

INVITATION TO TENDER FOR PROVISION OF TRANSPORT SERVICES

**INVITATION TO TENDER
PROVISION OF TRANSPORT SERVICES**

**Tender Document
Ref: RTO/411039**

Eskom Uganda Limited

Kampala Office: Studio House, 2nd Floor, 5 Bandali Rise Bugolobi, Kampala
Tel +256 332 240401, Fax +256 313 280307

Jinja Office: Nalubaale Power Station
P.O. Box 942, Jinja. Tel +256 332 240400, Fax +256 332 280306

Email: admin@eskom.co.ug, www.eskom.co.ug
Registration Number 26021

PROVISION OF TRANSPORT SERVICES FOR ESKOM UGANDA STAFF AND VISITORS.

Background

Eskom Uganda Limited (EUL) is a wholly owned subsidiary of Eskom Enterprises (Proprietary) Limited of South Africa and is a limited liability company in Uganda, operating and maintaining Nalubaale and Kiira power stations. Eskom Uganda Limited took over the operation and maintenance of the two power stations on a 20 year concession and assignment agreement, commencing on 1 April 2003. Uganda Electricity and Generation Company Limited (UEGCL) is the owner of the asset.

Eskom wishes to outsource transportation services for her staff, visitors and contractors from reputable firms, with experience in offering transportation services. The successful bidder shall be required to provide, own, operate and maintain suitable vehicle/s in a sound condition throughout the contract period.

The planned contract period is three years, subject to performance.

The operations will have to in accordance with the Road safety act and other applicable laws.

Scope of the Assignment includes (but is not limited to):

- Transportation of shift and standby staff on a 24 hours, 7 days a week basis from their homes to the power station. Safely transport shift/standby staff from work to their homes and from their homes to work and any other destinations authorized by management.
 - The incoming morning shift staff shall be brought to the power stations between 06:00 and 06:50hrs.
 - The incoming night shift staff shall be brought to the power stations between 22:00 and 22:50hrs
 - The outgoing evening shift staff shall be returned to their places of residence from around 23:00hrs.
- Transport staff to Jinja pier to record lake levels between 09:00 and 10:00 hours on a daily basis. The staff should be returned to the station by 10:00hours.
- Transportation of staff between Nalubaale and Kiira Power stations as and when required throughout the day,
- Transportation of staff and visitors to and /or from Kampala/Entebbe and any other authorised destinations.
- Estimated average distance to be covered per month is 7,000 km.
- **Billing to be made on a monthly basis; based on actual distance covered, with evidence. Verifications and reconciliations will be done by EUL before payment is effected.**

Requirements

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- A four wheel drive (4WD) van for shift and standby staff of capacity of at least **8 persons**. The van should be capable of being used on and off the road (various roads) and in all weather conditions. The van will have to be based at Jinja.
- Saloon or other suitable vehicles that may be used for transportation to suit the number of people and their luggage; especially between Jinja and Entebbe/Kampala on a needs basis.
- The van for transportation of shift staff will be required to installed with a vehicle tracker and EUL have access to vehicle tracking system on a 24 hrs 7 days a week basis.
- The service provider will be required to provide drivers with the required minimum experience of Two (2) years in the right vehicle class. The drivers will be vetted by EUL.
- The drivers recommended should have under gone defensive driver training from a credible institution.
- Maintain, service and repair the vehicles. The vehicles shall be maintained in sound mechanical condition throughout the contract period. Eskom Uganda will not be liable for any expenses incurred in maintaining, servicing and repairing the vehicles.
- The vehicles recommended should have been subjected to the SGS inspection and valid certification maintained. In the event that SGS inspection system is confirmed unavailable in Kampala and Jinja, then the IOV inspection report will be considered.
- The vehicles shall be comprehensively ensured throughout the contract period. Renewals to be arranged 30days before expiry.
- EUL has **zero tolerance for alcohol** thus no driver/contractor will be allowed on site if tested positive for alcohol at any time. The drivers shall not be under the influence of any intoxicating substances and shall be subject to alcohol test by Eskom Uganda.
- Submission of weekly and monthly reports and give feedback to the Company
- Maintain good hygiene of the inside and outside of the vehicle. Clean the vehicle daily and fumigate when required.
- Perform daily pre-trip and post-trip vehicle inspections and promptly and advise Eskom of any defects which my compromise safety of users.
- The service provider shall effectively supervise the driver and ensure conditions in this contract are met.
- Respond to emergency calls to transport staff in a timely manner within 10 minutes of placement of the call.
- In case of traffic accidents, the driver shall follow the traffic regulations in terms of reporting and providing information to the police.
- Report immediately any vehicle incident to Eskom through control rooms. The driver shall prepare the incident report and cooperate with the risk department in carrying out investigations.
- Provide safety briefing to staff.
- **Use of safety belts is mandatory for all occupants of the vehicle.**

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- Comply with any laws and regulations of Uganda and international best practices, pertaining to outsourced transportation services

Out sourced Transportation services – projected transportation requirements table per month

Destination	Mileage (km) (to and from)	Number of Staff	Number of Shifts/times	Total Mileage (km)
Shift and Standby Staff				
Jinja Town	10	1	21	210
Amber court / Kimaka	6	2	21	252
Njeru	5	5	21	525
Nakibizi / Namwezi	14	6	21	1764
Malindi/Kirugu	14	3	21	882
Mbikko	8	6	21	1008
Mpumudde	16	1	11	176
Bugembe	16	1	11	176
Buwenda	16	1	21	336
Total		26		4993
General Staff and Visitors				
Destination	Mileage (km) (to and from)	Number of Staff	Number of times	Total Mileage (km)
Kiira Power Station	4	1	100	400
Kampala	165	1	1	165
Entebbe	245	1	1	245
Jinja Pier(Lake levels)	16	1	30	480
Standby staff collection	20	4	1	80
Contingencies	50	1	2	100
Sub Total 2				1470
Grand Total (subtotal 1 + subtotal 2)				6463

Requirement type	Estimated pickup time
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Morning (Incoming)	Daily between 6:00 and 6:50hrs
Afternoon (Outgoing)	Daily between 23:00 and 23:50hrs
Night (Incoming)	Daily between 22:00 and 22:50hrs
Standby staff	When needed any time after office hours Monday - Sunday
General requirements	As and when required
Contingencies	Any day on 24/7 basis

Notes

1. Period considered is one month and Five man shift rota
2. Contractor shall be provided with a daily transportation schedule
3. Billing to be done against actual mileage covered

CONDITIONS OF TENDER:

1. All Inquiries should be addressed to (tenders@eskom.co.ug) Eskom (U) Ltd on 0332 240400/412, working days and hours only.
3. Eskom Uganda Limited is not bound to accept the lowest bidder or any bid.
4. Late submissions may be rejected.
5. If you have not been contacted within 60 days after the close of the tender submission, please consider yourself unsuccessful.
6. The tender should be addressed to:
The Procurement Manager ((Room 6)
Eskom Uganda Limited
Nalubaale Power Station
P.O Box 942 Jinja, Uganda
 and must be submitted not later than 11th April 2013 at 10.00am.
7. Submission of bids must be done in sealed and un-customised envelopes marked “**TENDER FOR THE PROVISION OF TRANSPORTAION SERVICES**” and must be delivered and registered at the Procurement Office in Room No.6. Nalubaale Power Station -Jinja
8. Please indicate the following: Proof of carrying out similar services with at least three well known organizations (letters of recommendation and certificates of completion)
9. The evaluation criteria will consider all the aspects included in the scope.
10. No charges for any other purpose will be allowed over and above the prices quoted on the tender submitted.
11. Eskom Uganda Ltd standard contract terms and conditions shall apply. A copy of these conditions are indicated in Appendix A below for reference.

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12. Eskom reserves the right to accept or reject a tender on each item separately, or as a whole, and to waive any irregularities in a tender.
 13. All costs associated with the provision of the service shall be shown separately in the tender.
 14. The tender should clearly indicate, as a separate amount, the VAT or any other tax (as and where applicable). Kindly indicate whether or not you are exempt from WHT.
 15. Currency Preferably Ugandan Shillings (UGX).
- If unable to quote communicate to us as soon as possible.

2. RECEIPT AND RETURN OF TENDER

Acknowledgement of tender

The tenderer should acknowledge to the electronic Mail address (tenders@eskom.co.ug) confirming whether or not they intend to submit a completed tender, **within 3 working days** of the issue of the tender documents.

3. PRESENTATION OF TENDER

3.1. Sealing and marking of tenders

- 1) The financial and technical proposals shall be separated and submitted as two copies (one original and one copy) and clearly marked on envelopes as "ORIGINAL" and "COPY" respectively. These shall be sealed in separate envelopes (one for technical proposals only and the other for financial proposals only) clearly marked "**(TENDER FOR THE PROVISION OF TRANSPORT SERVICES) - REF: RTO/411039**".
- 2) Shall be hand delivered or sent by courier to Eskom Uganda Limited office at Nalubaale Power station. The Bid document must be received and registered by a designated procurement professional at Eskom offices (Eskom Jinja offices) not later than **15 00hrs on 15th March 2018**.

This should be addressed to:

The Procurement Manager

Eskom Uganda Limited

P.O Box 942

Nalubaale Power station – Jinja

Tel: +256 332 240 403

Email: Tenders@eskom.co.ug

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3.2. Deadline of submission

- 1) Proof of posting will not be accepted as proof of delivery and the tender delivered after the stipulated time, from whatever cause arising may not be considered.

3.3. Tender opening

- 1) EUL will open the Technical tenders on **15th March 2018 at 15 30 hours** at Eskom Uganda Limited, Nalubaale Power Station- Jinja in the presence of the tender's representatives who choose to participate. The tenderers' representatives present shall sign a register evidencing their attendance. Attendance is optional
- 2) Eskom Uganda Ltd shall not be under any obligation consider any tender.

4. COST OF TENDER PREPARATION.

EUL is not responsible for any expenses incurred by the Tenderer in the preparation of this Tender regardless of the outcome of the tendering process.

EVALUATION OF PROPOSALS

Only proposals that have been technically approved will proceed to the commercial evaluation. Proposals shall be ranked and the best evaluated proposal shall be selected to provide the service provided that its financial proposal is within the EUL budget.

Aspects to be evaluated:

Technical score		
No.	Items	
1	Condition of the vehicles to be used(certified by SGS)	
2	Condition of the vehicles to be used(certified by EUL)	
3	Evidence of experience in offering similar service	
4	Driver's license and experience not less than two years in the right vehicle class.	
5	Defensive driving certificates by drivers	
6	Comfort	
7	Safety features of the vehicles(what are they)	
Commercial score		
8	Payment terms	
9	Registration certificate	
10	Memorandum &Articles of Association	
11	Tax Registration certificate	
12	Trading License	
13	2 year audited financial statements	
Price /Service charge		
14	Price	

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The Scope

1 Description of the services

The Employer's Responsibilities

1. Eskom Uganda will test and approve the vehicle provided by the contractor (before use. The drivers shall be provided by the contractor and shall be tested internally using that vehicle they intend to use.
2. The vehicle remains property of the contractor and shall be subject to inspection on an agreed frequency.
3. Provide a daily schedule of staff to be collected and those to be returned home indicating their places of residence
4. Notify the contractor when any unscheduled driving services are required
5. Monitor and Evaluate performance of the provider versus agreed targets and communicate the results on a monthly basis or any other frequency as may be necessary
6. Pay the contractor for the services rendered on a monthly basis
7. Set targets in terms of time keeping (response time)
8. Review the contract on annual basis or other period when circumstances dictate so
9. In Liaison with the contractor , resolve disputes arising out of the contract
 - a. Disputes involving driver and shift/standby staff shall be handled by the duty shift supervisor who may escalate to the operations manager
 - b. Driver and duty shift supervisor disputes to be reported to contractor by the driver/shift supervisor and the contractor liaises with Duty shift supervisor/ Operations Manager to resolve

The Contractor responsibilities

1. Transport shift and standby staff using a 4WD van which can be used on various road and weather conditions
2. The contractor will provide drivers with the required minimum experience of Two (2) year and whose experience can be verifiable.
3. Maintain, service and repair their vehicle and ensure the vehicle is in sound mechanical condition. Eskom Uganda will not be liable to any expenses incurred in maintaining, servicing and repairing the vehicle provided by the contractor.
4. The drivers shall not be under the influence of any intoxicating substances and shall be subject to alcohol test by Eskom Uganda.
5. Safely transport shift/standby staff from work to their homes and from their homes to work and any other designations authorized by management.
6. The incoming morning shift staff shall be brought to the station between 06:00 and 06:50hrs
7. The incoming night shift staff shall be brought to the station between 22:00 and 22:50hrs
8. The outgoing evening shift staff shall be returned to their places of residence from around 23:00hrs.
9. Transport staff to Jinja pier to record lake levels between 09:00 and 10:00 hours on a daily basis, staff should returned to the station by 10:00hours.
10. Prepare weekly and monthly reports and give feedback to the Company

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11. Maintain good hygiene of the inside and outside of the vehicle. Clean the vehicle daily and fumigate when required.
12. Ensure comprehensive insurance is valid before use of the vehicle and arrange renewal within 45 days before expiry.
13. Perform daily pre-trip and post-trip vehicle inspections and promptly advise Eskom of any defects which my compromise safety of users.
14. Supervise the driver and ensure conditions in this contract are abided with
15. Respond to emergency calls to transport staff in a timely manner within 10 minutes.
16. In case of traffic accidents, the driver shall follow the traffic regulations in terms of reporting and providing information to the police.
17. Report immediately any vehicle incident to Eskom through control rooms. The driver shall prepare the incident report and cooperate with the risk department.
18. Provide safety briefing to staff for example reminding them to buckle up after boarding the vehicle.
19. Comply with any laws and regulations of Uganda and international best practices pertaining to out sourced transportation services

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