

20th January 2022

RE: REQUEST FOR BIDS FOR PROVISION OF CAR HIRE/ TRANSPORTATION SERVICES

1. Most At Risk Populations Initiative (MARPI) invites prospective bidders to submit their most competitive Bids for Provision of Transportation Services within the following districts: Kanungu; Kabale; Kasese; Kabarole; Hoima; Gulu; Nwoya; Arua; Dokolo; Kumi; Serere; Mbale; Tororo; Busia; Bugiri; Jinja; Buikwe; Lyantonde; Mbarara; Nakasongola; and Lira.

Note: Service providers with operational offices in the district where services shall be offered shall be preferred.

2. The conditions pertaining to the provision of the above mentioned services are contained in the Terms of Reference
3. Bids must be submitted by email to marpi.procurement83@gmail.com and copied to admin@marpi.org OR hand delivered at the following address at or before 26th January 2022 at 4:00 pm.

Finance Department
Most At Risk Populations Initiative (MARPI)
STD/Skin Clinic (Ward 12), Mulago Hospital
P.O.Box 5346 Kampala, Uganda

Bids that are submitted past the deadline for submission shall be rejected.

4. When submitting Bids, the service provider must clearly **indicate the district in which they offer to provide the required services**. This must be indicated in the subject matter of the email when submitting quotations or marked on the envelope when quotations are physically delivered at the above address.
5. **Special Conditions:** Please take note of the following requirements and conditions pertaining to the provision of the above mentioned services

a	Currency of Quotations	Uganda Shillings
b	Language of Quotations	English.
c	Documents to be submitted	<ol style="list-style-type: none">i. Duly completed Bid Submission Sheet (<i>Click here to download Bid Submission Sheet</i>)ii. Signed Terms of Reference (<i>Click here to download Terms of Reference</i>)iii. Duly completed Bidder information Sheet (<i>Click here to download Bidder Information Sheet</i>)iv. Copy of Current Trading Licensev. Copy of Certificate of Incorporation or Registration

d	Price to be Quoted	The Price to be quoted shall be fixed rate for vehicle hire per day for activities for transportation of staff within the district as indicated in the Terms of Reference. The rate shall be inclusive of drivers allowances BUT EXCLUSIVE OF FUEL.
e	Period of Validity of Quotations starting from submission Date	The bids must be valid upto 31 st March 2022
f	Source of Funds	This procurement is funded by The Global Fund
g	Payment Terms	<ol style="list-style-type: none"> 1. The selected provider(s) will be requested to submit a tax invoice (e-invoice) inclusive of VAT. 2. Payment shall be less VAT as The Global Fund is VAT deemed. Payment shall be made within 14 days after the receipt of the Contractor's invoice(s) which is issued upon MARPI's acceptance of the services and upon the Contractor submitting a fully filled Vehicle Movement Logo that will be provided by MARPI.
h	Evaluation Criteria	<p>The lowest priced bid from each of the districts that meets the requirements of this RFQ and the Terms of Reference will be awarded the Contract.</p> <p>Non acceptance of any of the requirement of this RFQ and the Terms of Reference shall be a ground for disqualification from this procurement process.</p> <p>Providers with operational offices within the district in which they offer to provide transport services will be preferred against those that do not have operational offices within that district.</p> <p>The Evaluation Committee shall determine whether the Bidder that is selected as having submitted the best evaluated quotation is qualified to perform the Contract satisfactorily. The determination shall be based upon verification of the documentary evidence submitted by the Bidder from the issuing authority; physical visit made to the bidder's business premises to verify their physical address and stock.</p> <p>A negative determination shall result in disqualification of the bidder, in which event the Evaluation Committee shall proceed to the next best evaluated bid to make a similar determination of that Bidder's capabilities to perform the contract satisfactorily.</p>
i	Contact for inquiries (<i>written inquiries only</i>)	marpi.procurement83@gmail.com

6. Other Conditions:

- a. It shall remain your responsibility to ensure that your Bid will reach the address above on or before the deadline for submission of Quotations. Bids that are delivered to MARPI after the deadline indicated above or submitted to another address, for whatever reason, shall not be considered for evaluation.
- b. The Bid that complies with all the requirements of this request and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
- c. MARPI reserves the **right not to award the contract to the lowest price offer**, if another responsive offer is found to be significantly more superior, and the price is higher than the lowest priced compliant offer by not more than 25% and the budget can sufficiently cover the price difference. The term 'more

superior' as used in this provision shall refer to offers that have exceeded the pre-determined requirements established in the RFQ and Terms of Reference;

- d. Any Contract/Purchase Order/ Service Order that will be issued as a result of this RFQ shall be subject to the Terms and Conditions in this RFQ and the Terms of Reference. The mere act of submission of a Bid implies that the vendor accepts without question to the Terms and Conditions of MARPI contained herein.
- e. MARPI is not bound to accept any Bid, nor award a Contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a Quotation, regardless of the outcome or the manner of conducting the selection process.
- f. MARPI encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to MARPI if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
- g. MARPI implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against MARPI, as well as third parties involved in MARPI activities. MARPI expects its suppliers to adhere to the Code of Ethical Conduct in Business for Bidders and Providers that can be availed at MARPI's Finance Office upon request.