



MOST AT RISK POPULATIONS INITIATIVE (MARPI)

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TERMS OF REFERENCE

SUBJECT OF PROCUREMENT: **PROVISION OF CAR HIRE/ TRANSPORTATION SERVICES**

OBJECTIVES: To provide transport service to field teams that will be implementing activities under in the districts of Kanungu; Kabale; Kasese; Kabarole; Hoima; Gulu; Nwoya; Arua; Dokolo; Kumi; Serere; Mbale; Tororo; Busia; Bugiri; Jinja; Buikwe; Lyantonde; Mbarara; Nakasonkola; and Lira

SCOPE OF WORK: The service shall include drop off and pick up of teams conducting outreach activities within each district. The resulting contract shall be for a period of one year, but may be renewed for a further period not exceeding one year. The number of days that the services will be required will vary from month to month. The vehicle required shall be with a 7seater capacity.

MARPI does not guarantee that transportation services shall be required every month during the subsistence of the resulting contract and may at its sole discretion obtain services or part of the services under this subject of procurement from any other service provider and when this is done, such shall not be a breach of the contract between MARPI and the Service Provider procured under this procurement process.

MANDATORY REQUIREMENTS: There are several mandatory requirements to be attended to by the potential service provider as indicated hereunder:

SERVICE PROVIDER TO COMPLETE					
SN	MARPI Requirement		Comments	Tick applicable	
				Comply	Not comply
1	Vehicle Condition	a. All vehicles offered must be well serviced, in good mechanical condition	Mandatory		
		b. well maintained interior and hygiene	Mandatory		
		c. must have the required licenses and insurances.	Mandatory		
2	Drivers	a. The drivers must have valid licenses.	Mandatory		
		b. All driver's allowances shall be included in the daily vehicle hire rates	Mandatory		
3	Fuel	a. The service provider shall be reimbursed for the fuel consumed during the official MARPI duties.	Mandatory		
		b. The total fuel consumed shall be calculated at a rate of 7 Kilometers per Litre.	Mandatory		
		c. The number of Kilometers travelled shall be obtained from the Vehicle Movement Log that will be filled by the driver and signed by the official using the vehicle.	Mandatory		
		d. The rates per Litre of fuel consumed shall be determined using the average rates obtained from receipts obtained during the course of the journeys (<i>must be attached to the Vehicle Movement Log</i>), in the absence of which the most recent Uganda market rates provided by GlobalPetrol Prices.com	Mandatory		
4	Vehicle Hire rates	a. The service provider shall have a fixed rate for vehicle regardless of distance to covered	Mandatory		
		b. The service provider shall maintain the price rate per vehicle per day for one year and during the contract renewal period	Mandatory		

Terms of Reference accepted by:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorized for and on behalf of:

Company: _____

COMPANY STAMP