



REQUEST FOR PROPOSAL FOR THE PROCUREMENT OF VEHICLE TRACKING AND DRIVER BEHAVIOR MANAGEMENT SYSTEM

Ref: RFP No. RFP/AWFKHQ/Service/2019/11001.

SECTION I – INVITATION TO TENDER

The African Wildlife Foundation invites sealed bids from eligible candidates for Supply & Installation of Motor Vehicle Tracking System for its vehicle fleet in Kenya, Uganda, Tanzania, Cameroon, Ethiopia, DRC, Zimbabwe, Senegal and Niger.

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the African Wildlife Foundation so as to be received on or before **Friday 6th December, 2019 at 10.00 a.m.**

Prices quoted should be net inclusive of all taxes and delivery must be in United States Dollars (USD) and shall remain valid for 90 days from the closing date of the tender.

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at African Wildlife Foundation **meeting room** located at the administration block in Karen.

Your document should be submitted **velo** binded and properly **page numbered**. AWF shall not be responsible for loss of documents not bound/loose.

SECTION II – DESCRIPTION OF SERVICES

SCHEDULE OF REQUIREMENTS-TERMS OF REFERENCE GENERAL

Scope of Contract

The contract is for **Provision of Car Tracking Services** as per specifications for all vehicles at the AWF for a period of two years (2) renewed at AWF's discretion. The proposed system should enable visibility (tracking) of all AWF vehicles at the indicated rate price for a period of two (2) years.

TECHNICAL SPECIFICATIONS

The successful bidder shall be required to provide car tracking services for all AWF vehicles.

1.1 The tracking system should provide the following:

- a) Obtain actual vehicle location
- b) Set and establish maximum speed for the vehicle
- c) Monitor, start and stop vehicle (engine immobilizer)
- d) Set and establish the vehicles area of operation (Geofencing).
- e) Obtain daily mileage report
- f) Provide fuel usage reports including fuel consumption, fuel siphoning and refuelling reports.
- g) Provide the vehicle speed reports
- h) Receive and record low battery alerts
- i) Receive and record over speeding alerts
- j) Generate reports on number of each vehicle trips, stops, mileage etc
- k) Provide user name and password to log into the website
- l) Access real time reports on mobile phone, lap tops, tablets etc
- m) Provide a system that is web based or hosted on the cloud

- n) Create different user accounts with different rights and access
- o) Obtain alerts of fatigue driving, parking alarm etc.
- p) View different vehicle tracking maps
- q) Latest GPS/GPRS/GSM technology/Satellite tracking.
- r) 24-hour support service.

1.2 Bidder's response

Bidders must response to each technical requirement indicating the proposed system. The following format should be used.

S/No.	Technical Requirement	Bidders Response
1.	Obtain actual vehicle location	
2.	Set and establish maximum speed for the vehicle on various roads. Receive and record over speeding alerts	
3.	Monitor, start and stop vehicle (engine immobilizer)	
4.	Set and establish the vehicles area of operation (Geofencing)	
5.	Obtain daily mileage report	
6.	Provide fuel usage reports including fuel Consumption, fuel siphoning and refuelling reports.	
7.	Provide the vehicle speed reports	
8.	Receive and record low battery alerts	
10.	Set Geo-fence location Vehicle County of operation and receive SMS and email alert whenever the vehicle crosses the set geo-fence location without notifying the authorizing staff.	
10.	Generate reports on number of each vehicle trips, stops, mileage etc	
11.	Provide user name and password to log into the website	
12.	Access real time reports on mobile phone, lap tops, tablets etc	
13.	Provide a system that is web based or hosted on the cloud	
14.	Create different user accounts with different rights and access	
15.	Obtain alerts of fatigue driving, parking alarm etc.	
16.	View different vehicle tracking maps	
17.	Latest GPS/GPRS/GSM technology	
18.	24-hour support service	

NOTES:

- a) The Bidder must include supply, delivery and installation costs for all devices including any special feature computers & related software, Annual Maintenance and Support Services.
- b) The successful Bidder shall be required to train all relevant staff on usage of the system immediately after it is installed before it is deployed.
 - i) The tenderer must have an up to date certificate of compliance from Communications Authority of Kenya or any internationally recognized body.
 - ii) Submissions of bids-The tenderer must submit a one envelope bid with a combined Technical proposal and Financial proposal

EVALUATION CRITERIA

Evaluation on bids will be conducted at three stages.

STAGE 1: DETERMINATION OF RESPONSIVENESS

This stage of evaluation shall involve preliminary examination for responsiveness based on the conditions set out in the Invitation for Tender notice and any other condition stated in the tender document.

1. Preliminary Evaluation

The conditions are as follows:

- a) Must provide a bid bond of Kshs. 100,000 or (USD 1,000) which must remain valid for 90 days in the form of bank guarantee from a reputable bank or any other form approved by Public Procurement Oversight Authority (PPOA) or any other recognized body.
- b) Provide valid Tax Compliance Certificate.
- c) Prove Registration as a Company.
- d) Dully filled, and signed Confidential Business Questionnaire.
- e) Must attach summarized Audited Accounts for the last three (3) years i.e. 2018 -2016.
- f) Demonstrate execution of at least three (3) contracts of similar nature for the last three (3) years. i.e. 2018-2016
- g) Attach a copy certificate of Compliance from Communications Authority of Kenya or any other recognized body.
- h) Attach the Original copy of the Manual for the proposed system.
- i) Must provide the Manufacturers authorization of the proposed system where applicable.

Tenderers who do not satisfy any of the above requirements shall be considered Non-Responsive and their tenders will not be evaluated further.

STAGE 2 - TECHNICAL EVALUATION

- a. The evaluation shall be done against the technical proposal submitted Viz-a-Vis the technical specifications.
- b. Information on after sale Service i.e. warranties, subscriptions.

The following criteria will be used in the evaluation of all potential suppliers. The documents submitted will be evaluated for suitability and awarded marks which will contribute to a maximum 80% of the tenders' evaluation.

	Maximum Score
<p>Experience</p> <ul style="list-style-type: none"> • Number of Continuous Years in related field of Service Required. • 1-2 years' experience (2 Marks) • 3-5 years' experience (3 Marks) • 5-10 years' experience (4 Marks) • over 10 years' experience and over' experience (5 Marks) 	5
<p>Reputation</p> <ul style="list-style-type: none"> - 3 years audited accounts (each year earns 2 Marks) -5 years' experience in related field (5 marks) -Letters of reference from four (4) major client, summary of services rendered, value of contracts and contacts person, address and telephone numbers (4 Mark) 	15
<p>Managerial and key personnel Competency Profiles</p> <ul style="list-style-type: none"> • Organizational charts (1 Mark) • Qualification of 3 Key Staff and Capacity to deliver goods/service. Management and Technical Staff (4 Marks) 	5
<p>Financial Resources</p> <ul style="list-style-type: none"> • Financial Ratios to be Evaluated: • Working capital, Turnover ratio s and Quick ratios. (5 Marks) 	5
<p>Specifications</p> <ul style="list-style-type: none"> • The evaluation shall be done against the technical proposal submitted vis a vis the technical specifications stated in the bid document. (30 Marks) • A letter to demonstrate Training/transfer of knowledge of all relevant officers (10 Marks) • Information on after sale service i.e. warranties. (5 Marks) • Delivery Schedules (5 Marks) 	50
TOTAL	80

STAGE 3 - FINANCIAL EVALUATION

Evaluation will involve the following:

Determination of evaluated price for each bid using the following:

- (a) Check for any arithmetic errors in the Tender.
- (b) Ranking of tenders according to their evaluated prices.
- (c) Total cost applicable, installation, subscriptions etc.

Overall Tender Evaluation Criteria

The tender evaluation criteria are weighted as follows;

Criteria	Maximum Score
Tender Responsiveness- Preliminary Evaluation	Mandatory
Technical Evaluation	80
Financial Evaluation	20
Totals	100

Evaluation of Proposals

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component. Scores will be awarded for the technical proposal.

The price component proposal will be opened only for those firms/ institutions whose technical component meets the requirements for the assignment, as indicated by a score of more than 80%.

Deadline for Submission

Interested eligible candidates may obtain further information from AWF Office through the phone number indicated below during normal working hours. The completed tender documents to be submitted at African Wildlife Foundation offices during normal working hours accompanied with a non-refundable fee of **Kshs 3,000.00 (Three thousand Kenya shillings only)** payable to African Wildlife Foundation; through Bankers cheque only. Failure to pay the fees will lead to disqualification of the tender. The tender document can be download from the website www.awf.org.

The bids and relevant copies of testimonials should be submitted to the African Wildlife Foundation in enclosed envelopes marked: Request for Proposals for the Provision of Fleet Management System to AWF by **10.00 a.m. 6th December 2019** at the below address:

Completed Tender Documents should be addressed, marked and submitted accompanied by a tender security delivered to:

The Tendering Committee
African Wildlife Foundation Headquarters
Ngong Road, Karen
P.O. Box 310-00502
Phone: +254 711 063000
Nairobi, Kenya

African Wildlife Foundation reserves the right to accept or reject any application either in part or wholly and is not bound to give reasons whatsoever for its decision.



ANNEX 1: PERFORMANCE SECURITY FORM

To:

[name of the Procuring entity]

WHEREAS..... [name of tenderer] (hereinafter called — “**the tenderer**”) has undertaken, in pursuance of **Contract No.** [reference number of the contract] dated..... 20..... to supply [Description services] (Hereinafter called —**the contract**)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for the sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE, WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of [amount of the guarantee in words and figures],

and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum or sums within the limits of [amount of guarantee] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the day of20....

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]



ANNEX 2: BANK GUARANTEE FOR ADVANCE PAYMENT

To.....

[name of tender]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of Tenderer] [hereinafter called “the Tenderer”] will deposit with AWF a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of [amount of guarantee in figures and words].

We, the

[bank or financial institution], as instructed by the Tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to AWF on its first demand without whatsoever right of objection on our part and without its first claim to the Tenderer, in the amount not exceeding [amount of guarantee in figures and words]

.....
.....
.....

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between AWF and the Tenderer, will in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee will remain valid and in full effect from the date of the advance payment received by the

Tenderer under the Contract until[date].

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

ANNEX 3: BUSINESS QUESTIONNAIRE

2.1 Name of organisation in whose name the tender would be submitted

Name of the main contractor who will act as lead bidder for the purposes of this PQQ.

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2.2 Contact details:

Name:
Position in organisation:
Telephone no.:
Fax no.:
Email address:

2.3 Main address and location for correspondence:

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2.4 Company Registration details:

Company Registration no.:
Date of registration:
Registered address (if different from above):

2.5 Legal status of your organisation (tick as applicable):

Sole trader	
Partnership	
Private Limited Company	
Public Limited Company	
A Higher Education Institution	
A Local Authority	
Voluntary organisation	
A consortium of companies	
Other (please specify)	

2.6 Date organisation commenced business (and date of incorporation if different):

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2.7 KRA PIN /TAX ID NO:

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2.8 Please state the names of all other organisations involved in the PQQ/contract, your relationship with them and the respective roles and responsibilities:

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2.9 Please provide enclosed details of your organisation's national structure and total number of employees, e.g. organisation chart showing location and range of business units.

2.10 Is your company a subsidiary of another company? If so, please provide the name and registered office address of the holding or parent company and the ultimate parent (if applicable):

2.11 Is your company affiliated or associated with any other company which would be capable of tendering for these services/ supplies? If so, please provide the name and registered office address:

2.12 Does any director, partner or associate have a relative(s) who is employed by or affiliated to AWF?

2.13 Please give the number of offices and the locations of the main premises from which your organisation envisages providing Supplies/ services similar to those required by the AWF:

3. **Eligibility**

Please provide confirmation that there are no grounds applicable to your company or to any parent company pursuant to which your company or parent company as a whole might be, or might have been barred by any organization in any of AWF's countries of operations.

Note: Evidence may be sought at a later date, in confirmation of your answer.

4. **Business and Professional Conduct**

4.1 Are there any court actions and/or employment hearings outstanding against your organisation? If so, please give details:

4.2 In the last three years has your organisation:

4.2.1 Been involved in any court action and/or employment tribunals?

YES/NO

- 4.2.2 Paid damages in respect of failure to perform any contract? **YES/NO**
- 4.2.3 Had a contract terminated or been refused the opportunity to re-tender for a contract? **YES/NO**
- 4.2.4 Been successfully sued for breach of contract? **YES/NO**
- 4.2.5 Withdrawn from a contract before the agreed completion date? **YES/NO**

4.3 If you have answered YES to any of the above questions, please provide details.

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5. Financial

5.1 Please indicate the annual turnover of organisation, in whose name the tender would be submitted, over the last 3 years. If your organisation is part of a group, please give figures for both your own organisation and the group:

Year	Organisation annual turnover (USD)	Group annual turnover (USD) (where applicable)

5.2 Your Company Accounts:

- (a) If your organisation has been trading for **less than 3 years**, the AWF will accept 2-year audited accounts.
- (b) If the organisation has been established for **less than 2 years**, please provide a business plan for the whole organisation, including a profit and loss account, cash flow forecast.

5.3 Please give details of any changes in company status since the last published accounts or any planned changes e.g. acquisitions, mergers, share issues, major investments, major loans, etc:

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5.4 What are the likely sources of funds you would intend to use for this contract?:

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5.5 Please provide any other information you consider necessary for a fair appreciation of the financial position and prospects of your organisation:

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6. Insurance

6.1 Please provide details (name of insurer and indemnity levels) of your organisation's insurance in respect of:

	Insurer	Limit for single incident	Indemnity level
Public Liability			
Professional Indemnity			
Employers Liability			

- 6.2 The AWF may require certain insurance covers for certain procurement, kindly confirm whether you have relationship with insurance and financial companies in case of any need.

7. Staffing and Co-ordination

- 7.1 Please provide full details of how your organisation will deliver/co-ordinate an experienced team capable of delivering all aspects of this contract:

- 7.2 Total number of staff employed in your organisation:

- 7.3 Please provide details of your staff and organisation's qualifications and membership of relevant trade associations and professional bodies:

- 7.4 Please enclose CVs for the partners/senior managers who would be responsible for managing our relationship.

- 7.5 Please enclose details of your organisational and management structure as it relates to the required supplies/ services.

- 7.6 **The AWF is also concerned that external suppliers from whom it purchases goods, works, or services do not discriminate unlawfully on grounds of sex, sexual orientation, religion and belief or disability, and therefore request your answer whether you think these are important issues?**

YES/NO

8. Experience/References/Ability

- 8.1 Please provide details of relevant contracts you have been awarded for the provision of supplies/ services similar to those required by the AWF for the past 3 years for services/5 years for works under the following headings and in the following table. List all contracts awarded by Government agencies first, then NGOs, Hospitals and Research based organizations followed by other sectors.

Client name & full address (public sector, or private sector, NGOs, Hospitals, Research Organizations etc)	Brief description of service undertaken	Period of contract	Contact name and telephone number	Status of contract (current / finished / terminated)	Approx. contract Value USD.

NB. AWF reserves the right to contact any or all of these organisations for a reference. AWF may also wish to visit them. Your permission to do so will be assumed unless you state any objections.



8.2 Please provide details of **other** current similar contracts your organisation is bidding for and their status (preferred bidder, short-listed etc):

8.3 Please set out briefly, the abilities of your company to provide the type of services for which the AWF is to seek tenders:

9. Enclosures / Comments

9.1 Please check that you have enclosed a hard copy and where possible, a soft copy of the following details with your completed Pre-Qualification Questionnaire (which again should be submitted in hard and soft copy format):

- Details of your organisation’s structure as outlined in section
- Your Company registration number, or set of audited accounts for the last 3 financial years, and any stock exchange announcement.
- Enclosures as required above.

9.2 Please insert any general comments you wish to make:

The questionnaire should be signed and dated by a Director of the Company or Consortium:

Name:.....

Signature:.....

Position.....

Tel No:.....

Date:.....

Thank you for completing this questionnaire. The information it contains will be held in confidence by African Wildlife Foundation and used for the purpose of determining your suitability for meeting our requirements for the provision of the Supplies/ Services. If you are invited to submit a tender any information supplied in this questionnaire will be deemed to form part of the tender and may be used in any subsequent assessment.