



NAME OF BIDDER

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BOX.....

## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

QUOTATION No: NCPD 004/2018/2019

DESCRIPTION: PROVISION OF TAXI SERVICES

DATE: 27/11/2018

NCPD/FIN/PRO/FORMS/002

ISSUE NO 002

REVISION NO. 003

**Note.**

- (a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on reverse before quoting.
- (b) Your quotation should include all costs of providing the services including costs of delivery, duty, VAT, etc. where applicable to:
- (c) This quotation form is **NOT VALID** Unless Authorized
- (d) The completed quotation form should be submitted to NCPD Headquarters Chancery Building Valley Road P O Box 48994, 00100 NAIROBI on or before 06/12/2018 at **10.00am**
- (e) Return the original copy and retain a duplicate for your records.
- (f) NCPD encourages all partners to make use of **Corruption and Unethical Practices Reporting Mechanisms below;**
  - a. Corruption Reporting Box at the Main Reception in the Head Office and County Offices
  - b. Toll free Hotline for complaints: 0800724212/Complaints Reporting Desk: 020-2711600 Ext 311/333
  - c. Dedicated email account: [complaints@ncpd.go.ke](mailto:complaints@ncpd.go.ke)
  - d. Anonymous corruption reporting link on the ncpd website: [www.ncpd.go.ke](http://www.ncpd.go.ke)

**Please Quote for Provision of Technology- Enabled Taxi Services as per the attached terms of reference:**

Item No.	Description	Unit	Qty	Unit Price VAT Inc.	Total Price, VAT Inc.	Brand Name	Days to Delivery	Discount	Quotation validity period
1.									
2.									
3.									

**FOR OFFICIAL USE ONLY:**

Authorized by \_\_\_\_\_

Opened By:

(1) ..... Designation..... Sign.....

(2)..... Designation..... Sign.....

(3)..... Designation..... Sign.....

Time.....

Candidate's Signature.....

Rubber Stamp.....

Date.....



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### INSTRUCTIONS:

1. All entries should be typed or written in ink. Mistakes should not be erased but should be crossed out and corrections made and initialed by the persons who signed the quotation.
2. Quote for each item separately, and in units specified.
3. This form should be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the Quotation Number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with the quotation.
5. If you do not wish to quote, please endorse the reason on this form and return it, otherwise your name may be deleted from the mailing list for the items listed thereon.
6. All successful candidates **SHALL** at the point of receiving LPOs, provide:
  - a) Bank details complete with names of directors which should be signed and stamped appropriately
  - b) Details of the Postal and Physical Address of the candidate.
  - c) Particulars of Consultants as had been tendered. Where the applicant is an individual consultant and not an enterprise, the lead consultant shall also be the Team Leader/Director. Whatever the case may be, however, subletting or subcontracting/shifting of consultants shall not be allowed and will lead to termination of contract at any stage and the attendant claims for liquidated damages by NCPD
7. Kindly indicate your “**days to delivery**” for the quotation. This will form the basis for evaluation of your performance. If not indicated, NCPD will apply its *standard evaluation criteria* which provides that normal goods and services deliveries should be within **14 days** after an order/contract has been issued.
8. In accordance with, NCPD’s Information Security Policy, all information provided herein remain confidential. Wrongful disclosure/sharing of the contents of this engagement without prior written consent of NCPD shall attract severe penalty and relevant legal suit.

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## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

### TERMS OF REFERENCE FOR PROVISION OF TECHNOLOGY-ENABLED TAXI SERVICE

#### Introduction

National Council for Population and Development (NCPD) is a state agency under the National Treasury and Planning whose mandate is to undertake analysis, formulation, development and coordination of the implementation of Population policies and programmes for Sustainable Development.

#### Objective of the assignment

We are looking for staff travel solution for out of office meetings, working late and general operations that might require a taxi. The desired taxi service should ideally be only minutes away on demand while at the same time guaranteeing not only remarkable savings on the budget but also improved efficiency on transportation needs at NCPD. The solution features should provide transparency into all employee trips, allow management to set policies and restrictions on employee travel, and to consolidate official trips for increased administrative efficiency.

#### The solution

The solution should provide NCPD with opportunity to gain visibility and control while saving time and money on the trips. It should allow the use of a centralized account where all employees can charge trips directly via an appropriate application.

The preferred solution should allow for Administrator review of employee trips. Employee should have personal accounts to which they can be given a chance to switch their trips in a case where a trip cannot be authorized by the administrator.

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## NATIONAL COUNCIL FOR POPULATION AND DEVELOPMENT

The solution should allow for customizable policy and controls as the Council will deem necessary. It should only allow the rides that follow the measures set out in the policies.

The full price of a trip must be known upfront before a request is placed and attendant authorization obtained to allow for cost effective travel decisions.

It should be capable of providing employees' safety and risk while traveling locally and abroad by using trip data to deliver insight as to where employees are between hotel stays and flight itineraries. In the case of an emergency event, it should allow for dispatch of support to employees as required

### *Availability in Kenya*

National Network is preferable but presence in Nairobi, Mombasa and Kisumu is important

### *The Billing Process.*

The desire is that we will have an account with the solution provider and all authorized trips will be paid for at the end of every month

### *Vehicles and rides*

Solution to allow employee to choose what vehicle class to use for their business trips and should be based on **"On -Demand Rides"** and preference for a driver, or they see their driver's name, photo and average rating, as well as the license plate number and make of the vehicle. Passengers should be able to clearly identify the right car before getting in.

Passengers should see their route, and the location of their car, throughout the Journey just to be sure that their driver is headed the right way

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### *Fares and charges*

Please provide fares and all the applicable charge estimates as per your policy

### **CRITERIA FOR EVALUATION AND AWARD OF CONTRACT**

#### **1) Suitability of the proposed solution**

- a) National Network of the service =10 points
- b) Appropriateness of the application=40 points
- c) Provision for employees' safety and risk while traveling locally and abroad =10 points
- d) Appropriateness of the Billing Process. =10 points

***(Maximum Technical Score = 70)***

#### **2) Flexibility of the service to allow:-**

- a) Employee to choose what vehicle class to use =5 points
- b) Preference for a driver=10 points
- c) Appropriateness in terms of administrative efficiency =15 points

***(Maximum Technical Score = 30)***

#### **NB: Award of contract**

The candidate who will be considered to be substantially responsive (highest technical scores) and also determined to be the lowest evaluated bidder will be eligible for contract award.

Candidate's Signature.....

Rubber Stamp.....

Date.....

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