

## RE-INVITATION TO BID – TRANSPORT SERVICES: DISTRIBUTION

### **Background**

Action Africa Help International (AAH-I) is a regional not for profit humanitarian and development organization with a mission of improving the quality of life of livelihood challenged communities. AAH-I has country Programs in Kenya, Sudan, Somalia, South Sudan, Uganda, Zambia, Djibouti and Ethiopia. AAH-Kenya, an affiliate Country Program of AAH-I, addresses development challenges in partnership with marginalized communities in Arid and Semi-arid areas (ASALs) and low income urban and rural settings. AAH-Kenya supports pastoral communities in Narok County to sustainably improve their social and economic livelihoods. For more information, please visit <https://www.actionafricahelp.org/>

AAH-I Kenya is re-inviting interested and qualified companies to submit bids for provision of trucks for hire to transport cookstoves to the beneficiaries in the villages of Narok west and Narok south.

The capacity and the type of the truck is shown below. This is also for purposes of having framework agreement.

Type of vehicle	Specific duty
A canter truck	Transport stoves to last miles beneficiaries in the villages of Narok west and south from the warehouse in Ewaso-Ngiro.

For transportation from the warehouse to beneficiaries in Narok West & South villages: Quotes should indicate a **fixed price for the first** 100Km and indicate a standard rate per kilometer for distances that exceeds 100km in Kenya Shillings.

### **Important Note:**

- 1. The rate should be inclusive of loading and offloading during distribution (AAHI warehouse to beneficiaries).*
2. Fuel, truck maintenance and driver's fee, is the responsibility of the truck Company.

### **1. REQUIREMENTS FOR THE BID**

#### **Administrative Requirement:**

Companies are required to submit the following documents;

1. Company Registration Certificate
2. Tax compliance certificate
3. Valid Business permit
4. Declare company's ownership- Attach Articles of Association (attach, the first 3 pages and signature page that has shareholding information OR CR12 form)

Only registered company will be evaluated.

#### **Technical Requirement**

1. Brief Overview of company (Company profile) including physical business address and postal address, should have list of vehicles owned by the company and their registration numbers.
  2. Must have evidence of past experience in road transport (attach copies of contracts implemented)
  3. Should share recommendation from at least 2 companies/organizations
  4. Must show evidence truck ownership (attach registration documents – copies of log books)
  5. Current bank statement
  6. Goods in transit insurance cover
- 2. Price and Currency:** The prices shall be in Kenya Shillings.
- 3. Quotation should be on Company's letter head**
- 4. Location of the service:** Narok County (Narok West and South)
- 5. Language for the bids:** The language for the bids shall be English only. No handwritten bid will be accepted.
- 6. Submission of Quotes and deadline:**  
Bids documents prepared in English, will be sent to this email address [procurement@actionafricahelp.org](mailto:procurement@actionafricahelp.org) not later than **Thursday 26<sup>th</sup> September, 2024 at 03:00 pm local time**. Clearly indicate **"DISTRIBUTION SERVICES"** on the subject line of the email.
- 7. Request for clarifications**  
Any request for clarification must be made in writing through the email: [procurement@actionafricahelp.org](mailto:procurement@actionafricahelp.org) strictly and must be received not later than **Wednesday the 25<sup>th</sup> September, 2024 at 12:00 pm Local Time**.
- 8. Evaluation criteria**  
Evaluation will be based on administrative, technical and financial requirements. Bidders who will fail to submit any of the documents requested at administrative level will be disqualified from technical and financial evaluation.
- 9. Notification of the results**  
Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

#### **Disclaimer**

This is only a Call for quotations and AAH-I Kenya reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I Kenya shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AAH-I Kenya Procurement Review Committee shall be final.