



TENDER NOTICE

**PROCUREMENT OF TRANSPORTATION SERVICES FOR
DISTRIBUTION OF ANIMAL DROUGHT PELLETS MANDERA
COUNTY**

TENDER NO: RACIDA/USAID/BHA-MDR2023/2024-004

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PART A: TECHNICAL REQUIREMENTS

SECTION 1 Invitation to Tender

1. RACIDA Kenya invites sealed bids from eligible candidates for purchase of transportation services for **TRANSPORTATING OF ANIMAL DROUGHT PELLETS TO DROUGHT AFFECTED COMMUNITIES IN MANDERA COUNTY FOR ALL 7 SUB COUNTIES** as detailed in the delivery schedule.
2. Interested eligible bidders may obtain further information from the **RACIDA website www.racida.org**
3. Complete sets of tender documents can be Requested from RACIDA Kenya website; procurement@racida.org by interested bidders through an email. the bidder is free and no payment is required.
4. Completed tender documents for preliminary and technical requirements are to be enclosed in a plain envelope marked with the tender reference number and tender name. **The financial bid MUST be in a separate envelope marked with the tender reference number, tender name, vendors name and vendors contact details. The financial bid will only be opened for those bidders who will have qualified in the technical evaluation.** Please note that only one complete tender document is required (Do not provide additional copies). Tenders must be delivered to the address below not later than **1st September 2023 at 4:30 pm.**
5. Tenders must be delivered to the address below not later than **1st September at 4:30 pm** and must be accompanied by a tender security in the Currency specified in the tender document in the form of a bank guarantee from a reputable bank and must be delivered with the Tender Documents in the technical bid, (bid bonds from insurance companies will be accepted). The tender security validity period from date of closing tender should also be indicated.
6. Tenders should be dropped at the **RACIDA Tender Box** at the **Main Reception IN NAIROBI OFFICE /MANDERA OFFICES.** Tenders will be opened on **4th of September 2023** in the presence of the Tenderers' representatives who choose to attend at the RACIDA MANDERA OFFICE. Electronic bidding will not be permitted. **No bids will be accepted after 4:30PM on the closing day.**
7. Prices quoted should be inclusive of VAT and all other applicable taxes and must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender. The prices in your financial quotation should be broken down as follows:
 - (i) SUB County Unit cost: _____
 - (ii) 16% VAT: _____
 - (iii) Other applicable taxes: _____
 - (iv) TOTAL Cost: _____

SECTION 2 Instructions to Tenderers

2.1 Eligible Tenderers.

- 2.1:1 This Invitation for Tender is open to all eligible tenderers.
- 2.1:2 Tenderers shall not be under a declaration of ineligibility for corrupt or fraudulent practices.
- 2.1:3

2.2 Cost of tendering.

- 2.2.1 The tenderer shall bear all costs associated with the preparation and submission of its bid. RACIDA will under no circumstance be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.3 Specific Instructions

- 2.3.1 Bidders must quote for all services (**PER SUB COUNTY**) as indicated in order to qualify for evaluation. (**Bidders who fail to quote for transportation of all items will be disqualified.**)
- 2.3.2 The final bound tender document must be serially paginated (All pages in the document from top page (immediately after top cover) to the last page (one before back cover) including table of content, separators, brochures, and any other attachments) in a continuous ascending order from the first page to the last in this format; 1,2,3.....n where n is the last page.
- 2.3.3 The document shall be written in English

2.4 Amendment of documents

- 2.4:1 At any time prior to the deadline for submission of tenders, RACIDA for any reasons, whether at its initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendments.
- 2.4:2 All prospective candidates that have received the tender documents will be notified

of the amendment in writing or by post and will be binding on them.

- 2.4:3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, RACIDA at its

2.5 Tender Prices and Currencies

- 2.5:1 The tenderer shall indicate on the appropriate Price Schedule the **unit prices inclusive of all taxes and the total tender price** of the items it proposes to purchase under the contract.

- 2.5:2 Prices quoted by the tenderer shall be fixed during the tender validity period and not subjected to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

- 2.5:3 The price quoted shall be in **Kenya Shillings**.

2.6 Validity of Tenders

- 2.6:1 Tenders shall remain valid for 90 days or as specified in the appendix to instruction to tenderers after date of tender opening prescribed by RACIDA, pursuant to paragraph 2.10.1 Tenders valid for a shorter period shall be rejected by RACIDA as non-responsive.

- 2.6:2 In exceptional circumstances, RACIDA may solicit the tenderers consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tenderer may refuse the request. A tenderer granting the request will not be required nor permitted to modify its tender.

2.7 Sealing and Marking of tenders

- 2.7:1 The tenderer shall seal the tender and mark it with the tender number and name of the tender and **“RACIDA/USAIDBHA-MDR2023/2024-004**

2.8 Deadline for Submission of Tenders

2.8 :1 Tenders must be received by RACIDA at the address specified not later than 1st September 2023 at 4:30pm

2.9 Modification of Tenders

2.9:1 The tenderer may modify or withdraw its tender after the tender's submission provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by RACIDA prior to the deadline prescribed for submission of tenders.

2.9:2 The tenderer modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.10:1. A withdrawal notice may be sent by email but followed by a signed confirmation copy, postmarked no later than the deadline for submission of tender.

2.9:3 No tenderer may be contacted after the deadline for submission of tenders.

2.10 Withdrawals of tender

2.10:1 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer.

2.10.2 A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit.

2.11 Opening of tenders

2.11:1 RACIDA will open all tenders in the presence of tenderers' representatives who choose to attend at **4:30pm on 1st September 2023** and in the location specified in the tender. The tenderers or representatives who are present shall sign a register evidencing their attendance.

2.11:2 The tenderers' names, tender modifications or withdrawals, and the presence or absence of requisite tender security and such other details as RACIDA, at its discretion may consider appropriate, will be announced at the opening.

2.11:3 RACIDA will prepare a tender opening report.

2.12 Clarification of tenders

2.12:1 To assist in the examination, evaluation and comparison of tenders, RACIDA at its discretion, may ask the tenderer for a clarification of its tender. The request

for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.12:2 Any effort by the tenderer to influence RACIDA in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.13 Evaluation and Comparison of tenders

2.13:1 RACIDA will examine the tenders to determine whether they are complete, whether any computation errors have been made, whether required securities/tender purchase have been furnished, whether documents have been properly signed and whether the tenders are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by RACIDA.

2.13:2 RACIDA will evaluate and compare the tenders, which have been determined to be substantially responsive.

2.14 Notification of Award

2.14:1 Prior to the expiration of the period of tender validity, RACIDA will notify the successful tenderer in writing that the tender has been accepted.

2.14:2 Simultaneously the other tenderers shall be notified that their tenders have been unsuccessful.

2.15 Appeal Period

2.15:1 Any vendor/service provider who wishes to appeal against the outcome of the tender shall do so in writing within 3 days of the date of the notification/regret letter. Any letter received after the third day of the notification/regret letter shall not be responded

to and shall be treated as null and void. RACIDA shall have dispensed with this procurement.

2.16 Contacting RACIDA

- 2.16:1 No tenderer shall contact RACIDA on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

- 2.16:2 Any effort by a tenderer to influence RACIDA in its decisions on tender evaluation, tender composition, or contract award will result in the rejection of the tenderer's tender.

DEFINITIONS OF TERMS

- **Consignment** – Entails package(s) for delivery.
- **TAT** (Turn Around Time) – Lead time agreed between the client and service provider.

TRANSIT TAT AND DELIVERY DETAILS

1. The transporter should be able to deliver the goods in all listed drop off points per SUB **County** using the **most cost effective** and **timely** mode of transport (Trucks, Vehicles and others suitable modes of transport).
2. The transporter should be able to follow the routes and the schedules provided in the specific regions adhering to transit TAT (Turn Around Time).
3. On arrival the consignments should be free from damage
4. On arrival, the delivery book must be signed by both parties after verifying the condition and quantity of goods delivered
5. The transporter will be expected to collect consignment (as per specified schedule) from the warehouse, located **NAKURU KENYA**
6. The transporter shall be responsible for the insurance of the cargo by provision of valid Goods In transit Insurance (GIT).

(a) Preliminary Evaluation Criteria

Bids will be evaluated based on the below criteria.

Bids **lacking any of the documents** below will be considered as non-responsive and therefore will be eliminated at this stage.

PRELIMINARY EVALUATION				
Mandatory Requirements				
1.	Copy of Certificate of Incorporation/Certificate of Registration	1 or 0		
2.	Copy of valid KRA Tax Compliance certificate	1 or 0		
3.	Pricing matrix			
4.	Must provide a copy of Valid business Trading License relevant to this tender.	1 or 0		
5.	RACIDA Declaration of compliance	1 Or 0		
6.	Must provide tender security from a reputable bank/Insurance (Original Tender security must be attached).	1 or 0		
7.	ENSURE that all pages are sequentially paginated in the format 1, 2,3 starting with 1 on top page (see details of pagination and binding on sections 2.3.3 and 2.3.4 of the tender document).			

Note: All the above documents numbered 1 to 6 should be packaged and arranged in that order under the preliminary evaluation criteria section of the tender document. Any bid missing any of the above requirements will be considered as non-responsive and therefore will not move to the next evaluation stage.

(b) Technical Evaluation Criteria

NO	Requirement	Max	Score
1	Work Experience Provide proof of transportation of consignments in the last 5 years (2016 to date) (Attach copies of Purchase Orders, contracts, reference letters and invoices).	15mrks	
2.	Ability to collect, transport and deliver goods as per the schedule. Briefly describe the methodology you will use to manage logistics involved in; Collection - 2 marks Transportation - 3 marks Handling - 2 marks Delivery - 3 marks	10mrks	
3	Attach copies of logbooks, insurance and pictures for your fleets (trucks and lorries) and the tones they can carry and size 1 mark - 1 Truck 3 marks - 2 Trucks 5 marks - 3 -5 Trucks 10 marks - 6- 10 Trucks 15 marks - 11 and Above Trucks	15mrks	
	Total Score	40	

Only bidders who will score 70% and above in the technical section shall proceed to the next stage of financial evaluation

SECTION 3 Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1 and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

PART 1- GENERAL

Business Name

Location of Business premises:

Country/Town.....

Postal Address

Code Town.....

Tel No.....

E-mail Fax

Nature of Business

Part 2 (a) – INDIVIDUALS

Your Name in full

Nationality Country of Origin

Citizenship details

Phone number Email address

Postal address Postal code

PART 2 (b) – PARTNERSHIP

Name	Nationality	Citizenship Details	Shares
1.
2.
3.

4. Phone number Email address

Postal address Postal code

PART 2 (c) – REGISTERED COMPANY

Public or Private

State the nominal and issue capital of the company.....

Nominal Ksh

Issued Ksh

Give details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.

Phone number Email address

Postal address **Postal code**

SECTION 4: Tender Security Form

TENDER NO. RACIDA/USAIDBHA-

MDR2023/2024-004

PROCUREMENT OF TRANSPORTATION SERVICE FOR DISTRIBUTION OF DROUGHT PELLETS TO 7 SUB COUNTIES IN MANDERA COUNTY

To: RACIDA

WHEREAS *[insert: name of Tenderer]* (hereinafter called “the Tenderer”) has submitted its tender dated *[insert: date of tender]* for the performance of the above-named Contract (hereinafter called “the Tender”)

KNOW ALL PERSONS by these present that WE *[insert: name of bank]* of *[insert: address of bank]* (hereinafter called “the Bank”) are bound unto *[insert: name of Purchaser]* (hereinafter called “the Purchaser”) in the sum of: *[insert: amount]*, for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[insert: number]* day of *[insert: month]*, *[insert: year]*.

THE CONDITIONS of this obligation are the following:

1. If, after the tender submission deadline, the Tenderer
 - i. withdraws its tender during the period of tender validity specified by the Tenderer in the Tender Form, or
 - ii. does not accept the Purchaser’s corrections of arithmetic errors in accordance with the Instructions to Tenderers; or
 - iii. does not at all reply to the Purchaser’s requests for clarification
2. If the Tenderer, having been notified of the acceptance of its tender by the Purchaser during the period of tender validity
 - (a) fails or refuses to sign the Contract Agreement when required; or
 - (b) Fails or refuses to issue the performance security in accordance with the Instructions to Tenderers.

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due it, owing to the occurrence of any one of the two above-named CONDITIONS, and specifying the occurred condition or conditions.

This guarantee will remain in full force up to and including *[insert: the date that is 90 days after the period of tender validity]*, and any demand in respect thereof must reach the Bank not later than the above date.

Note: A bidder who withdraws its tender after the deadline for submission will forfeit its bid security deposit

For and on behalf of the Bank

Signed: _____ Date: _____

REFERENCES

BANK REFERENCES	
BANK HOLDING MAIN ACCOUNT	
Bank name and address	
Branch name	Phone number
Name of account	
Account number	How long open?

COMMERCIAL REFERENCES	
Provide names and contract details of two customers who may be approached to verify your capacity to perform against similar contracts.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 1	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	
INTERNATIONAL TRADE REFERENCE – CUSTOMER 2	
Name and address	
Activity	Period of relationship
Contact name	Fax no.
Telephone No.	

DECLARATION

I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will lead to disqualification of the tenderer.

For and behalf of:

.....

PART B: FINANCIAL REQUIREMENT

SECTION 5: PRICE SCHEDULE

NO	SUB COUNTY	Total qty to be Transport ed	Package (Bags)	Unit of Measure re	Weight	No of trucks	Unit Price (per trucks)	VAT	Total Transport t cost (KES)
1.	MANDERA EAST								
2.	LAFEY								
3.	MANDERA WEST								
4.	MANDERA SOUTH								
5.	MANDERA NORTH								
6.	BANISSA								
7.	KILIWEHERI								

Note. In case of discrepancy between the unit price and total, the unit price shall prevail.

Currency	GRAND TOTAL BID PRICE ()	In Figures
		In Words
Bidder's Name and Address	Date	Signature and Stamp

Note: Indicate breakdown of all taxes