**REQUEST FOR PROPOSAL (RFP) FOR TRANSPORT SERVICES TOOL**

**About this tool:** This tool is to be used as a template when requesting a proposal for transport services for essential medicines, vaccines or other health related commodities. The template needs to be adjusted to meet the specific needs of the organisation which is tendering for services.

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| **<Insert Name of Project Proposal>** | |
| **Bidding document for the procurement of <Insert short description of project>** | |
| **Procurement Reference Number:** | **<Insert Procurement Reference Number>** |
| **Procurement Method:** | **<Insert Procurement Method>** |
| **Date of issue:** | **<Insert Date of Issue>** |
| **Deadline for submitting quires:** | **<Insert Deadline for submitting quires>** |
| **Deadline for responding to clarifications:** | **<Insert Deadline for responding to clarifications>** |
| **Deadline for bid submission:** | **<Insert Deadline for bid submission>** |

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**General Bid Information**

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| **The Client is:** | **<Insert Client’s name>** |
| **Commencement:** | **<Insert date assignment is expected to commence>** |
| **The subject of the procurement is:** | **<Insert subject of procurement>** |
| **Reference:** | **<Insert procurement reference number>** |
| **Communications medium:** | **<Insert communications medium e.g. writing>** |
| **Language:** | **<Insert language>** |
| **Prices:** | **<Insert price details>** |
| **Currency:** | **<Insert currency>** |
| **Unit:** | **<Insert how a unit is defined>** |
| **Validity Period:** | **<Insert duration of time bid is valid after submission deadline>** |
| **Number of Copies:** | **<Insert number of copies submitted>** |
| **Client’s address is:**  **Attention:**  **Floor/Room number:**  **Street Address:**  **Town/City:**  **Postal Address:**  **Country:**  **Facsimile number:**  **Email:** | **<Insert client’s address>** |
| **<Insert client’s name>**shall respond to any request for clarification as long as the request is received by **<insert client’s name>** no later **than <insert number> working days** prior to the deadline for submission of Bids, no later than**<insert deadline date>** | |
| **For bid submission purposes only the Clients address is:**  **Attention:**  **Floor/Room number:**  **Street Address:**  **Town/City:**  **Postal Address:**  **Country:**  **Facsimile number:**  **Email:** | **<Insert client’s address>** |
| **The deadline for bid submission is:**  **Date:**  **Time (local time):** | **<Insert Date and Time for Deadline submission>** |
| **The bid opening shall take place at:**  **Location Name:**  **Floor/Room number:**  **Street Address:**  **Town/City:**  **Postal Address:**  **Country:**  **Facsimile number:** | **<Insert address at which the bid opening will take place>** |
| **Date:**  **Time (local time):** | **<Insert Date and Time of bid opening>** |

**Information**

**<Insert client’s name>** invites bids for **<insert project’s name>**to commence **<insert date>**

Bidders are required to prepare and submit a bid containing both technical and financial information.

The price to be quoted shall be the total price of the bid, excluding any discounts offered.

The Bidder shall quote any unconditional and conditional discounts and the methodology for their application.

**<Insert client’s name>**shall conduct the bid opening in the presence of any Bidder (or their designated representative) who choose to attend at the following location:

**<Insert location>**

**<Insert date>**

**<Insert time>**

Any bid received after the “deadline for submission of bids” shall be declared late and will be rejected.

The contract shall be awarded to the Bidder whose offer has been determined to be the best evaluated bid and subject to satisfactory negotiations.

**<Insert client’s name>**reserves the right to accept or reject any bid, and to terminate the bidding process and reject all bids at any time prior to contract award.

**Eligibility of Bidders**

In order to be eligible to participate in the process a Bidder (including any sub-contractors and/or parties constituting the Bidder) has to meet the following criteria:

* Bidders will pay all appropriate taxes and social security contributions
* Bidders must be legally capable of entering into a contract
* Bidders can be from any country except those countries that as a matter of law or official regulation or the Government of the country prohibits commercial relations with
* Bidders should not have any conflict of interest and those Bidders found to be in conflict of interest will be disqualified. A conflict of interest is defined as but not limited to:
  + receiving any direct or indirect subsidy
  + submitting more than one bid in this bidding process
  + having controlling shareholders in common; or
* is not the subject of any legal proceedings for any of the following:
  + bankruptcy
  + insolvency

All Bidders shall provide any further evidence of their eligibility as reasonably requested by **<insert client’s name>**

**Qualifications of Bidders**

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| **Clients whom you have provided similar contracts to in the past or currently (minimum of 2):** |
| **Name of client:**  **Value of contract:**  **Duration and year of contract:**  **Details of contract (service provided):** |
| **Name of client:**  **Value of contract:**  **Duration and year of contract:**  **Details of contract (service provided):** |
| **Name of client:**  **Value of contract:**  **Duration and year of contract:**  **Details of contract (service provided):** |

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| **The qualifications and experience (include Curriculum Vitae’s) of key personnel (management) proposed for the contract with experience in supply chains and logistics:** |
| **Name:**  **Position:**  **Years of experience:** |
| **Name:**  **Position:**  **Years of experience:** |
| **Name:**  **Position:**  **Years of experience:** |
| **Name:**  **Position:**  **Years of experience:** |

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| **Equipment to be used to perform contract:** |
| **Type:**  **Make, model & age:**  **Quantity:**  **Owned or rented:**  **Condition (new/good/poor):** |
| **Type:**  **Make, model & age:**  **Quantity:**  **Owned or rented:**  **Condition (new/good/poor):** |
| **Type:**  **Make, model & age:**  **Quantity:**  **Owned or rented:**  **Condition (new/good/poor):** |
| **Type:**  **Make, model & age:**  **Quantity:**  **Owned or rented:**  **Condition (new/good/poor):** |
| **Type:**  **Make, model & age:**  **Quantity:**  **Owned or rented:**  **Condition (new/good/poor):** |

**Bid Evaluation Methodology**

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| The methodology used will recommend the lowest priced bid, which is eligible and compliant to the technical and commercial requirements on the provision that the Bidder is deemed to be qualified to perform the contract to a satisfactory standard. |
| **The evaluation will be conducted in 3 parts:**  **(Failure of a bid at any one of the 3 parts of the evaluation will be rejected in whole and disqualified)** |
| * eligibility of bidders * evaluation to determine the commercial and technical responsiveness of the bids * a financial comparison to compare costs and establish the best evaluated bid |
| **Each Bidder must be able to produce copies of the following or their current equivalent:** |
| * a copy of the Bidder’s Trading licence * a copy of the Bidder’s Certificate of Registration * a copy of the Bidders VAT registration certificate * a copy of the Bidder’s Articles of Association and Memorandum of Association * a copy of annual Audited and Certified Financial statements for the previous 2 full financial years |
| **Each Bidder must supply with their bid a:** |
| * a brief description of the related services offered * the total bid prices * any discounts offered and the methodology for their application * a declaration that the Bidder (including any sub-contractors and/or parties constituting the Bidder) is not participating in more than 1 bid for this contract. |
| **The Bidder shall submit the Price Matrix using the format provided. The Price Matrix will include:** |
| * the unit prices * local taxes paid or payable in Uganda * the total price per line item * subtotals and totals * an authorised signature of the signatory to the bid |
| The bidder must submit evidence of conducting to completion at least***2*** similar contracts in reputable organisation(s) within **<insert location>** between **<insert dates>**Reference must be able to be sourced by **<insert client’s name>**  **or**  The 3PLs current business involves distributing supplies on a similar scale to remote places within **<insert location>** This information has to be presented in a detailed technical report showing how the 3PL is executing and managing the service.  **Reference letters will not be accepted under this standard** |
| **All evidence should be a copy of one of the following.** |
| * the contracts signed * Letters of Notification of Award * Certificates of Completion of the Contracts * A detailed technical report showing how the 3PL execute(s/d) the service. |

**Costings**

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| **All bid prices must include all the costs associated with the service such as:** |
| * training * inspection * commissioning * the cost of offloading the commodities at the drop location * taxes, duties and levies * the price of the service. * any cost incidental to the provision of the service |
| The bidders should state the cost of **<insert project’s name>**from **<insert client’s name>**in **<insert location>** |
| Each region consists of a number of districts and the bidder must quote for all drop locations in a region. |

**3PL Requirements**

| S/N | Requirements | Evidence required |
| --- | --- | --- |
| 1 | The 3PL must provide a minimum of 2 key staff for training in**<insert client’s name>,** customer relations and documents. |  |
| 2 | The 3PL will ensure that their delivery staff are well trained in handling and verification of supplies, document interpretation & customer care. | 3PL to submit at least 5 detailed CVs of operational staff with training and experience in logistics and/or distribution operations |
| 3 | The 3PL will only use vehicles that will not expose supplies to excessive heat |  |
| 4 | The 3PL will ensure all goods in transit are comprehensively insured |  |
| 5 | The 3PL will ensure that all loading and offloading is done only at the assigned drop locations. No vehicle will be allowed to stop at any other location while in delivering its service to **<insert client’s name>**, except in unforeseen circumstances. |  |
| 6 | The 3PL shall provide a weekly status report on deliveries in progress and those completed to **<insert client’s name>** | The 3PL should provide a detailed report in how distribution, verification and reporting to <insert client’s name> will be accomplished |
| 7 | The 3PL will ensure deliveries are executed within 5 working days after receipt of consignments from **<insert client’s name>** and documentation returned to the Central Medical Stores by working day 7 after receipt of the consignments from **<insert client’s name>** | (To be covered in report above S/N 6) |

**Procedures for 3PL**

| **Description of the activity** | **Action person** |
| --- | --- |
| Verify and confirm supplies against delivery documentation. Only confirm number of cartons (**Do not at any time open boxes before reaching the final drop location**). | 3PL/warehouse staff |
| Notify drop location staff of delivery day and time. | 3PL |
| Verify and confirm delivery of supplies against **<insert client’s name>**delivery notes with the drop location staff (**All cartons, where necessary, should be opened and verified**). | 3PL |
| Ensure the **<insert client’s name>** delivery note for each order is completed as necessary by the receiving staff at the drop location. | 3PL |
| In case of a discrepancy in the delivery, ensure that a returns & discrepancy form is completed and endorsed by the receiving staff at the drop location and the 3PL staff.  In case part or all of the consignment is rejected, call the **<insert client’s name>** contact immediately and have the customer fill the discrepancy / returns form. | 3PL |
| Return documentation to **<insert client’s name>** by working day 7 after 3PL receives the consignment. | 3PL |

**Price Matrix**

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| --- | --- | --- | --- | --- |
| **Region 1: Costing per delivery point per District** | | | | |
| **Region** | **Facility Name** | **District** | **Unit Cost per delivery**  **(Transportation and offloading)**  **VAT Exclusive** | **Total Cost**  **(VAT exclusive)** |
| **<insert region>** | **<insert facility name>** | **<insert district>** | **<insert unit cost>** | **<insert total cost>** |
|  | | **Total cost for region excluding VAT** | **<insert total unit cost>** | **<insert total cost>** |

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| **Region 2: Costing per delivery point per District** | | | | |
| **Region** | **Facility Name** | **District** | **Unit Cost per delivery**  **(Transportation and offloading)**  **VAT Exclusive** | **Total Cost**  **(VAT exclusive)** |
| **<insert region>** | **<insert facility name>** | **<insert district>** | **<insert unit cost>** | **<insert total cost>** |
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|  | | **Total cost for region excluding VAT** | **<insert total unit cost>** | **<insert total cost>** |

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| **Region 3: Costing per delivery point per District** | | | | |
| **Region** | **Facility Name** | **District** | **Unit Cost per delivery**  **(Transportation and offloading)**  **VAT Exclusive** | **Total Cost**  **(VAT exclusive)** |
| **<insert region>** | **<insert facility name>** | **<insert district>** | **<insert unit cost>** | **<insert total cost>** |
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|  | | **Total cost for region excluding VAT** | **<insert total unit cost>** | **<insert total cost>** |

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| **Region 4: Costing per delivery point per District** | | | | |
| **Region** | **Facility Name** | **District** | **Unit Cost per delivery**  **(Transportation and offloading)**  **VAT Exclusive** | **Total Cost**  **(VAT exclusive)** |
| **<insert region>** | **<insert facility name>** | **<insert district>** | **<insert unit cost>** | **<insert total cost>** |
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|  | | **Total cost for region excluding VAT** | **<insert total unit cost>** | **<insert total cost>** |

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| **Region 5: Costing per delivery point per District** | | | | |
| **Region** | **Facility Name** | **District** | **Unit Cost per delivery**  **(Transportation and offloading)**  **VAT Exclusive** | **Total Cost**  **(VAT exclusive)** |
| **<insert region>** | **<insert facility name>** | **<insert district>** | **<insert unit cost>** | **<insert total cost>** |
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|  | | **Total cost for region excluding VAT** | **<insert total unit cost>** | **<insert total cost>** |

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| **Costing for all regions** | | |
| **Region** | **Number of drop locations** | **Total cost of service to each region (VAT exclusive)** |
| Region 1 | **<insert number of drop locations>** | **<insert total cost of service to each region>** |
| Region 2 |  |  |
| Region 3 |  |  |
| Region 4 |  |  |
| Region 5 |  |  |
|  | **Grand total cost for service for all Regions** | **<insert grand total cost>** |
| **If applicable, VAT rate of \_\_\_\_ %** | **<insert VAT rate>** |
| **Grand Total for all regions, VAT inclusive** | **<insert grand totals for all regions + VAT>** |

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**In the legal capacity of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**