.

Tender Reference: KO/FPS/01/2024-2025

Publishing Date: 04/4/2024

Due Date: 12/4/2024

**PREQUALIFICATION FOR PROVISION OF DISTRIBUTION SERVICES (FLEET  
PROVISION)**



## Tender Checklist

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

### 1. Information and Documents required for Eligibility Criteria

- Company profile (Company history, contacts (contact name, role, phone number and email) services)
- Certificate of business incorporation/registration.
- Copy of PIN certificate
- Valid and current Tax Compliance Certificate.
- Updated Company search document (CR12) (3 months)
- Evidence of Turnover
- Evidence of Insurances
- Valid Business Permit

2. Information responding to each of the Award Criteria including all the regions you have presence in and you can cover.

3. Terms and Conditions

4. Form of Tender (Appendix 1 & 2) Completed and Signed.

5. Contact Details of Referees

6. Please download the tender fleet details on the link below.

<https://www.kyosk.app/news-events/tenders/>

**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.**



## 1. Introduction:

Kyosk Digital Services (Kyosk/'we' /'our' / 'the Company') 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. Kyosk intends to prequalify contractors and/or firms for the supply and management of vehicle fleets to support its operational needs i.e the distribution of goods and other commodities to local retail outlets (last mile delivery). We are present in different regions in Kenya: Nairobi Region, Kiambu Region, Western region (Eldoret, Kisii, Kisumu), Coast Region (Mombasa, Voi) and Mountain Region (Meru, Embu and Nyeri)

## 2. Scope of Work:

Once the vendor is contracted from the approved vendor list, vendor will be required to provide comprehensive fleet management services, including but not limited to:

- Supply of vehicles with specifications meeting our operational requirements.
- Transportation of Kyosk goods to specified locations
- Regular maintenance and servicing of the fleet to ensure optimal performance and compliance with safety standards.
- Insurance coverage and distribution permits payments for all vehicles in the fleet.
- Emergency response and breakdown assistance.
- Provision of a wide range of capacity fleet from (Motor bikes, tuk tuks, 0.5t - 10t)
- Provide and manage tech savvy drivers, with integrity, **punctuality** and good customer service skills.
- Provide a fleet that is compliant with all the traffic rules and regulations and documentations.



### **3. Context of Tender**

We require a diverse fleet of vehicles with carrying capacities ranging from 0.5 to 10 tons, including motorbikes and tuk-tuks. The vendor must have the resources and technology including in-vehicle monitoring systems on the vehicles with data access. The selected vendor shall deal with delivery of goods from fulfilment centre to customer (business) and must ensure service of vehicles and reliability upon call-off of vehicles so that they are placed on-time. The vendor 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 vendor has sound relationships with local authorities in our areas of operation in order to manage anything that might jeopardise the operations.

### **4. Invitation to Tender**

Kyosk Digital Services Limited is using the open bidding procedure for this tender, which means that any interested party and with capacity is welcome to submit their bids. 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 7. Tenderers are requested to review this document in detail and ensure that they have addressed all of the relevant requirements in their tender.



## 5. Technical Specification

We require tenderers who can meet following specifications

### 1. Vehicle Types:

Please fill out the table provided below (Appendix 2)

### 2. Vehicle Age and Condition:

- Vehicles should be well-maintained, clean, and in excellent working condition.
- Provide a detailed maintenance and inspection schedule for the vehicles.

### 3. Insurance:

- The fleet provider must provide comprehensive insurance coverage for all vehicles.
- Insurance coverage should include third-party liability, comprehensive, and collision coverage.

### 4. GPS Tracking and Fleet Management System:

- All vehicles must be equipped with a GPS tracking system for real-time monitoring.
- Provide details on the fleet management system, including reporting capabilities and alerts.

### 5. Maintenance and Repairs:

- The fleet provider is responsible for routine maintenance and repairs.
- Specify the maintenance schedule, response time for repairs, and procedures for emergency repairs.

### 6. Driver Qualifications:

- Drivers must be licensed, experienced, and have a clean driving record.
- Background checks and periodic training for drivers should be conducted.

### 7. Environmental Compliance:

- Vehicles must comply with environmental standards and emissions regulations.



In minimum two of these vehicle types but preference will be given to companies with more variety in vehicle types. Vendor needs to fill up Appendix 2 with the exact number of vehicles per vehicle type and location.

Type - vehicle capacity	Example	Valuation for the Vehicle	Average Kilometres (KM) travelled per litre of fuel/diesel (mileage)
150kg	Motor bike		
700kg	Tuktuk		
800kg	Probox		
1t	van		
1.5t	van		
2t	Truck/Closed pickup		
3t	Truck		
5t	Truck		
7t	Truck		
10t	Truck		

## 6. Assessment of Tenders

Kyosk Digital Services is using the open bidding procedure for the procurement of these services, therefore, all 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.



### 6.1 Evidence of Turnover and Profitability

Tenderers must demonstrate turnover and profitability for the past three months by any means at their disposal. If these figures are not available for the full three months 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.

### 6.2 Evidence of Insurance

Type of Insurance	Amount of Policy	Excess/Deductible	Expiry Date
Employer's Liability			
Fidelity insurance (required at contracting stage but include if already exists)			



### **6.3 Evidence of Tax Clearance Status**

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

### **7. Award Criteria**

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

- a) Number and variety of vehicles owned by the tenderer
- b) Estimated number and variety of vehicles at the disposal of the tenderer (for example whether leased or contracted vehicles.)
- c) Condition and road worthiness of the fleet by looking at the last date of maintenance and records/reports of inspection from NTSA.
- d) Carrying capacity of the fleet
- e) Proven track record and past performance/experience in similar activity from the references/portfolio provided.
- f) The capacity to respond immediately with an adequate number of vehicles in an emergency situation or in case of expansion of Kyosk.

### **8. 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) 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.

#### 9. Submission Details:

Tender submissions should be addressed to the following person and the closed/sealed envelope with **the tender number referenced** on the envelope, physically dropped at our offices Heritan House first floor.

The Procurement Manager

Kyosk Digital Services

P.O. Box 75661 – 00200

Nairobi, Kenya.

Tender submissions must be received no later than **28th March 2024 at 5:00pm**. Late submissions will not be considered.

#### Enquiries:

For enquiries regarding this tender, please contact: [ke.procurement@kyosk.app](mailto:ke.procurement@kyosk.app)

Kyosk Digital Services reserves the right to accept or reject any or all tenders. The company also reserves the right to negotiate with the successful bidder to achieve mutually agreeable terms.

Thank you for your interest in participating in this tender.



Appendix 1

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

To: Kyosk Digital Services Kenya 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).

Vehicle capacity	Vehicle type	Total cost for supply, delivery, maintenance of vehicle (per day)
150kg	Motor bike	
700kg	Tuktuk	
800kg	Probox	
1t	van	
1.5t	van	
2t	Truck/Closed pickup	
3t	Truck	
5t	Truck	
7t	Truck	
10t	Truck	



**Cost for refrigerated trucks**

Vehicle capacity	Vehicle type	Total cost for supply, delivery, maintenance of <b>refrigerated vehicle/truck</b> (per day)
1t	van	
1.5t	van	
2t	Truck/Closed pickup	
3t	Truck	
5t	Truck	
7t	Truck	
10t	Truck	

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:.....

Company Role:.....

Address:.....

Telephone:.....

Email:.....

\*Failure to sign this form of Tender will invalidate the offer



## APPENDIX 2

1. Indicate the number and type of fleet you can provide according to the below schedule. Also indicate whether you have **refrigerated** trucks and what capacity they are.
2. Please see the link below that redirects to the excel sheet also capturing the below information. Kindly fill it and submit it with the document.

<https://www.kyosk.app/news-events/tenders/>

Refrigerated Trucks	1t (van)	1.5t (van)	2t(truck/closed pickup)	3t	5t	7t	10t
Number							
Temperature range							
Cooling system type (Indicate the type)							
Temperature monitoring system (yes/No) If yes please specify which							



		capacity									
Locations	150kg(Motorbike)	700kg(tuktuk)	800kg(pro box)	1t (van)	1.5t (van)	2t(truck /closed pickup)	3t	5t	7t	10t	
Kawangware											
Eastlands/Road c											
Ruai											
Ongata Rongai											
Thika/Makongeni											
Ruiru											
Kiambu/Muthure											
Meru											
Embu											
Nyeri											
Kisii											
Kisumu											
Eldored											
Voi											
Mombasa-Majengo											