



REQUEST FOR PROPOSALS

PROVISION FOR TAXI AND VEHICLE CAR HIRE SERVICES
FOR MAASAI MARA WILDLIFE CONSERVANCIES
ASSOCIATION

Contents

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS.....	3
1.1. INTRODUCTION.....	3
1.2. SUMMARY.....	3
1.3. PROCUREMENT PROCESS	3
1.4. CONDITIONS.....	3
1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD.....	4
1.6. AMENDMENTS TO RFP DOCUMENTS	4
1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS	4
1.8. LATE AND INCOMPLETE PROPOSALS	4
1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL	4
1.10. VALIDITY OF PROPOSALS	4
1.11. EVALUATION OF PROPOSALS.....	4
1.12. CONFIDENTIALITY.....	4
1.13. SUBMISSION REQUIREMENTS.....	5
PART 2: REQUIREMENTS.....	6
2.1. BACKGROUND.....	6
2.2. DURATION OF CONTRACT.....	6
2.3. SCOPE OF ASSIGNMENT	6
2.4. APPLICATION REQUIREMENTS.....	8
PART 3: EVALUATION OF PROPOSALS.....	9
ANNEX A: FINANCIAL PROPOSAL TEMPLATE	11

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites your organisation to submit **a technical and financial proposal** to provide taxi and vehicle hire car services for the organisation. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 25th July 2024
- RFP closing date and time: 8th August 2024, 17:00 EAT
- Estimated contract award date: 15th August 2024

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Ms. Rosebell Abwonji at procurement@maraconservancies.org . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 5th August 2024, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their technical and financial proposals to MMWCA no later than 8th August 2024, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be 'RFP for MMWCA taxi and vehicle hire car services by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. The proposal must be submitted in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 8th August 2024, 17:00 EAT

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

2.1. BACKGROUND

Maasai Mara Wildlife Conservancies Association (MMWCA) wishes to engage the services of Taxi and vehicle hire service providers on need basis for a period of two (2) years on a framework contract renewable each year after review of performance at the sole discretion of MMWCA.

MMWCA will require services in the following regions:

REGION A:

- Narok
- Maasai Mara

REGION B:

- Nairobi
- Naivasha
- Nakuru
- Kisumu
- Mombasa
- Eldoret

MMWCA requires that Taxi and vehicle hire services in respect of its staff and non- MMWCA staff requiring transport in the interest of MMWCA be made by the company with due consideration of the following: -

- i. Arrangement will be only for persons travelling for official reasons and in the interest of MMWCA with prior approval
- ii. The most cost effective and practical means of road transport is to be used at all times.
- iii. Provision of vehicle hire and taxi services for MMWCA will be as specified in the schedule of prices
- iv. The Contract duration will be 48 months. Payment will be made on monthly basis after the services have been rendered

2.2. DURATION OF CONTRACT

This contract is expected to span of the period of two years on a framework contract renewable each year after review of performance at the sole discretion of MMWCA.

2.3. SCOPE OF ASSIGNMENT

The following are the specifications for the service:

- i. The Vehicles shall be driven, fueled and maintained by the service provider.
- ii. Taxis will be driven by the service provider's drivers and the services restricted to pick and drop only.
- iii. Where waiting charges are applicable on specific assignments, the service provider will advise accordingly as the same must be approved by MMWCA.
- iv. The service provider must indicate if the charges apply from base to destination and back or strictly from base to destination.
- v. The services shall be offered upon issuance of applicable taxi platforms/applications. The platform shall be used for online booking, authorization and management of the services within MMWCA. The platform shall be used by authorized users in MMWCA to alert the service provider as and when need arise.
- vi. Orders for Taxi Services shall be on short notice and the Service Provider must

- demonstrate proven ability to meet the demand as requested.
- vii. To confirm that the drivers will at all times be equipped with a taxi platform and is well linked and integrated.
 - viii. Before starting the journey, the Taxi Service provider must record the following:
 - Date and time of the service,
 - The registration number of the Taxi,
 - The name of passenger(s),
 - The name and ID of the Taxi driver,
 - The location of departure; and
 - The destination of the journey
 - The speedometer reading before starting the journey
 - At the end of the journey, the mileage covered must be taken and entered in the Taxi Services Order.
 - ix. Invoices shall be submitted monthly with a list of all dully authorized trips by MMWCA for settlement.
 - x. All motor vehicles provided shall satisfy all legal requirements and in particular
 - Must have a valid road license
 - Must have a valid Passenger Service Vehicle (PSV) license,
 - Must have fully operational approved seat belts, and speed governor as applicable in transport regulations in force.
 - xi. The Insurance Cover shall be Motor Commercial (PSV) and comprehensive in nature comprising the following: -
 - Risks Covered - owned Accident Damage, Fire & Theft and liabilities to third parties.
 - Driver – Any authorized driver.
 - The Vehicles should be fitted with anti-theft devices.
 - All Vehicles must have comprehensive insurance cover
 - xii. All Vehicles shall be: -
 - Well maintained
 - Clean
 - Accident free
 - Relatively new or well maintained.
 - xiii. Vehicles required for travel from Mara to Nairobi and vice versa as well as Narok to Nairobi and vice versa should be available within a maximum of twelve hours of the order. However, those required on a daily basis should be readily available as and when requested.
 - xiv. The service provider shall investigate any complaints from travelers and follow up the recovery of any lost baggage. The service provider is to ensure that CA staff or property is safe during the travel period.
 - xv. The service provider shall be fully responsible for all work and services performed by its drivers, and shall for this purpose employ qualified, competent and well-trained drivers who are licensed to perform the services under the Contract.
 - xvi. The service provider shall take all reasonable measures to ensure that the Taxi drivers conform to the highest standards of moral and ethical conduct
 - xvii. MMWCA shall not be liable for any action, omission, negligence or misconduct of the drivers or subcontractors nor for any insurance coverage which may be necessary or desirable for the purpose of this Contract, nor for any costs, expenses or claims associated with any illness, loss of property, injury, death or disability of the service provider's drivers in connection with this Contract.
 - xviii. The service provider shall provide polite, responsive and effective services at all times to meet MMWCA requirements. All telephone calls emails correspondences shall be answered promptly. The service provider should be accessible at all times (24/7) to

- facilitate MMWCA requirements.
- xix. The service provider shall provide at least quarterly reports to MMWCA on administration of the service highlighting possible challenges and recommended solutions for improved efficiency and effectiveness.
- xx. The Service provider shall hold meetings with MMWCA administration personnel at intervals to be agreed upon, to address any issues or problems which may arise

2.4. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the taxi and vehicle car hire provider is expected to submit a technical and financial proposal detailing:

a. Mandatory Documents

- Certificate of Registration /Incorporation
- CR 12 certificate
- Valid Tax Compliance certificate
- Valid Single Business Permit from County Government
- Dully filled, signed and stamped supplier information form
- Dully filled, signed and stamped conflict of interest form

b. Technical Proposal

- Firms experience in taxi business
- Qualification of Training & Experience of Key Management Staff
- Financial capacity

c. Financial Proposal

The tendered sum per kilometers for the six kinds of vehicles (Saloon, 4x 4 wheels, Vans, Minibus, Bus and Lorry) will be averaged for each bidder. The average would then be ranked to determine the lowest evaluated bidder among the technical successful bidders.

Bidders should fill out the costs as per the table in Annex A.

Upon completion of both the technical and financial evaluations MMWCA may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that MMWCA engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Bidder's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving MMWCA increased confidence in the bidder's ability to perform

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on sound technical capabilities. The evaluation will be carried out exclusively based on the weights specified in the table below:

		Marks Awarded
1.	<p>Mandatory Documents:</p> <p>a) Certificate of Registration /Incorporation (2 Mks)</p> <p>b) CR 12 certificate (2 Mks)</p> <p>c) Valid Tax Compliance certificate (2 Mks)</p> <p>d) Valid Single Business Permit from County Government (2 Mks)</p> <p>e) Dully filled, signed and stamped supplier information form (1 Mk)</p> <p>f) Dully filled, signed and stamped conflict of interest form (1 Mk)</p>	10 Marks
2.	<p>Experience:</p> <p>a) Number of years in the business (maximum score for ten years and above):</p> <ul style="list-style-type: none"> ▪ 10 years and above – 5 marks ▪ 7-9 years – 4 marks ▪ 4 – 6 years – 3 marks ▪ 2 – 3 years – 2 marks ▪ 1 year – 1 mark <p>b) Evidence of provision of Taxi Services to at least ten (10) corporate clients. Provide a summary of the services rendered, value of the contract and proof of satisfactory service through reference letters (MMWCA will make reference checks from the tenderer’s clients.)</p> <p><i>References from Narok County – 5 marks</i></p> <p><i>References from outside Narok County – 5 marks</i></p>	5 Marks 10 Marks
3.	<p>Qualification of Training & Experience of Key Management Staff:</p> <p>a) Company organizational structure</p> <p>b) Academic qualifications of the Director/CEO (Relevant Degree/ Diploma or certificate) <i>(Attach copies of certificates)</i></p> <p><i>Degree – 5 marks</i> <i>Diploma – 3 marks</i> <i>Certificate – 1 mark</i></p> <p>Experience of Director/CEO <i>(Attach CV)</i></p> <p><i>10 years and above – 5 marks</i> <i>Others prorated – 0.5 marks per year</i></p> <p>c) Academic qualifications of the two other technical staff</p>	5 Marks 5 Marks 5 Marks

	<p>(Relevant Degree/ Diploma or certificate) (Attach copies of certificates)</p> <p>Degree – 2.5 marks per person Diploma – 1.5 marks per person Certificate – 0.5 marks per person</p> <p>Experience of technical staff (Attach CV) 10 years and above – 2.5 marks per person Others prorated – 0.5 marks per year per person</p>	<p>5 Marks</p> <p>5 Marks</p>
4.	<p>Company Profile:</p> <p>a) Detailed Company Profile including the following:</p> <ul style="list-style-type: none"> ▪Office accommodation, communication equipment etc. ▪Age ▪Size ▪Equipment ▪Total personnel strength including list of drivers and technicians ▪List of the vehicles which should include type, registration number, age etc. ▪Office space ▪Any other relevant information. 	10 Marks
4.	<p>Administration of vehicles:</p> <p>a) Evidence of insurance cover for vehicles (5 Marks) b) Proof that vehicles are fitted with anti-car jack tracking system (5 Marks) c) Proof of Backup System to ensure smooth operations all the time (5 Marks)</p>	15 Marks
5.	<p>Financial Proposal</p> <p><i>The lowest cost proposal will be awarded 25 marks. Other cost proposals will be awarded proportionate points as per formula: Financial Weight = (Lowest Cost/Proposal's Cost) X 15</i></p>	25 Marks
	TOTAL SCORE	100 Marks

The contract will be awarded to the proposal with the highest total score.

ANNEX A: FINANCIAL PROPOSAL TEMPLATE

For the sake of financial comparison, the vendor shall quote for a fixed time of two (2) hours, a distance of twenty five (25) km and waiting time of twenty (20) minutes (excluding the first 10 minutes of arrival which shall be treated as an allowance to the client to get to the car)

Category	Type and model of vehicles					
		Charges in Kshs per KM	Charges in Minutes	Waiting charges per minute	Hiring charges for vehicle for half a day	Hiring charges for vehicle for a full day
	Saloon Cars (4 seater)					
	Saloon Cars (7 seater)					
	Buses (22 seater)					
	Buses (33 seater)					
	Buses (44 seater)					
	Buses (51 seater)					
	Minibus (33 seater)					
	Utility van (9 seater)					
	Land cruiser (4X4) (5 seater)					
	Land cruiser (4X4) (7 seater)					
	Lorry					