



**NATIONAL SYNDEMIC DISEASES
CONTROL COUNCIL**

NATIONAL SYNDEMIC DISEASES CONTROL COUNCIL

Maktaba Kuu Building (KNLS),
2nd Floor, Ngong Road, Upperhill
P.O. Box 61307 – 00200, Nairobi, Kenya
procurement@ndscs.or.ke

REQUEST FOR QUOTATION FOR PROVISION OF FUEL TRACKING SERVICES

CLOSING DATE: 16TH MAY 2025

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To:

From: NATIONAL SYNDEMIC DISEASES CONTROL COUNCIL

TENDER NO. NSDCC/OT/027/2024-2025

1. The **NATIONAL SYNDEMIC DISEASES CONTROL COUNCIL** *invites* you to submit bids for **FUEL TRACKING SERVICES FOR A PERIOD OF THREE (3)YEAR** indicated in detail in “Table A. Schedule of Requirements and Specifications”. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours **0900 To 1500 Hours** at the address given below.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **16/05/2025 at 11AM**. Quotations can be delivered by registered mail, courier or hand delivery at the tenderer's option or emailed to procurement@nsdcc.go.ke. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to Head Procurement, P.O. Box 61307 000200 NAIROBI, EMAIL procurement@nsdcc.go.ke
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within two (2) days of receipt of this RFQ if you will not be submitting a quotation.

1) Name of Procuring Entity **NATIONAL SYNDEMIC DISEASES CONTROL COUNCIL**

2) Mailing Address: P.o. Box 61307 00200 NAIROBI, HEAD PROCUREMENT

3) Physical address Maktaba Kuu Building (KNLS), 2nd Floor, Ngong Road, Upperhill

Yours sincerely,

Head Procurement
FOR: CHIEF EXECUTIVE OFFICER

PART 1: INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to read carefully** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for **119 days** from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

1) Name of Procuring Entity **NATIONAL SYNDemic DISEASES CONTROL COUNCIL**

2) Mailing Address: **P.OBOX 61307–00200, Nairobi, Kenya**

3) Physical address for hand or Courier Delivery to an office or Quotation Box
Maktaba Kuu Building (KNLS), 2nd Floor, Ngong Road, Upperhill.

4) Date of Submission (deadline): **16/05/2025**

Time of Submission (deadline): **11 AM**

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following:

(i) Valid trading license (ii) certificate of registration, and (iii) valid tax compliance certificate for the previous Financial Year. The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services.
10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
11. **Alternative Quotations:** Tenderers **not permitted** to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services **NOT APPLICABLE**. Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected if not allowed.

The Procuring Entity shall not allow quotations in foreign currency.

13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
 - i) Preliminary examination to determine Tenderer eligibility: (i) valid trading license (ii) certificate of registration, and (iii) tax compliance certificate.
 - ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
 - iii) Financial comparison of quotations to determine the lowest evaluated quotation. In case foreign currency is allowed, for comparison purposes only, foreign currency quotations will be converted to Kenya shillings using the exchange rates published by the Central Bank of Kenya on the day of submission of quotations.
14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation
16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer: Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE *(where provided)* **NOT APPLICABLE**

FORM OF QUOTATION *[To be completed by Tenderer]*

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document, and understand its full content and intent.
2. In compliance with your request for quotations dated _____, referenced above, we offer to _____ (*specify one of supply goods, complete the works or provide the services*) to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ (in words) _____
OR in Foreign Currency (*if allowed*), Currency _____ amount _____ (in words) _____
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the _____ (*goods to be supplied/works to be constructed/services to be provided (select one)*) conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from _____ (*specify website*) during the procurement process and the execution of any resulting contract.
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: _____ days from the time and date of the submission deadline (*number to be same as in the instructions to Tenderers*).
8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.

9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent Quotation Determination” attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is: _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

i) SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Part 2 Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns D and E).

A Item	B Description of Goods/works/services (Procuring Entity to select one)	C Quantity	D Unit price	E Total Price in Ksh
1	<i>Provision of Fuel Tracking services for year 1</i>	47		
2	<i>Provision of Fuel Tracking services for year 2</i>	47		
3	<i>Provision of Fuel Tracking services for year 3</i>	47		
	<i>Can be further renewed for a maximum of two times totaling into three years but subject to satisfactory performance of the first year</i>			
TOTAL PRICE IN KSH.				

Signature: _____

And seal/Stamp

Position:

Authorised for and on behalf of (specify name of tenderer) _____

Date _____

ii) FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) Conflict of interest disclosure

		Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Quotation has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the quotation of another tenderer, or influence the decisions of the Procuring Entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Quotation Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Quotation document or specifications of the Contract, and/or the Quotation evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the quotation process and execution of the Contract.		

iii) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name_____

Title or Designation_____

(Signature)

_____)_____
(Date)

iv) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
_____ [Name of Procuring Entity] for: _____
_____ [Name and number of quotation] in response to the request for tenders made by:
_____ [Name of Tenderer] do hereby make the following statements
that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer;
4. For the purposes of this Certificate and the quotation, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations;
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) the Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____

Title _____

Date _____

[Name, title and signature of authorized agent of Tenderer and Date]

v) SELF-DECLARATION FORM

We, the Tenderer _____ (*insert name*) submitting our Quotation in respect of Quotation No _____ for _____ (*insert quotation Title Description*) for _____ (*insert Name of Procuring Entity*)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation;
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015) and its attendant Regulations;
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya;
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (*name of the procuring entity*);
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation;
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information and belief.

Name of the Tenderer:[*insert complete name of tenderer signing the quotation*]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer:[*insert complete name of person duly authorized to sign the quotation*]

Title of the person signing the Quotation:[*insert complete title of the person signing the quotation*]

Signature of the person named above:[*insert signature of person whose name and capacity are shown above*]

vi) FOREIGN TENDERER 40% RULE (NOT APPLICABLE)

(not to be included in the RFQ for supply of goods, supply and installation of plant and equipment, insurance, purchase of property, and other RFQ where this rule may not be practical).

Pursuant to the provisions in the Public Procurement and Disposal Act, 2015, a Foreign Tenderer must complete this form to demonstrate that the quotation fulfils this condition.

ITEM	Description of Work Item	Describe location of Source	COST in K. shillings	Comments, if any
A	Local Labor			
1				
2				
3				
4				
5				
B				
1				
2				
3				
4				
5				
C	Local materials			
1				
2				
3				
4				
5				
D				
1				
2				
3				
4				
5				
E				
1				
2				
3				
4				
5				
6				
	TOTAL COST LOCAL CONTENT		XXXXX	
	PERCENTAGE OF CONTRACT PRICE			

PART 2: SCHEDULE OF REQUIREMENTS

TABLE A. SCHEDULE OF REQUIREMENTS, TECHNICAL SPECIFICATIONS

Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS

[Procuring Entity to complete Columns a-d and Tenderer to complete Column Indicating YES or No and if NO indicate the specification of the offered item]

Item No	Description of Goods	Quantity	TECHNICAL SPECIFICATIONS	CONFORMITY WITH TECHNICAL SPECIFICATIONS (to be completed by Tenderer)
1	Provision of Fuel Tracking services for year 1	47		
2	Provision of Fuel Tracking services for year 2	47		
3	Provision of Fuel Tracking services for year 3	47		
	Can be further renewed for a maximum of two times totaling into three years but subject to satisfactory performance of the first year			
ATTACHED FIND ARTWORK ETC.				

TECHNICAL SPECIFICATIONS FOR GOODS

- a) A preliminary description of the proposed GOODS and work method and schedule, including drawings and charts, as necessary, containing all required information by which the proposed works may be evaluated (e.g. technical characteristics, operational capacities, maintenance, environmental effect, etc.) together with manuals or instructions for use or any other relevant information and documentation, delivery/installation schedules, etc.;

TERMS OF REFERENCE (TOR) FOR THE PROVISION OF FUEL TRACKING SERVICES FOR NATIONAL SYNDemic DISEASES CONTROL COUNCIL

Objective

The NSDCC (National Syndemic Diseases Control Council) intends to secure a contract for the provision of Fuel Tracking services. This contract will cover the provision of reliable and secure Fuel Tracking services for NSDCC vehicles.

Key Requirements for the Tenderer.

The tenderer must ensure reliable and continuous vehicle fuel tracking and management through a robust network setup, offer cost-effective solutions with transparent pricing, and provide high-quality, compatible systems that can be enhanced or upgraded over time. The tenderer must have a well-established infrastructure and support system across the country to ensure seamless service delivery in all designated regions.

1. Scope of Service Delivery:

- Supply, deliver, install, test, train, commission, and maintain motor vehicle Fuel tracking services, the devices must have capability of real time Fuel tracking and car tracking services.
- The service should cover the NSDCC offices in Nairobi and 19 additional regions: Nairobi, Machakos, Mombasa, Garissa, Kilifi, Meru, Embu, Nakuru, Kericho, Kisii, Homabay, Kisumu, Kakamega, Bungoma, West Pokot/Lodwar, Eldoret, Nyeri, and Nyahururu.

2. Cost and Pricing:

- Provide motor vehicle Fuel tracking services at an affordable cost based on a mutually agreed price schedule.
- Pricing must cover installation, maintenance, repair, and removal of GPS devices.
- No additional cost for the installation of system hardware and software at the start of the contract or removal at the end.

3. Network and Data Transmission:

- GPS devices must be connected to a robust and efficient GSM, GPRS, Satellite, and/or 5G network.
- Ensure reliable data transmission from GPS devices to host servers.
- Commitment to timely restoration of the GPS software system, device repairs, replacements, removals, and transfers.

4. Compatibility and Future Upgrades:

- The proposed solutions must be compatible with existing ICT and fleet management infrastructure at the NSDCC.

TECHNICAL SPECIFICATIONS FORGOODS

- Provide fleet system enhancements and future upgrades at no additional cost.

5. Operationalization Requirements:

- Disclose facilities needed for the full operationalization of fleet management (e.g., space, servers, gadgets, etc.).
- Establish a countrywide network to support the service.

6. Availability and Support:

- Provide motor vehicle fuel tracking services on a 24/7/365 basis

Qualifications and Requirements

The tenderers will be required to submit their proposals which must have the tabulated **mandatory requirements as this will form the preliminary evaluation criteria.**

No.	Requirements
1.	Table of contents page clearly indicating sections and page numbers
2.	The submitted tender document must be serialized using numeric page numbers
3.	Certificate of incorporation/registration
4.	Valid Certificate of Tax Compliance Certificate
5.	Valid Trade license
6.	A dully filled quotation Form with a validity period of at least 119 days.
7.	Dully completed Confidential Business Questionnaire that is provided in this tender document.
8.	Copies of National Identification documents for all owners of the firm: Sole proprietor/Partners/Directors of the company
10.	Must provide a valid CR12 not older than 6 months and indicating the most up to date returns with the registrar of companies
11.	If tender not signed by a director, partner, or sole proprietor the bidder must provide a power of attorney authorizing the non-director to fill, commit and submit the tender.
12.	Valid license for Fuel Tracking services from the relevant agency. NSDCC will undertake due diligence to authenticate the Licenses provided.
13.	Shall be signed where applicable (where signatures are required) by a duly authorized representative of the firm or any other person appointed and evidenced by a power of attorney.
14.	Duly filled, Signed, and stamped quotation form
15.	Dully filled, signed and declaration forms (SD ₁ and SD ₂)
16.	Dully filled, signed, and stamped declaration and commitment to the code of ethics.
17.	Dully, filled, signed and stamped certificate of independent Tender Determination
18.	Dully, filled, signed and stamped confidential Business Questionnaire
19.	Dully filled beneficial ownership disclosure form
20.	Attach an authorization from the communications commission of Kenya (CAK)
21.	Attach Contracts and recommendation from corporate clients for having provided excellence Fuel Tracking services

TECHNICAL SPECIFICATIONS FORGOODS

20.	Tenders should be submitted online through the link https://eprocurement.nsdcc.go.ke
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All proposals received for the contract will undergo a thorough review to ensure 100% compliance with the preliminary requirements. Only proposals that meet all the preliminary requirements in full will be eligible to proceed to the next stage, which is the technical evaluation.

Technical Evaluation Criteria

1. Experience Requirement

- **Minimum Three Years of Experience:** Tenderers must have at least three years of experience in offering Fuel Tracking services, specifically covering the years 2022, 2023, and 2024.
- **Evidence of Experience:** Tenderers are required to provide evidence demonstrating that they have been offering these services for the last three years. Acceptable forms of evidence will include:
 - Contract documents
 - Service purchase orders
 - Any other relevant documentation

2. Demonstrated Ability to Offer Full Service

Tenderers must show that they can provide a comprehensive motor vehicle tracking system, including but not limited to:

- **Supply:** Capability to supply the necessary hardware devices for Fuel Tracking.
- **Delivery:** Efficient delivery of the tracking devices to the client's location.
- **Installation:** Proper installation of the hardware and software required for tracking.
- **Testing:** Conducting thorough testing to ensure the system works as intended.
- **Training:** Providing training to the end-users on how to use the system.
- **Commissioning:** Officially putting the system into operation after installation and testing.
- **Maintenance:** Ongoing maintenance services to ensure the system continues to function correctly.

3. Qualified Personnel

- The tenderer must deploy suitably qualified employees to manage each phase of the service delivery:
 - Supply
 - Installation
 - Testing
 - Training
 - Commissioning

TECHNICAL SPECIFICATIONS FOR GOODS

- Maintenance

The bidder will demonstrate this through necessary attachments so that motor vehicle tracking service operations are handled professionally and efficiently.

For a comprehensive tender submission related to fleet management and vehicle tracking services, here is a detailed breakdown of the additional requirements:

a) Ability to Provide Fleet Management System Solutions

Fleet Management Solutions: The tenderer must demonstrate their ability to provide comprehensive fleet management system solutions. This includes capabilities for:

- Vehicle Tracking:** Real-time monitoring of vehicle locations, fuel and driver behavior.
- Vehicle Movement History:** Access to historical data regarding vehicle movements.
- Geo-Fencing:** Setting up geographical boundaries for vehicle operations and receiving alerts if these boundaries are crossed.
- Usage Reports:** Generating detailed reports on vehicle usage patterns.
- Idle Time Monitoring:** Tracking and reporting on vehicle idle time to optimize fuel consumption and usage.
- Zoning of Vehicle Operation Areas:** Defining specific zones for vehicle operations and monitoring compliance.

b) Compliance with Regulations and Codes of Practice

Regulatory Compliance:

The tenderer must show readiness to comply with all regulations and codes of practice as prescribed by the National Syndemic Diseases Control Council (NSDCC) for fleet management systems. This may include adherence to data privacy, security, and safety standards.

c) Ability to Conduct Supplier Audits

Supplier Audits:

The tenderer must demonstrate the ability to conduct thorough supplier audits to ensure compliance with contract terms, service quality, and regulatory requirements. This might involve periodic checks, reviews, and reporting on supplier performance.

d) Periodic Maintenance and Firmware Updates

Maintenance and Updates:

The supplier must commit to carrying out periodic maintenance exercises and provide firmware updates/upgrades on GPS devices whenever a system upgrade occurs during the term of the agreement. This ensures the tracking system remains up-to-date and functional.

e) Development of Standard Operating Procedures (SOPs)

SOPs for Service Operations:

The tenderer must have the capability to develop comprehensive Standard Operating Procedures (SOPs) for the supply, installation, testing, training, commissioning, and maintenance of motor vehicle tracking services. A sample SOP should be attached to the tender submission to demonstrate this capability.

TECHNICAL SPECIFICATIONS FORGOODS

f) 24/7/365 Service Availability

Continuous Service Availability:

The tenderer must be prepared to provide motor vehicle tracking services on a continuous basis — 24 hours a day, 7 days a week, and 365 days a year. This ensures uninterrupted service for all fleet management needs.

The bidders must note that their capability to provide comprehensive, compliant, and continuously available fleet management and vehicle tracking services, meeting both operational and regulatory standards is mandatory.

The following table will serve as the guide for technical evaluation.

	Technical criteria	Sub-	Maximum Score
	Company experience in years		30
Experience	Above 5 yrs		30
	3 to 5 yrs		20
	Less than 3 yrs		10
List of Five (5) clients must attach Contracts and Recommendation letters from the clients in those contracts for good services rendered	Current Clientele		15
	List of clients (5 marks)		
	Letters of recommendation (10 marks)		
Ability to supply, deliver, install, test, train commission and maintain vehicle tracking system			15
A write up to demonstrate the ability to provide fleet management system solutions and report writing	Give 15 marks if provided and zero if not		
Ability to carry out supplier audits.			10
Attach supplier Audit that have been carried out	Give 10 marks if provided and zero if not		
Ability to carry out periodic Maintenance Exercise and Firmware Updates/Upgrades			10
Attach evidence from previous clients	Give 10 marks if provided and zero if not		
Ability to develop standard operating procedures for supply, installation testing, training, commissioning,			20

TECHNICAL SPECIFICATIONS FORGOODS

and maintenance of Motor Vehicle Tracking Services operations.		
Attach a sample SOP	Give 20 marks if provided and zero if not	
Total Maximum obtained for Technical Criteria		100

All bidders who attain a score of 70 marks and above will be qualified for financial evaluation.

Financial Evaluation Criteria

- i. The lowest quotation for the tender as submitted will be awarded.
- ii. Abnormally Low quotations and abnormally high quotations SHALL be rejected.

Duration of the Contract

The successful bidder is expected to commence services on the date the contract is executed. The agreement will be for 36-months.

After the contract signing, a kick-off meeting will be held at the NSDCC office to finalize all details. The tenderers leader, who will be responsible for overseeing the Fuel Tracking services, is expected to attend this meeting.

Administrative requirements

Management

The NSDCC will provide a single point of contact for the Fuel Tracking service provider for the duration of the contract. The contractor will be filling monthly and quarterly reports and atleast quarterly contract management meetings between NSDCC team and the contractor

Payment and invoicing

The Fuel Tracking contractor upon execution of the contract will be required to submit an invoice and a statement of account at the end of each month. Prepayment for Fuel Tracking services will not be acceptable.

TABLE B. SCHEDULE OF REQUIREMENTS TABLE

(Procuring Entity will complete the list of items to be same as those on Table A. Schedule of Requirements and Technical Specifications and tenderer should complete columns c-e)

Item	Goods	Quantity	Unit price	Total Price
1	Provision of Fuel Tracking services for year 1	48		
2	Provision of Fuel Tracking services for year 2	48		
3	Provision of Fuel Tracking services for year 3	48		
	Can be further renewed for a maximum of two times totaling into three years but subject to satisfactory performance of the first year			
		TOTAL PRICE		

Signature: _____

And seal/Stamp _____

Name: _____

Position:

Date _____

CONTRACT AGREEMENT

- (1) THIS CONTRACT AGREEMENT is made _____ (specify date).
Between _____ [Insert complete name of Procuring Entity], and having its principal
place of Business at _____ [Insert address of Procuring Entity] and
_____ [Insert name of Supplier, or contractor or service provider],
and having its principal place of business at _____ [insert address of Supplier,
contractor or service provider].
- (2) WHEREAS the Procuring Entity invited quotations for the Supply of Goods/works/services (select one)
described in Table B, i.e. _____ [insert brief description of Goods,
works and Services] and has accepted a Quotation by the Tenderer in the sum of _____ [insert Contract
Price in words and figures] (hereinafter called “the Contract Price”).
- (3) NOW THIS AGREEMENT WITNESSED AS FOLLOWS:
1. This Contract Agreement includes the following documents:
 - a) Table A. SCHEDULE OF REQUIREMENTS AND TECHNICAL SPECIFICATIONS.
 - b) Table B. QUOTATION SUBMISSION TABLE.
 - c) FORM OF QUOTATION.
 - d) Conditions of Contract.
 2. In consideration of the payments to be made by the Procuring Entity to the Supplier/contractor/service
provider as hereinafter mentioned, the Supplier/contractor/service provider hereby covenants with the
Procuring Entity to provide the Goods/works/services and to remedy defects therein in conformity in all
respects with the provisions of the Contract.
 3. The Procuring Entity hereby covenants to pay the Supplier/Contractor/service provider (select one) in
consideration of the provision of the Goods/works/services (select one) and the remedying of defects
therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at
the times and in the manner prescribed by the Contract.
- (4) In WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws
of Kenya.

For and on behalf of the Procuring Entity

Signed:[insert signature]
in the capacity of.....[insert title or other appropriate designation]
in the presence of..... [insert identification of official witness]

For and on behalf of the Supplier/Contractor/Service Provider (select one)

Signed:[insert signature of authorized representative(s) of the
Supplier]
in the capacity of..... [insert title or other appropriate designation]
in the presence of..... [insert identification of official witness]

1. Language

The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier/Contractor/Service Provider (*select one*) Provider and the Procuring Entity, shall be written in the English Language.

2. Eligibility

The goods shall have the nationality of an eligible country. All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries.

3. Notices

Any notice given by one party to the other pursuant to the Contract shall be in writing.

4. Governing Law

The Contract shall be governed by and interpreted in accordance with the Laws of Kenya, unless otherwise specified hereunder.

5. Settlement of Disputes

The Procuring Entity and the Supplier/Contractor/Service (*select one*) shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If the parties have failed to resolve their dispute or difference by such mutual consultation, either the Procuring Entity or the Supplier/Contractor/Service (*select one*) may give notice to the other party of its intention to commence arbitration. The dispute shall be referred to adjudication or arbitration in accordance with the laws of Kenya.

6. Supplier/Contractor/Service Provider Responsibilities

The Supplier/Contractor/Service Provider (*select one*) shall supply all the Goods included in the Schedule of Requirements.

7. Contract Price

Prices charged by the Supplier/Contractor/Service Provider (*select one*) under the Contract shall not vary from the prices quoted by the Supplier/Contractor/Service Provider (*select one*) in its quotation.

8. Terms of Payment

The Contract Price shall be paid One hundred (100) percent of the Contract Price as follows (*select one*):

- i) For Goods, price of goods received upon submission of a claim/invoice supported by the acceptance certificate issued by the Procuring Entity.
- ii) For Works, upon valuation by the Contractor of the portion of the works completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate.
- iii) For Services, upon valuation by the Service Provider of the services completed, such valuation to be accepted by the Procuring Entity, payments up to final completion certificate

9. Inspections and Tests

The Supplier/Contractor/Service Provider (*select one*) shall at its own expense and at no cost to the Procuring Entity carry out all such tests and/or inspections of the Goods, works or Services to confirm their conformity to technical specifications.

10. Warranty

The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the contract

1 BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.

Tender Reference No.: _____ [insert identification

no] Name of the Tender Title/Description: _____ [insert name of the

assignment] to: _____ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: _____ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
1.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of	1. Exercises significant influence or control over the Company body of the
	National identity card number or Passport number					
	Personal Identification					

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)		
	Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- -% of voting rights	the Tenderer: Yes - ----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect.....	Company (tenderer) Yes -----No--- - 2. Is this influence or control exercised directly or indirectly? Direct..... Indirect..... ...		
	Nationality							
	Date of birth [dd/mm/yyyy]							
	Postal address							
	Residential address							
	Telephone number							
	Email address							
	Occupation or profession							
2.	Full Name		Directly----- ----- % of shares	Directly.....% of voting rights	1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes - ----No---- 2. Is this right held directly or indirectly?: Direct..... Indirect.....	1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No-- -- 2. Is this influence or control exercised directly or indirectly? Direct.....		
	National identity card number or Passport number							
	Personal Identification Number (where applicable)		Indirectly---- ----- % of shares	Indirectly----- -% of voting rights				
	Nationality(ies)							
	Date of birth [dd/mm/yyyy]							
	Postal address							
	Residential address							
	Telephone number							
	Email address							
	Occupation or profession							

	Details of all Beneficial Owners		% of shares a person holds in the company Directly or indirectly	% of voting rights a person holds in the company	Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No)	Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No)
						Indirect..... ...
3. e.t .c						

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

- (a) holds at least ten percent of the issued shares in the company either directly or indirectly;
- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

Name of the Tenderer:*[insert complete name of the Tenderer]_____

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]

Designation of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date this [insert date of signing] day of..... [Insert month], [insert year]

Bidder Official Stamp

i) **TENDERER'S ELIGIBILITY - CONFIDENTIAL BUSINESS QUESTIONNAIRE**

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) *Tenderer's details*

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

- b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____
_____ Nationality _____
_____ Country _____ of _____ Origin _____
_____ Citizenship _____

- c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

- d) **Registered Company**, provide the following details.

- i) Private or public Company _____
- ii) State the nominal and issued capital of the Company-
Nominal Kenya Shillings (Equivalent)
Issued Kenya Shillings (Equivalent)
- iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

Electronic –Procurement System

The NSDCC shall use the following electronic-procurement system to manage this Tendering process:

<https://eprocurement.nsdcc.go.ke>

The electronic-procurement system shall be used to manage the following aspects of the Tendering process:

Tender documents submission

Tender Opening

Tender evaluation

The bidders shall follow the following steps to submit their document.

PROCESS GUIDE FOR PARTICIPATION IN NSDCC TENDERS ONLINE

A.NEW SUPPLIERS

New suppliers in the NSDCC E-Procurement System shall follow the steps below to access the advertised open tenders, quotations and request for proposals (RFPs)

1. Go to NSDCC Website: www.nsdcc.go.ke and view the advertised Tenders or Request for Proposal (RFP)
2. Click on the link <https://eprocurement.nsdcc.go.ke/> and create your Vendor Profile Page
3. Fill in the name of your firm, Email Address, PIN number and your telephone number
4. Go to Open Tenders or RFP icon as the case may be and then Click Generate Open Tender or RFP.
5. Go to Open Tender or RFP Lines and Fill the Unit Cost inclusive of VAT and the Total Cost in Kshs.
6. Indicate Brand where applicable
7. Go to Attachment Icon and Click ADD NEW DOCUMENTS according to evaluation criteria requirements

Name the document to be attached starting with the Name of Firm and Title of attachment eg Document 1. XYZ Ltd-Tax Compliance Certificate

Document 2. XYZ Ltd – Trade License etc

* Attach only duly filled forms, specifications/dimensions and price schedule(s)

8. After completing Step 5 and 7 above, Click the icon SUBMIT.

CLOSING TIME AND DATE: May 16, 2025 AT 11.00AM East Africa Time.

9. Once the open tender or RFP are opened, the report of the tender opening of the bidders who participated in the tender or RFP will automatically accessible on the vendor profile portal.