



# **REQUEST FOR PROPOSALS**

**PROVISION FOR REPAIR AND SERVICING  
VEHICLES FOR MAASAI MARA WILDLIFE  
CONSERVANCIES ASSOCIATION**

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# 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 proposal** to provide repairs and maintenance for its fleet of vehicles. 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: 25<sup>th</sup> July 2024
- RFP closing date and time: 8<sup>th</sup> August 2024, 17:00 EAT
- Estimated contract award date: 15<sup>th</sup> 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](mailto:procurement@maraconservancies.org) . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 5<sup>th</sup> 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 proposal to MMWCA no later than 8<sup>th</sup> August 2024, 17:00 EAT by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) . The subject heading of the email should be 'RFP for MMWCA Vehicle Repairs And Maintenance 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: 8<sup>th</sup> August 2024, 17:00 EAT

Proposals should be emailed to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) and copy to [contact@maraconservancies.org](mailto:contact@maraconservancies.org)

## **PART 2: REQUIREMENTS**

### **2.1. BACKGROUND**

MMWCA is seeking for a suitable auto mobile garage registered as a commercial garage that has been operating for the five (5) years and appointed by an organisation operating in the Mara region or recommended with very experienced mechanics, painters, panel beaters, electricians, upholsters etc.

It is expected that the garage should have had at least five (5) corporate clients and has performed quality work to its customers.

The vehicles that are currently under MMWCA's fleet are captured below:

<b>TYPE</b>	<b>MAKE</b>	<b>MODEL</b>
4WD	LANDCRUISER	TOYOTA
4WD	LANDCRUISER	TOYOTA
4WD	LANDCRUISER	TOYOTA
4WD	PRADO LANDCRUISER	TOYOTA
4WD	DOUBLE CABIN HILUX	TOYOTA

### **2.2. DURATION OF CONTRACT**

This contract is expected to span for two years.

### **2.3. PAYMENT TERMS**

The terms of payments shall be as follows:

- i. The Garage shall accept to honour Purchase Orders of MMWCA subject to all the terms and conditions therein.
- ii. The Garage shall accept to release repaired vehicles with original invoices.
- iii. The invoices shall be paid within thirty (30) days from the date of submission.

### **2.4. ROLE OF THE GARAGE**

The garage shall upon the request of MMWCA make an estimate in writing of the parts and labor necessary for each specific repair or service offered and shall not charge for work done or parts supplied in excess of the estimate without the consent of MMWCA. The estimate shall contain the following information:

- i. The customer's name
- ii. The name and facility
- iii. Number of the garage

- iv. The date of the estimate
- v. A list of parts necessary for each specific repair together with the costs for each part of original equipment quality.
- vi. The labor charge for each repair
- vii. Year and make of vehicle
- viii. Registration plate number or vehicle identification number
- ix. A description of the problem reported by the customer, and a statement informing the customer of his right to receive replaced parts if the customer makes a written request for such return. In addition, for body parts, the garage must indicate if the part is a new original equipment manufacturer part.

The garage shall not perform any services not authorized by the customer by a work order in writing.

The garage shall:

(a) Provide the customer with an invoice. An invoice shall contain the following information:

- The name, address and facility number of the garage,
- The date of the invoice, the date the vehicle was presented to the garage for repair or services,
- A list of all parts supplied and labor performed, including the cost for each such part and labor,
- The odometer reading on the vehicle at the time it was left with the garage and the odometer reading at the time the invoice was prepared, a promised date of delivery, if any such date was given,
- Year of manufacture and plate number and/or vehicle identification number of the vehicle,
- The terms and time limit of any guarantee for the repair work performed,
- A description of the problem reported by the customer

(b) Purchase new and genuine body parts in case where replacements is required

(c) Return all replaced parts to the customer upon replacement of new and genuine parts.

(d) Operate the vehicle while in its possession only in accordance with the directions of the customer or as is necessary to repair or road test the vehicle;

(e) Complete repairs in a prompt and timely fashion unless needed parts are unavailable or extraordinary circumstances prevent it.

(f) Shall possess relevant and quality equipment which are used in undertaking the repairs and maintenance.

(g) The garage shall accept full responsibility of MMWCA vehicles and any valuable items or documents in the vehicles under repair

(h) The garage shall guarantee good workmanship and quality repair services. For major repairs and overhauls, premature failures of major components shall be rectified at the garage's expense to a level acceptable by MMWCA.

## **2.5. ROLE OF MMWCA**

1. Recruit the contractor
2. Consider and approve any recommended motor repair/maintenance
3. Meet all the agreed motor expenses
4. Draw a contract of agreement between themselves and the garage
5. Collect all replaced body parts and store them

## **2.6. APPLICATION REQUIREMENTS**

Based on these Terms of Reference, the consultant is expected to submit a technical proposal detailing:

- i. Certificate of Incorporation / Registration;
- ii. PIN/VAT Certificate;
- iii. Current Trade License / Business Permit;
- iv. Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- v. Current Tax Compliance Certificate;
- vi. Five (5) letters of commendation from your corporate/major clients (preferably from organisations operating within the Mara region)
- vii. Company profile



## 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
<b>1.</b>	<b>Mandatory Documents:</b> a) Provide Company Profile with Organogram/Organization Chart (2 Marks) b) Provide Certificate of Incorporation, Certificate of Registration (2 Marks) c) Provide CR12 certificate (1 Mark) d) KRA PIN (1 Mark) e) Provide Valid Tax Compliance Certificate (1 Mark) f) Certificates from affiliated regulatory or accrediting bodies/associations (1 Mark) g) Dully filled, signed and stamped supplier information form (1 Mk) h) Dully filled, signed and stamped conflict of interest form (1 Mk)	10 Marks
<b>2.</b>	<b>Company Profile:</b> a) Provide company profile showing names of Directors, management team and general structure of the company. (5 Marks) b) Certification by regulatory/affiliation bodies (attach copy) (5 Marks) c) State number of Permanent and Temporary employees (5 Marks) d) Authorisation to supply genuine spare parts (5 Marks)	20 Marks
<b>3.</b>	<b>Experience:</b> a) Number of years in the business (maximum score for three years and above); (5 Marks) b) List (and provide evidence) of 5 major current references with their contacts within the last two years (preference shall be given to references currently operating in the Mara region). State product/service provided and value of goods/service (15 Marks)	20 Marks
<b>4.</b>	<b>Physical Facilities:</b> a) Provide evidence of availability of secure office premise (5 Marks) b) Proof of an established service network within the country (5 Marks)	10 Marks
<b>5.</b>	<b>Financial Capacity:</b> a) Provide audited accounts for the last 2 years (10 Marks) b) Demonstrate access to credit facilities; (10 Marks)	20 Marks
<b>6.</b>	Provide qualifications and experience of key personnel (attach CVs)	20 Marks
	<b>TOTAL SCORE</b>	<b>100 Marks</b>

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