



WORLD VISION INTERNATIONAL

TENDER NO. WVI/RFP006/FY20

RE-TENDER: PROVISION OF CLEARING & FORWARDING SERVICES /CUSTOMS AGENCY SERVICES

Release Date: Monday, 10th February 2020

Last Date for Receipt of bids: Tuesday, 25th February 2020 at 11:00am

RE-ISSUE OF TENDER DOCUMENT TO PROSPECTIVE BIDERS

PROVISION OF CLEARING & FORWARDING SERVICES /CUSTOMS AGENCY

SERVICES

This form serves as an acknowledgement of receipt of the tender and participation.

This page is to be **completed immediately on downloading/receiving the document** and a scan copy e-mailed to Earo_Procurement@wvi.org

Table 1: Registration of Interest to Participate

Item	Supplier Details
Name of Person:	
Organization Name:	
Postal Address:	
Physical Address:	
Tel No:	
Email Address: (this e-mail address should be clearly written as communication with bidders shall be through e-mail)	
Signature:	
Date:	
Company Stamp:	

Table of Contents

Background.....	4
Qualifications of the Service Provider	4
Clarification of Bidding Document	4
Mandatory Requirements	5
Terms of Reference	5
Proposed Methodology for the Completion of Services	6
Tender Prices.....	6
Preliminary Tender Evaluation.....	7
Confirmation of Qualification for Award	7
Qualifications of Key Personnel	7
Technical Evaluation Criteria	8
Price Schedule for Services	10
Terms of Payment	11
Bid Submission.....	11

Background

World Vision International (a non-profit making Christian Relief, Development and advocacy agency) invites bids from reputable Clearing and Forwarding firms for provision of customs clearance and forwarding services for World Vision International imports and exports.

The information in this document and its appendices and attachments is confidential and is subject to the provisions of our non-disclosure agreement and should not be disclosed to any external party without explicit prior written consent of World Vision International

The successful bidder shall be contracted for this purpose for an initial period of THREE (3) years renewable based on satisfactory evaluation of successful bidder performance.

Qualifications of the Service Provider

World Vision International seeks to contract the services of Clearing & Forwarding Agents who know and understand the major rules and regulations applicable in the international clearance and forwarding process in Kenya and Somalia. The successful Clearing agent will be expected to service needs from World Vision Entities based in Nairobi, Kenya and support on imports into Somalia and Kenya as well as Transit and Transshipments through Kenya.

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of WVI by providing these requirements.

Clarification of Bidding Document

- a) All correspondence related to the contract shall be made in English.
- b) Should there be any doubt or uncertainty, the Bidder shall seek clarification in writing through e-mail to: Earo_Procurement@wvi.org
- c) Any clarification sought by the bidder in respect of the RFP shall be addressed at least five (5) working days before the deadline for submission of bids
- d) It is the responsibility of the Bidder to obtain any further information required to complete this RFP.
- e) Any clarification requests and their associated response will be circulated to all Bidders.
- f) The last date for receipt of requests for clarifications from bidders is **Monday, 17th February 2020**.

The RFP Clarification Template is as follows: -

<ul style="list-style-type: none">• Company Name:• Contact Person: (primary Supplier contact)• E-mail:• Phone:• Fax:• Document Number/Supplier:			
#	Date	Section / Paragraph	Question
1			
2			

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Mandatory Requirements

- a) Brief company Profile – describing the nature of business, organization chart(organogram), field of expertise and physical office location/s in Kenya
- b) List of company branches/offices/subsidiaries in Kenya and Somalia **if any**. Please give physical address, email and telephone contacts
- c) Copy of Valid KRA Customs License to operate as a clearing agent
- d) Copy of Company or Firm's Registration Certificate/Certificate of Incorporation
- e) VAT Registration Certificates/PIN Certificate
- f) Copy of Valid Tax Compliance Certificate
- g) Audited financial statements for the last two years, signed and stamped by the audit firm
- h) List of at least three current clients. International NGOs/companies with Tax free or who are entitled to importation under PRO IB/ Diplomatic status is preferred. Please indicate description of contract scope, contract duration, contract value, and contact details (Name, email & Telephone number).
- i) Copies of LPO's, Letters of award/signed contracts/reference letters
- j) Copy of valid Bond for Customs Agents – CBI I
- k) Copy of valid Membership Certificate for KIFWA-Kenya International Freight and Warehousing Association
- l) East African Customs and Freight Forwarders Practicing Certificate (EACFFPC), certified by KRA
- m) Evidence on use of (a) KRA Simba Tradex System (b) KPA Kwatos Online Systems
- n) Current Form CR 12 as issued by the Registrar of Companies
- o) Valid Insurance Covers
- p) Letter(s) of agency or partnership where applicable

Terms of Reference

The Clearing Agent will be required to: -

- a) Prepare pickup order (MPRO) and applying for IDF;
- b) Clear consignments without incurring storage charges and demurrage or penalties by customs. They will also facilitate re-exportation of consignment.
- c) Monitor each consignment and submit daily report showing clearance position and any other information until the cargo is cleared and delivered.
- d) Export consignment to WV entities for use.
- e) Advise the Organization on existing customs/KPA regulations and changes affecting clearance and handling of cargo.
- f) Advise the Organization promptly on payable duties and taxes on form CI7 to enable organization of payments.
- g) Pay disbursements on behalf of the Organization. Disbursements fees will be for mutually agreed payments by the clearing agents including but not limited to the Airport/ Port charges, Import invoice charges and container deposit, shipping line storage charges.
- h) Timely refund of container deposits where applicable
- i) Transport consignment from port to WV entities or as otherwise instructed by the Organization.
- j) Load and offload of consignments
- k) Preparation of all KRA documentation
- l) Available for 24 hours
- m) Liaison with Kenya Revenue Authority (KRA)

The successful bidder shall at all times exercise reasonable care and professionalism in executing duties and shall act in good faith on behalf of the Organization while providing these services.

Proposed Methodology for the Completion of Services

The vendor must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

The provider should offer what they consider to be the best value for money taking into consideration total transit time i.e. when goods will be in Country and total cost. Clearing agents that are Authorized Economic Operators have an added advantage.

Also indicate/demonstrate:

1. Owned/leased/contracted custom bonded warehouses
2. Owned/leased/contracted Container Freight Stations (CFS)
3. Any online consignment tracking tool that will be used and a brief description of how it works
4. Fleet capacity. Number of vehicles owned and vehicle capacity
5. List of countries in the East Africa region where the firm can deliver/transport

Tender Prices

Bidders must give a detailed a breakdown of cost “Financial Proposal”, the quotations must include all costs chargeable to WVI, with a separate line for VAT, where applicable.

The Tenderer shall indicate on the appropriate Price Schedule, agency fees as a percentage of cost insurance and freight (CIF) amount of the service it proposes to apply under the contract.

WVI will be responsible for payments charged by third parties e.g statutory institution such as Kenya Revenue Authority, Shipping Lines or their Agents, Kenya Ports Authority / Container Freight Stations, container deposit charges, KEBS, Transporters and Break bulking firms.

WVI will however request the clearing agent to pay these charges on their behalf and the same included in the invoice for reimbursement purposes. All original receipts for payment done on behalf of WVI should be presented and they will be used to process reimbursements.

Tender prices to be submitted (quoted) by the Tenderer in their financial proposal shall remain fixed for the contract duration.

Financial proposal on the Customs Clearance Rates in the format below:

- 1. Please use the price schedule provided in ANNEX 2 of this TOR**
- 2. Any other price/cost chargeable to WVI but not covered by the schedule should be indicated separately and indicate where is its applicable (whether applicable on Air or Sea consignments) and or if it is a third party cost or clearing company cost**

Preliminary Tender Evaluation

Prior to the detailed Technical and Financial evaluation, WVI will determine the substantial responsiveness of each Tenderer. For purposes of this tender, a substantially responsive Tender is one that conforms to the requirements of Preliminary Evaluation and compliance to the mandatory documents stated in this TOR.

WVI's determination of a Tender's responsiveness will be based on the contents of the Tender itself and the documents presented by the tenderer.

Confirmation of Qualification for Award

WVI will confirm to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

The confirmation will take into account the Tenderer's financial, technical, delivery capabilities and tenderer integrity in all their operations and businesses

WVI will award the contract to the successful Tenderer whose Tender has been determined to be substantially responsive, technically compliant and has been determined to be the best value evaluated tender, and further, where deemed necessary, that the Tenderer is confirmed to be technically and financially qualified to perform the contract satisfactorily.

Qualifications of Key Personnel

As required by the RFP, the Service Provider must provide technical certificates and CVs indicating names and qualifications of the key personnel that will perform the services indicating who the Team Leader is, who are supporting, etc.

ANNEX I

Technical Evaluation Criteria

Technical Aspect		Detailed Criteria	
1.0	Documentation - The bidder is required to attach the following documents	Yes/No	Max Score
a	Certificate of Incorporation/Registration	Yes/No	
b	Valid Customs Agents License from Kenya Revenue Authority	Yes/No	
c	Current Valid membership certificate of Kenya International Freight and Warehousing Association (KIFWA)	Yes/No	
d	East African Customs and Freight Forwarders Practicing Certificate (EACFFPC), certified by KRA	Yes/No	
e	Copy of valid bond for Customs Agent-CBI I	Yes/No	
f	Business Permit	Yes/No	
g	Valid TAX Compliance Certificate	Yes/No	
h	Current Form CR12 as issued by Registrar of Companies	Yes/No	
i	Audited Accounts for the last 2 years	Yes/No	
2.0	Capability of the firm		
a	No of years of experience as per certificate of incorporation	Above 10 years= 6 marks; 5- 10 years = 4 marks; 2-4 = 2 marks ; Below= 0	6
b	Regional presence/representation within Kenya and Somalia	2 marks for each demonstrated regional presence; max 4 marks	4
c	Demonstrate ability to provide the specific services. This is the firms core business.	Core Business = 5 marks; Not core = 0	5
d	Methodology and approach used during provision of the clearing and forwarding services i.e. workplan/timelines/utilization of the online consignment tracking tool/ reporting/quality assurance mechanism/authorized economic operator etc	Fully demonstrated=20 marks; partially demonstrated=10 marks; not demonstrated=0	20
e	Evidence of authority/training in the use of KRA Simba system and KPA Kwatos Online Systems	Provided = 5; not provided = 0	5
f	Evidence of at least three airfreight/sea freight consignments cleared and timelines from date of arrival of the consignment for the last one year e.g. airway bill/Bill of lading; arrival advice, release order and customs entry	5 marks for each evidence provided maximum 15 marks; no evidence provided = 0 marks	15

g	Show evidence of Certified Technical Resources in the Organization	2 marks for each certification maximum 10 marks; no certification= 0 marks	10
h	Experience of staff involved (Check in CVs)	Above 5 years= 5 marks; 2- 5 years = 3 marks; Below=0	5
i	Copies of LPO's/Letters of award/ signed contracts/reference letters	5 marks for each relevant reference provided and attached maximum of 3 references	15
j	Evidence of storage facility/strong rooms either ownership/lease/Hire/rental etc to secure cargo	Each storage facility 1 mark - maximum 5 marks ; No storage facility = 0 marks	5
k	Proof of access to transportation trucks/vehicles – ownership documents and/or lease/hire agreements for vehicles provided	Each proof provided 1 mark - maximum 5 marks ; No proof provided = 0 marks	5
l	Insurance covers e.g. WIBA; Public Liability; GIT etc	1 mark for each insurance cover attached max of 5 marks	5
Total - Technical Score			100
% Score			100%

ANNEX 2

Price Schedule for Services

Name of the Bidder:				
UOM	Qty	Item/Description	Unit Price - Ksh	Total Price -Ksh
		<u>Air Freight Imports/Transit Cargo</u>		
SUM	l	Documentation Processing Charges		
%	l	Agency Fees per shipment (%)		
SUM	l	Agency Fees-Minimum per shipment		
SUM	l	IDF Application Fees		
SUM	l	Transit Bond		
		<u>Air freight Exports/Transit Cargo</u>		
SUM	l	Documentation Processing Charges		
SUM	l	Agency Fees per kg		
SUM	l	Agency Fees-Minimum per shipment		
SUM	l	KAA charges		
		<u>Sea Freight Imports/Transit Cargo</u>		
SUM	l	Documentation Processing Charges		
SUM	l	Transit Bond		
%	l	Agency Fees per shipment		
SUM	l	Agency Fees-Minimum per shipment		
SUM	l	IDF Application Fees		
SUM	l	Handling Charges-Conventional Cargo		
SUM	l	Handling Charges-20'FT Container		
SUM	l	Handling Charges-40'FT Container		
SUM	l	Stripping container for customs examination/verification - 20'FT Container		
SUM	l	Stripping container for customs examination/verification - 40'FT Container		
%	l	Commission on Disbursement (%)		
SUM	l	Motor Vehicle Clearing		
SUM	l	Motor vehicle registration		
		<u>Sea Freight Exports/Transit Cargo</u>		
SUM	l	Documentation Processing Charges		
SUM	l	Agency Fees, LCL		
SUM	l	Agency Fees, 20'FT Container		
SUM	l	Agency Fees, 40'FT Container		
SUM	l	Handling Charges-Conventional Cargo		
SUM	l	Handling Charges-20'FT Container		
SUM	l	Handling Charges-40'FT Container		
		<u>Transport Charges per trip</u>		
SUM	l	WV Karen to JKIA / JKIA to WV Karen (1-200kgs)		
SUM	l	WV Karen to JKIA / JKIA to WV Karen (201-500kgs)		

SUM	I	WV Karen to JKIA / JKIA to WV Karen (501-1000kgs)		
SUM	I	WV Karen to JKIA / JKIA to WV Karen (1001-5000kgs)		
SUM	I	WV Karen to Wilson Airport / WA to WV Karen (1-200kgs)		
SUM	I	WV Karen to Wilson Airport / WA to WV Karen (201-500kgs)		
SUM	I	WV Karen to Wilson Airport / WA to WV Karen (501-1000kgs)		
SUM	I	WV Karen to Wilson Airport / WA to WV Karen (1001-5000kgs)		
SUM	I	20'FT Container Mombasa –Dollow, Somalia		
SUM	I	40'FT Container Mombasa –Dollow, Somalia		
SUM	I	20'FT Container ICD –Dollow, Somalia		
SUM	I	40'FT Container ICD –Dollow, Somalia		
SUM	I	20'FT Container Mombasa – WV Karen		
SUM	I	40'FT Container Mombasa – WV Karen		
SUM	I	20'FT Container ICD Nairobi – WV Karen		
SUM	I	40'FT Container ICD Nairobi – WV Karen		
HR	I	Forklift charges Per Hour		

***NOTE: PLEASE NOTE THAT ALL OTHER CHARGES SUCH AS**

Documentation, Handling, Verification Cost of disbursements, transportation rates, IDF Fees, Commission on Bond and charges on Forklift/Crane Services need to be provided if not contained in the Agency Fee.

Third party charges should be at cost.

All payments are subject to 16% VAT where applicable. Please clearly indicate where VAT is applicable

Terms of Payment

Minimum Credit Period: - 30 Days after submission of invoice

Bid Submission

Completed Tender documents in plain sealed envelopes clearly showing the **Tender No.(WVI/RFP006/FY20) and Description (Clearing and Forwarding)** should be addressed to:

**The Secretary
Procurement Committee
World Vision International
Karen Road - Off, Ngong Road
P O Box 50816-00200
Nairobi.**

and delivered at the reception of World Vision complex(EARO), Karen Road to be received on or before Tuesday 25th February 2020 at 11:00am

Proposals from bidders should be submitted in two distinct parts, namely **Technical proposal** and **Financial proposal** and these should be in two separate sealed envelopes, both of which should then be placed in a common sealed envelope addressed to the above mentioned address.

The two separate inner envelopes should be clearly marked “**Technical Proposal**”, and “**Financial Proposal**”, respectively, and should bear the name of the Bidder.

Tender prices must remain valid for **90 days** from the date of tender closing.

“World Vision International reserves the right to accept or reject any Tender and is not bound to give reasons for its decision”.