



Center for International Health, Education, and Biosecurity

ITT REFERENCE: Ciheb/DIST/2024

**INVITATION TO TENDER (ITT) FOR DISTRIBUTION -
TRANSPORTATION OF GOODS ON DOOR-TO-DOOR
DELIVERY BASIS - LOT 2**

CLOSING DATE: 27th MARCH 2024 AT 1600HRS.

INTRODUCTION

The Center for International Health, Education and Biosecurity (CIHEB)-Kenya is a local non-governmental organization collaborating with the Ministry of Health and County Health Management Teams to strengthen health systems for improved quality of health care in Kenya. Ciheb-K supports the implementation and expansion of high quality, sustainable and comprehensive HIV prevention, care and treatment programs and expansion of COVID-19 vaccination with funding from the President's Emergency Plan for AIDS Relief (PEPFAR).

CIHEB KENYA seeks to partner with best-in-class service provider(s) with a strong background in **Pharmaceutical Grade Last Mile Distribution** of high value commodities.

INVITATION TO TENDER

Ciheb Kenya invites sealed bids from eligible candidates with strong background in Last Mile distribution of high value pharmaceutical grade commodities. Completed set **Original and copy of documents** sealed in a plain envelope and clearly marked as follows should be dropped in the Tender box situated at K-rep towers Sixth floor.

PROCUREMENT COMMITTEE

ITT REFERENCE: Ciheb-DIST-2024

Centre for International Health Education & Biosecurity (CIHEB)-Kenya

Address: K-Rep Centre 6th floor Wood Avenue, Kilimani – Nairobi

Closing Date for Submission of ITT

No late submissions of ITT will be accepted. Bidders are therefore advised to ensure that they have taken all steps to submit their ITT in advance of the closing date and time, so that it is received not later than 1600hrs on 27th March 2024 (deadline)

CIHEB Kenya may, at its own discretion, extend this closing date for the submission of ITT by notifying all bidders thereof in writing.

Tender offers submitted via email, will not be accepted.

Ciheb Kenya reserves the right to accept or reject an application and is not bound to give reasons for its decision.

INSTRUCTIONS TO BIDDERS

- In submitting the Invitation to Tender, the bidder accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this ITT procedure, whatever his own conditions of service/sale may be, which hereby waives.
- Bidders are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this ITT document.
- Failure to submit an offer containing all the required information and documentation within the deadline specified will lead to the rejection of the tender
- No account can be taken of any reservation in the ITT as regards the ITT documents; any reservation will result in the immediate rejection of the ITT without further evaluation.
- A tenderer will be required to pay a non-refundable fee of **ksh 4,500** in advance before the closing date of the tender. The amount shall be deposited on Ciheb-K accounts details below and a deposit slip attached together with submitted tender documents.(no cheques)

CIHEB-KENYA
A/C 8559840013
BANK:NCBA
Branch: KILIMANI

Scope of Work- Distribution

The offer shall be in clusters of five regions however the prospective organizations are expected to be able to execute last mile distribution to health facilities to all counties in Kenya. **Centre for International Health, Education & Biosecurity (CIHEB)-Kenya** may award more than one cluster to a vendor if in the best interest of their projects. All distribution shall be executed concurrently/simultaneously across all the counties.

Key performance attributes that **Centre for International Health, Education & Biosecurity (CIHEB)-Kenya** will be taking into consideration during the selection process will include:

- Quality – A partner with superior management processes to maintain the integrity and quality of products.
- Efficiency - a service provider that can optimize the value derived from total supply chain management costs.
- Innovation – ability to implement innovative solutions with measurable results that impact supply chain reliability, responsiveness and flexibility, cost and asset utilization.

Product categories to be distributed include laboratory reagents, test kits, controls, consumables, equipment, and non-lab general supplies.

Distribution will be of health and non-health commodities within Nairobi and across the defined 5 regions that cover the 47 counties in Kenya (see annex). The distribution component will support the transportation of commodities to:

- Training venues/stores within Nairobi, Nakuru, Naivasha or environs (to be confirmed)
- Central Laboratories Located in Nairobi
- Satellite laboratories located within the defined 5 regions in Kenya.

Bidders may opt for one or both of the following types of distribution models:

- Direct distribution of health products to health facilities from the central warehouse, i.e., no cross-docking at an intermediate storage location.
- Indirect distribution of health products from the central warehouses, with initial cross-dock facilities and subsequent transportation to health facilities.

Note: **Direct distribution to health facilities is the preferred model.** However, if service providers can demonstrate gains in efficiency and quality using an indirect distribution based on the logistics parameters provided, this should be submitted as an addendum to the technical proposal. This is an alternate solution that supplements but does not replace the requested preferred service model.

Note also that the indirect distribution option is only applicable to organizations submitting tenders for both the warehousing and distribution lots. Evidence of access to KEMSA accredited storage locations managed by this organization must be submitted.

In general, the structure of the logistics network for warehousing and distribution service supports a central and satellite model, located at various regions in Kenya with the following parameters:

- Product warehousing at the central level.
- Product distribution to a central hub that may be within Nairobi.
- Direct deliveries to satellite locations
- Stock transfers between satellite locations.
- Specialized transportation of LDMS freezers and other sensitive equipment between satellite locations
- Return logistics from satellite locations to central warehouse.
- Transportation of items classified as Dangerous Goods e.g. Absolute Ethanol

Key parameters to guide this warehousing and distribution design include:

- Minimum number of deliveries to each health facility per cycle: once per month
- Number of distribution Regions: 6 Zones
- Total number of delivery points: 32 facilities
- Types of delivery points: Satellite (30), Central (1), Other storage (1)
- Average volume per satellite facility per delivery cycle: 28 m³
- Estimated maximum duration - ambient delivery cycle: 72 hours.

- Estimated maximum duration - cold chain delivery cycle: 8 hours.
- Estimated volume of cold chain items per shipment: 0.125 m³

Details of the products to be transported to health facilities has been provided as an annex. However, **Centre for International Health, Education & Biosecurity (CIHEB)-Kenya** reserves the right to increase or decrease these quantities, items, and parameters according to health facility consumption and the needs of our project.

Roles and Responsibilities

General Requirements

- The Transporter shall load, transport, and unload laboratory commodities from the central warehouse in Nairobi or other designated storage facilities to the satellite facilities while complying with general Good Distribution Practices (GDP).

Required Timelines

- Distribution activities for non-cold chain products to regions other than Nairobi will be completed within 72 hours from dispatch or by the date agreed with the **Centre for International Health, Education & Biosecurity (CIHEB)-Kenya** Logistics Lead.
- Distribution activities within Nairobi will be completed within 6 hours.
- For cold chain dependent items shipped outside Nairobi, the duration of delivery between the originating warehouse and the survey implementing facility must not exceed 8 hours.
- The duration is the elapsed time between the Transporters endorsement and acceptance of the Stock Transfer/Proof of Delivery (POD) and the signing of the POD by the final recipient.

Personnel and Staffing

- The Transporter will ensure that their vehicles and staff are adequately and appropriately suited to carrying out the services outlined in this ITT.
- Drivers must be literate and fully licensed and must be accompanied by a loading/inventory assistant on all trips to the satellite facilities.
- It is mandatory that all shipments are to be accompanied by an inventory officer or loading assistant and not to be left alone with the driver.

Provide Appropriate Vehicles

- The Transporter shall provide appropriate, well-covered vehicles and/or suitable leased transportation to transport the commodities; these will be inspected and approved by the logistics lead for Centre for International Health, Education & Biosecurity (CIHEB)-Kenya prior to use for distribution.
- Vehicles shall be: in proper working order, with no damage that would impact their ability to operate; clean, dry, and free of vermin with lockable cargo compartments; well serviced and

regularly maintained with evidence of a maintenance log; and capable of appropriately protecting commodities from exposure to direct sunlight and rain.

- The use of closed delivery vehicles which ensure that the shipment is completely covered and protected during transit is mandatory. No pick-up trucks or open vans are to be used.

Maintaining Product Integrity

- The consignment must not be exposed to direct sunlight, excessive heat or moisture. Vehicle ambient temperature should not exceed 28 degrees Centigrade/Celsius, and the delivery vehicles should be appropriately insulated.
- Health commodities must be handled with care at all times. All consignments are considered fragile and are not to be subjected to unnecessary pressure, shock, or force.
- If necessary, and only after prior approval by the Logistics Lead, the Transporter may be required to use means of transport other than regular trucks to deliver the commodities if a satellite facility is in a hard-to-reach terrain or in an emergency.
- The Transporter shall provide proof of Goods in Transit (GIT) insurance for a full replacement value of 110% for the commodities being transported for the duration of the activity.
- The Transporter shall have in place robust, viable, verifiable disaster recovery plan in the case of vehicle breakdown.

Cold Chain Logistics

- The transporter will arrange for pick-up of the commodities at the cold stores for delivery to appropriate satellite facilities on the same day.
- Temperature sensitive commodities will be transported in appropriate cold chain boxes.
- Refrigerated products will be transported using frozen gel packs while freezer products will be transported in dry ice.
- Temperature sensitive commodities are to be transported in accordance with the relevant temperature requirements for each product (i.e. 2°C to 8°C and - 15°C to -25°C for refrigerated and frozen items respectively). The temperature will be monitored by the transporter and confirmed by the receiving officer.
- The transporter shall provide downloadable digital temperature monitoring devices in every cold chain box or employ other verifiable and acceptable protocols for the temperature monitoring to effectively track the temperature during the entire delivery period.
- For alternative temperature monitoring methods, the temperature readings must at a minimum be taken at the beginning, during and at final delivery of the commodities at the central site.
- The temperature at origin will be recorded by the Warehouse Service Provider, the temperature in transit recorded by the Transporter while the temperature on arrival will be recorded by the

final recipient of the shipment. These readings must be recorded in the space provided on the POD.

Shipment Routing

- Logistics team will determine the appropriate needs for each facility across the various regions after which a distribution plan will be submitted to Warehouse Service Provider and the transportation company, outlining the quantities of commodities that will be delivered to each satellite site.
- The transporter will confirm receipt of the distribution plan, work out the optimal routing in collaboration with the logistics team and schedule the various deliveries.
- The routing plan for each region must be completed at least 48 hours before delivery commences. Centre for International Health, Education & Biosecurity (CIHEB)-Kenya will assist in reviewing and finalizing these plans.

Dispatching of Health Commodities

- Centre for International Health, Education & Biosecurity (CIHEB)-Kenya will prepare and ensure that the Satellite Logisticians at the respective satellite facilities are ready and available for the receipt of the commodities in their respective facilities.
- Centre for International Health, Education & Biosecurity (CIHEB)-Kenya shall provide the list of contact persons with their phone numbers at the health facilities as well as contact details of Regional Logistics Coordinators.
- The dispatch logs will be completed for each consignment and must contain information on the date of dispatch, stock transfer serial number, destination, number of packages, transporter name, vehicle registration number, vehicle condition, driver's name, driver's ID card number, time of dispatch, security officer's name and signature and any special handling conditions.
- The driver will acknowledge the receipt of the products by signing on the dispatch logs while the Warehouse Service Provider will countersign on the dispatch acknowledging that the products have been handed over to the transporter.
- The Transporter will ensure that all relevant dispatch documents such as packing lists and proof of deliveries have been handed over to the driver before the consignment leaves the warehouse.
- An Advance Shipping Notice (ASN) will be issued by the Transporter informing the Regional Logistics Coordinator and the Satellite Lab Logisticians on planned deliveries. The ASN will include order number, delivery location, Transporter details, vehicle registration number, driver contact information and pick up time.

Manage the Loading and Offloading

- The transporter is responsible for facilitating the loading of commodities upon pick up at the stores and the off-loading of the products at the satellite facilities.
- Offloading of commodities encompasses the delivery of commodities at the satellite facilities and moving the commodities to the designated receiving/storage area in the satellite facility.

- The Transporter will confirm the consignments loaded correspond to the shipment documentation and the approved Proof of Delivery (POD) documents.
- Both the Transporter and Warehouse Operator will inspect and verify the commodities going out against the waybill and packing list and sign acceptance verifying that the shipment is correct.
- The products will be loaded onto the delivery vehicle in the presence of the warehouse security officers, Warehouse Operator, loading/inventory assistant and driver of the vehicle transporting the products.
- Route optimized shipments but be loaded based on the First-Out-Last-In order. Vehicles will be packed in such a way that the commodities that ought to be delivered first are packed last, to ease offloading, thus minimizing risk of damage.

Document Proof of Delivery (POD)

- Proof of Delivery (POD) will be incorporated into the Stock Transfer Forms and Supply Requests.
- The Proof of Deliveries (PODs) must come in quadruplicate and be distributed as follows: one copy retained at the delivery point, one is returned to the originating warehouse, one shall be returned to Centre for International Health, Education & Biosecurity (CIHEB)-Kenya while the last copy is to be retained by the Transporter.
- The transporter will ensure that a unique identifier/serial number has been assigned to each POD.
- Discrepancies between the quantity loaded and offloaded must be recorded on the POD and reported to the Centre for International Health, Education & Biosecurity (CIHEB)-Kenya Logistics Lead within 12 hours of noticing such variances.
- All delivery issues or discrepancies must be noted on the POD. Problems associated with particular boxes, or the entire shipment should be recorded in the comments section while line-item discrepancies should be recorded beside the respective line item on the Stock Transfer Form or Supply Request.
- Comments on the POD must be reviewed by the Transporter and Warehouse Service provider and issues addressed on a weekly basis. An issue log will be maintained, and corrective actions documented.
- The Transporter must scan and e-mail a copy of the POD within 48 hours of the delivery to the receiving site. While a copy of the original POD's must be returned to the Centre for International Health, Education & Biosecurity (CIHEB)-Kenya warehouse within 72 hours.
- A distribution service is considered complete when the POD has been returned to Centre for International Health, Education & Biosecurity (CIHEB)-Kenya and all outstanding issues (if any) satisfactorily resolved.
- A copy of the PODs must accompany the transporters' invoice and relevant supporting documentation to Centre for International Health, Education & Biosecurity (CIHEB)-Kenya.

Ensure End to End Product Visibility

- The Transporter will have vehicle tracking devices installed in all vehicles to monitor the status of shipments in transit and will provide access to such system to the logistics lead at Centre for International Health, Education & Biosecurity (CIHEB)-Kenya.
- Notify the Centre for International Health, Education & Biosecurity (CIHEB)-Kenya Logistics Lead immediately by telephone, following up with an email, of any issues that arise that will hinder completion of distribution within the stipulated timelines.
- Provide daily updates on progress made with regards to the entire operations in terms of the status of deliveries with a view of ascertaining progress made, highlighting any discrepancies or variances during the deliveries, and communicating challenges encountered that may be an obstruction to completing the deliveries within the stipulated time.
- The transporter will monitor the distribution carefully and rapidly address any issue that may arise including issues of accessibility, vehicle breakdown, lagging delivery times, or security. These issues must be reported to Centre for International Health, Education & Biosecurity (CIHEB)-Kenya as soon as they occur.
- The transporter shall provide daily activity updates that will include information on the status of deliveries made to Satellite facilities and the facilities yet to be delivered.

Manage Transitions and Reverse Logistics

- The transporter shall provide short-term labor to assist with packing operations at designated pick-up points other than the central warehouse in Nairobi.
- The Transporter is expected, with advice from Centre for International Health, Education & Biosecurity (CIHEB)-Kenya, to arrive at the Satellite sites two days before the commencement of the satellite site shut-down to take part in the prescheduled activities. This shall enable the Transporter to understand the exigencies of the Satellite site transitions and hence adapt transportation operations accordingly.
- Make available adequate resources to execute the transitions between satellite site locations within the stipulated time intervals as stated or as otherwise agreed upon by the Logistics, Field Implementation and Laboratory units.
- Retrieve and consolidate equipment and supplies from health facilities located at the various counties and manage the post field implementation reverse logistics activities.

Documents and Procedures

The transporter shall.

- Maintain an adequate documentation system with written instructions, Standard Operating Procedure and Records for all operations.
- Maintain a quality management system and a continuous quality improvement system that will be collaboratively developed with Centre for International Health, Education & Biosecurity (CIHEB)-Kenya for their projects.

Mandatory Requirements for Evaluation

The following documents are mandatory and must be attached.

- a) Copy of certificate of Incorporation as a company issued by the Registrar of Companies.
- b) Copy of current trade license
- c) Copies of audited accounts for the last two years. The accounts must be signed by the company's Certified Public Accountant.
- d) Copy of current Tax Compliance Certificate
- e) List of Directors, telephone, and their postal address (Form CR 12 as issued by the Registrar of Companies (original) or certified as true copy).
- f) Tax clearance certificate for all the directors.

Technical Proposal

Bidders are required to submit a technical proposal that outlines their capabilities and expertise relevant to the service delivery. The narrative should contain details that show preparedness and an understanding of the task.

Additional information has been provided as an annex. Please note that this information is intended to enable the bidder to have an indication of the projected requirements. It does not represent a commitment that CIHEB Kenya will purchase a minimum quantity of services. Actual quantities and other logistics variables may vary and will depend on the requirements of CIHEB Kenya's Projects.

Note also that the technical proposal should not contain any pricing information. Information on costs and pricing should be included in the cost proposal submitted as a separate document with the package.

Distribution Services Technical Proposal

Relevant key parameters have been provided in the objectives and scope section of this document as a guide in addition to the requirements and anticipated roles and responsibilities.

Using this information, kindly submit a technical proposal that demonstrates your understanding of the needs of CIHEB Kenya's Project and your plans to meet these needs. The technical proposal must at a minimum include and address (but not be limited to) the following points:

- Overview of recommended solution including work plan that demonstrates project understanding confirming ability to anticipate and meet all deliverables outlined in the tender package.
- Understanding of issues unique to last mile distribution to health facilities and satellite sites located within Kenya.
- Outline how sensitive equipment including but not limited to Laboratory Data Management System (LDMS) upright laboratory freezers will be transported.
- The narrative should indicate regions/counties of strength if applicable.
- Staff capability detailing the level of experience of proposed distribution management staff as it relates to the roles and responsibilities in the terms of reference.
- SOPs and industry-standard practices you intend to follow to ensure efficient and effective distribution of the health products.
- Detailed information on available relevant equipment and devices including but not limited to cooler boxes, temperature-monitoring devices etc.

- Vehicle tracking system in place and plan to grant Centre for International Health, Education & Biosecurity (CIHEB)-Kenya remote access to this fleet tracking system.
- Vehicle rescue and recovery plan detailed for both ambient and cold chain products.
- Availability of transportation management software and route optimizers.
- Inventory of all transportation assets including owned trucks, leased trucks, size of trucks, capacity, year, registration number and evidence of ownership/leases. Site inspections will be conducted for shortlisted companies. Fleet should also be available for inspection upon request.
- Proof of Goods in Transit (GIT) Insurance - (Documented proof must be submitted alongside proposal).
- A detailed description of metrics of current performance management systems in place and how it is operationalized including source documents for metric parameters and information flow.
- Detail any accreditation and certification that indicate institutional capability to effectively manage a distribution system.
- Outline how the quality, efficiency and innovation attributes will be cascaded into metrics and integrated into the proposed performance management plan.
- Note: the evaluation and validation of the technical proposal will be based on both the quality of the write up **and** actual supporting documents submitted alongside the proposal.

Technical Evaluation Criteria

All tenders will be reviewed and evaluated based on the criteria enumerated in the table below.

Only bidders who pass the 60% technical threshold will move on to the cost negotiation and claim verification phase. Centre for International Health, Education & Biosecurity (CIHEB)-Kenya reserves the right to visit the offices of bidders to determine that they have all the capacity and capability stated in the tender.

Technical Evaluation Criteria - Distribution	Max Score
Appropriateness of fleet including vehicles, handling equipment, insurance status, with evidence of maintenance records including all required SOP's, recovery plans and relevant guides.	20
Experience distributing health and non-health commodities/supplies and reagents to the last mile for non-governmental organizations and CDC/USAID funded projects - 4 marks per evidence.	20
Experience distributing temperature sensitive commodities that need to be maintained between 2 – 8 degrees (refrigerated) Centigrade/Celsius and between -15 to -35 degrees Centigrade/Celsius - 3 marks per evidence.	15
Human resource capabilities for staffing and distribution logistics management, trained staff, CV's and certifications relevant to the job – 3 marks per certified staff.	15

Use of appropriate vehicle tracking technology e.g. GPS tracker, internet-based systems.	15
Demonstrated plan for management, maintenance, and improvement of quality standards of both product and process.	15

Distribution Costing Proposal

Inventory Items to be distributed are provided as an Annex. Bidders shall prepare quotations in response to this ITT priced on a fixed-price, all-inclusive basis. Total distribution costs should be inclusive of all associated costs including but not be limited to **labor, fuel, insurance, loading, offloading and overheads**.

Costs should be quoted in **both** United States Dollars/Kenya shillings with the exchange rate used stated. Total costs quoted must be exclusive of value added taxes.

Bidders will be expected to submit their quotations in 6 parts:

1. Section A: Cost per trip to satellite labs
2. Section B: Cost per kilometer to satellite labs
3. Section C: Cost per trip for transition movements
4. Section D: Cost per kilometer for transition movements
5. Pricing for Long Haul movements
6. Pricing for Hand Courier

Geographic Clusters

The respective survey implementing facilities/ satellite locations in each county have been grouped into regions/clusters for logistics operational purposes and efficiency as well as a framework for the award of the distribution operations. Note that these **Geographic Distribution Clusters** are not the same as **Implementation facilities / possible satellite location** as outlined in the table below.

Interested parties should have the ability to distribute to all regions/clusters and are therefore advised to prepare their quotations with the knowledge that award(s) will be made on cluster-by-cluster basis. Centre for International Health, Education & Biosecurity (CIHEB)-Kenya reserves the right to reorganize or split these clusters and amend the Satellite location composition based on the needs of the their projects.

S/No.		Geographical Distribution Cluster	Counties	Possible Satellite Location
1		Cluster A		
2				
3				
4				

5		Cluster B		
6				
7				
8		Cluster C		
9				
10				

Vehicle Specifications and Trip Types

The table below has been provided as a guide for the various vehicles specifications and trip types.

The use of pallets serves as a guide to estimate volume dimensions and does not in any way imply that shipments will be palletized.

Pallet count per truck is recommended based on historical data but may vary due to the needs of the project, nature of items being transported and the type of vehicles.

Vehicle Type	Description	Carriage Length (Meters)	Approximate Euro Pallet Capacity
Type A	Small Vehicle	1.5 m	Less than 1 pallet
Type B	Closed pick-up truck	1.8 - 2 meters	2 - 3 pallets
Type C	Small Truck	3 meters	6 pallets
Type D	Medium Truck	4.5 meters	12 pallets
Type E	Large Truck	6 – 7 meters	24 pallets
Type F	Long Haul Truck	8 – 10 meters	30 pallets
Type G	Hand Courier	N/A	Few boxes, less than 1 pallet.

Type F: Kindly quote separately (not in the table provided) for long haul truck services to be used as an option when consolidating shipments to be route optimized.

Type G: Due to reliability and responsiveness requirements, shipments may need to be hand carried or flight checked-in and accompanied to the delivery point. An example of this scenario may be a dry ice shipment by air from Nairobi to other parts of the country

Kindly quote for this service charge as a percentage of total costs. Please note that all associated costs (e.g. flight bookings and cargo fees) must be receipted.

Section A – Total Cost per Trip

Using the format below, kindly quote for the **Total Cost per Trip** for each of the different vehicle types.

From: Warehouse Location	To: Satellite Location Name & County / Region/Region	Type A: Small vehicle	Type B: Closed pick-up truck	Type C: Small Truck	Type D: Medium Truck	Type E: Large Truck
Nairobi Central Warehouse	Various locations within Nairobi					
Nairobi Central Warehouse	Various locations within counties (see Annex)					

Section B – Total Cost per Kilometer

Using the format below, kindly quote for the **Total Cost per Kilometer** for each of the different vehicle types.

From: Warehouse Location	To: Satellite Laboratory Name & Location	Type A: Small vehicle	Type B: Closed pick-up truck	Type C: Small Truck	Type D: Medium Truck	Type E: Large Truck
Nairobi Central Warehouse	Various locations within Nairobi					

Section C: Transition Movement – Cost per Trip: Large Truck, 6 – 7 meters carriage length:

We anticipate that large carriage trucks as specified above will be used to transport commodities and equipment between satellite locations during transitions.

For this section, kindly submit your quotes as a **Cost per Trip** in the format provided in the table below for an illustrative transition.

Section D: Transition Movement – Cost per Kilometer (Km): Large Truck, 6 – 7 meters carriage length:

For this section, kindly submit your quotes as a **Cost per Kilometer (Km)** in the format provided in the table below for an illustrative transition run from Satellite Locations in all counties.

Large Truck, 6 – 7 meters carriage length			
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Appendixes

Annex 1 – Geographical Clusters

Appendix A – Geographical Cluster form

Appendix B – Price Schedule

Appendix C- Declaration not to engage in corrupt practices.

Appendix D – Business questionair

ITT Validity Period

The tender validity period should be 90-calender days from the date of ITT closure.

Modification and Withdrawal of ITT

The bidder may withdraw/modify its proposal any time after the proposal’s submission and before the closing of tender submission by providing a written and signed notice of the withdrawal/modification. No proposal may be modified/withdrawn after the closing date for submission of ITT.

No proposal may be withdrawn in the interval between the closing date for submission of ITT and the expiration of the proposal 90 days after.

Amendment of the ITT

CIHEB Kenya may, at any time before the closing date for submission of ITT, for any reason, whether on its own initiative or in response to a clarification requested by a (prospective) bidder, modify the ITT by written amendment. Amendments could, inter alia, include modification of the ITT scope or requirements, the project timeline expectations and/or extension of the closing date for submission of ITT. This will be updated on the Ciheb-K website documents to be downloaded.

Note: Each bidder who downloads the tender document should notify the procurement entity at procurement_kenphia@cihebkenya.org to facilitate ease of communication on ITT changes

Opening of Proposals

After the closing date for submission of tender offers, CIHEB Kenya will open the ITT bid offer that were received in a timely manner.

In a second and later stage, only the financial proposals of those bids which have achieved the minimum technical threshold according to the evaluation process will be opened and evaluated.

There will be no public tender opening.

Clarification of Proposals

CIHEB Kenya may, at its discretion, ask any bidder for clarification of any part of its bid proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered, or permitted during this exchange.

DISCLAIMER

This ITT is published for the information of any qualified and prospective Firm only and does not constitute the Award or an offer by Centre for International Health, Education & Biosecurity (CIHEB)-Kenya to transact with any party for this service nor does it also constitute a commitment or obligation on the part of Centre for International Health, Education & Biosecurity (CIHEB)-Kenya to procure the concession service.

Centre for International Health, Education & Biosecurity (CIHEB)-Kenya will not be responsible for any costs or expenses incurred by any interested party in connection with any response to this Invitation to Tender (ITT) and/or the preparation or submission in response to an inquiry.

Centre for International Health, Education & Biosecurity (CIHEB)-Kenya is not bound to consider or shortlist any qualified and prospective Firm(s) and reserves the right to annul the selection process at any time without any liabilities and thereof.

ANNEX 1 - GEOGRAPHICAL CLUSTER

Region	Counties Covered	
Western-Nyanza	Narok Bomet Kericho Nyamira Kisii	Migori Homabay Kisumu Siaya Busia
Riftvally-Western	Nakuru Baringo Elgeyo-Marakwet Uasin Gishu Nandi Vihiga	Kakamega Bungoma Trans Nzoia West Pokot Turkana
Coast (ASAL Region Inclusive)	Taita Taveta Kwale Kilifi Mombasa Lamu	Tana River Garissa Wajir Mandera
Eastern	Makueni Kitui Embu	Tharaka Nithi Meru Isiolo Marsabit
Central	Muranga Kirinyaga Nyeri Kirinyaga Nyeri	Laikipia Nyandarua Samburu
Nairobi	Kajiado Machakos	Nairobi Kiambu

Appendix A

Geographical Distribution Cluster form

S/No.		Geographical Distribution Cluster	Counties	Possible Satellite Location
1		Cluster A		
2				
3				
4				
5		Cluster B		
6				
7				
8		Cluster C		
9				
10				
11		Cluster D		
12				
13				
14				
15				
16		Cluster F		
17				
18				
19				
20				

Appendix B – Price Schedule

Section A - Using the format below, kindly quote for the **Total Cost per Trip** for each of the different vehicle types

[illegible]

Section B – Total Cost per Kilometer

Using the format below, kindly quote for the **Total Cost per Kilometer** for each of the different vehicle types

[illegible]

Section C: Transition Movement – Cost per Trip: Large Truck, 6 – 7 meters carriage length

[illegible]

Section D: Transition Movement – Cost per Kilometer (Km): Large Truck, 6 – 7 meters carriage length

For this section, kindly submit your quotes as a **Cost per Kilometer (Km)** in the format provided in the table below for an illustrative transition run from Satellite Locations in all counties

[illegible]

5. Pricing for Long Haul movements

6. Pricing for Courier services

APPENDIX C

SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I.....of P. O. Box being a resident of..... in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (insert name of the Company) who is a Bidder in respect of Tender No..... for (insert tender title/description) for..... (insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(insert name of the Procuring entity) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(name of the procuring entity).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....
.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in below Application forms (1-5) and the declaration form. You are advised that it is a serious offence to give false information on these forms

APPLICATION FORM 1: COMPANY DETAILS AND GENERAL INFORMATION

No.	PARTICULARS	RESPONSE												
1	Full name of organisation:													
2	Is your organisation (Please tick one) <table border="1" data-bbox="566 638 869 1534"> <tr> <td>i) A public limited company? yes, please attach copies of the company's memorandum of association and articles including any change of name</td><td></td></tr> <tr> <td>ii) Public listed company? If yes, attach copies as (i) above</td><td></td></tr> <tr> <td>ii) A limited company? If yes, attach copies as (i) above</td><td></td></tr> <tr> <td>iii) A partnership? Yes attach partnership deed</td><td></td></tr> <tr> <td>iv) A sole trader? Yes attach business certificate</td><td></td></tr> <tr> <td>v) other (please specify)</td><td></td></tr> </table>	i) A public limited company? yes, please attach copies of the company's memorandum of association and articles including any change of name		ii) Public listed company? If yes, attach copies as (i) above		ii) A limited company? If yes, attach copies as (i) above		iii) A partnership? Yes attach partnership deed		iv) A sole trader? Yes attach business certificate		v) other (please specify)		
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ii) A limited company? If yes, attach copies as (i) above														
iii) A partnership? Yes attach partnership deed														
iv) A sole trader? Yes attach business certificate														
v) other (please specify)														
3	Date of Registration:													
4	Full physical address of principal place of business: Full postal of the principal place of business:													
5	Registered address if different from the above: Post Code:													
6	Telephone number:													
7	E-mail address:													
8	Website address (if any):													

9	Company Tax PIN: (Kindly provide a copy of the PIN Certificate)		
10	VAT Registration number: (Kindly provide a copy of the VAT Certificate)		
11	Period in which you have been in the specific business for which you wish to be pre-qualified		
12	Names of the Shareholders, Directors and Partners Kindly provide original copy of an official search report issued by the Registrar of Companies showing the directors and shareholders of the company (Companies For CR 12). The report should not be more than one month old.		
13	Associated companied(if any)		
14	Provide the name company`s certified Secretary/Auditors		
15	Please provide a copy of the most recent annual return together with a filing receipt		
16	Name of (ultimate) parent/holding company (if this applies):		
17	Companies Registry number of parent/holding company (if this applies):		
18	If a consortium is expressing interest, please give the full name of the other organisation (the proposed consortium partners should also complete this questionnaire in its entirety)		
19	Contact person within the organisation to whom enquiries about this bid should be directed:	NAME:	
		TITLE	
		TEL:	
		EMAIL:	

APPLICATION FORM 2: FINANCIAL INFORMATION

<p>1. Annual Value of Total Sales for the last 2 Years:</p> <p>Year 2014 Kshs.----- Year 2015: Kshs. -----</p>
<p>2. Bank Name: -----</p> <p>Address and Branch: -----</p> <p>Bank Account Number:-----</p> <p>Account Name: -----</p>
<p>3. Provide a copy of the company's Audited Financial Report for the last two years.</p>
<p>4. Credit period</p> <p>Please indicate the credit period you are willing to offer Jhpiego, -----</p>

APPLICATION FORM 3: EXPERIENCE AND REFERENCES

Please provide in the table below details of projects you have undertaken relevant to the job you are bidding for performed over the last three (3) years, or that are relevant to this ITB. (Attach copies of LPOs/contracts to support information indicated in the table)

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and brief description:	Date contract awarded	Value of businesses transacted: (Kshs/USD)
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					