

ANNEX 1. (Note; Please fill in the price schedule for the specific category you are applying for.)

1. Provision of Taxi and Car Hire Services in GAROWE, HARGEISA, MOGADISHU - Evaluation Criteria

NO.	Requirement	Score
A.	GENERAL REQUIREMENTS	Score
1.	All correspondence and documents related to the tender must be written in the English language unless otherwise WISOM explicitly allowed.	2
2.	Submitted in hard copies of cost/business proposal in sealed and clearly	1
3.	Include all required documentation and information as specified in this RFT.	1
4.	Include copies of the driving licenses of the proposed Drivers and confirmed their availability to work with you.	1
5.	Proposals and all cost and price figures must be presented in US Dollars . All prices should include taxes and any customs duties.	1
6.	The Bidder must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFT is 100 days after closing date of the RFT. Offers with a shorter acceptance period may not be considered. Windle reserves the right not to make any award.	1
7.	Bidders must be licensed and authorized to conduct business in their country of residence/or the bidding entity , evidenced by providing a valid legislation licenses/ registration certificate.	1
8.	A service agreement/framework agreement will be issued to the successful bidder in US Dollars.	2
	Total Score	10%
B.	CAPABILITY ASSESSMENT	
	Requirement	Score
1.	Has adequate fleet and resources including appropriate insurance cover to perform the work stated herein, or the ability to obtain them without delay;	2
2.	Is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;	2
3.	Has a satisfactory performance record;	1
4.	Has a satisfactory record of integrity and business ethics;	1
5.	Has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and	2
6.	Is otherwise qualified and eligible to receive an award under applicable laws and regulations.	2
	Total Score	10%
C.	EXCLUSIONS REQUIREMENTS	
	Requirement	Score (Yes or No)
1.	If there is a conflict of interest with WISOM staff or public procurement.	5
2.	If they fail to fully disclose on required terms	5
3.	Suppliers must have the Legal capacity to enter into a contract for procurement;	5
4.	Supplier must not be insolvent, in receivership, bankrupt or in the process of being wound up and not the subject of legal proceedings relating to the foregoing; or must not be debarred from participating in	5
	Total Score	20%
D.	FINANCIAL ANALYSIS	
	PRICING SCHEDULE	60%
	Item description	UOM price
1.	4x4 Vehicle for Hire per month (preferable Prado, Hilux, or Land cruiser)-Inclusive of driver, fuel, maintenances and government tax. {Please quote in USD}	per month
2.	4x4 vehicle for hire per day (preferable Prado, Hilux or Landcruiser- Inclusive of driver, fuel, maintenance, and government tax	Per day
3.	Light vehicle for hire -Taxi preferable (Succeed or Premier or Noah) -Inclusive of driver, fuel, maintenance and government tax	Per Month

2. Provision of Accommodation, Meals, Conference, and related services/ activity in GAROWE, BAIDOA, HARGEISA, MOGADISHU, KISMAYO, BOSASO - Evaluation Criteria

NO.	Requirement	Score	
A.	GENERAL REQUIREMENTS	40%	
1.	WISOM Needs – Quality of service - Accommodation, conference, and meals	2	
2.	Established Physical Location	10	
3.	The restaurant i.e. is it spacious and has cleanliness, arrangement, and decorations.	2	
4.	The conference room i.e. is it spacious, with various arrangements and setups, and Technology innovations.	2	
5.	The Core business being the major items/Service provided to WISOM	2	
6.	Security i.e Access Control, Vehicle Security, Video Surveillance, High- Security, Safety, and security of guest within the facility.	2	
7.	Washrooms i.e Properly lockable door, well ventilated, cleanliness, clear communication signs, clearly indicated/placed containers/bins for waste disposal	2	
8.	Previous experience of the facility associated with prior use of similar services.	2	
9.	External communication of facilities - Feedback from other users e.g. social media, website, or our partner organizations, etc	2	
10.	Public Image of the facility – if a place has a higher position on the market,	2	
11.	The Comfort i.e. general cleanliness, bathroom, bedding, towels, bed, furniture, air conditioning, insects, noise, room amenities	2	
12.	The Location i.e. distance to a centre, distance to the beach, public transportation, distance to clubs and restaurants, parking, access by car	2	
13.	Social Amenities i.e. Wi-Fi, TV, elevator, currency exchange, electric outlets, meals, ironing, terrace/space outside a room	2	
14.	Personnel of the facility i.e. courtesy, professionalism, accessibility languages	2	
15.	Technology innovation, adapted to new technological, capabilities for online meetings with outside guests.	2	
16.	Health and safety i.e. risk analysis, quality labels, and, safety procedures such as the COVID-19 pandemic strict protocols implemented by the facility	2	
B.	FINANCIAL ANALYSIS		
	Item description	UOM	Price 60%)
1.	Full board accommodation (Accommodation, Breakfast, Lunch, Dinner, 4 and 10 O'clock tea and snacks)	Per Pax	
2.	Half board accommodation (Accommodation, Breakfast and Dinner)	Per Pax	
3.	Full day Conference Hall hire, with projector and conference accessories, stationeries	Per Day	
4.	10 O'clock tea with Snacks	Per Pax	
5.	4 O'clock tea with Snacks	Per Pax	
6.	Lunch	Per Pax	
7.	Dinner	Per Pax	
8.	Water 1 ltr	Per Pax	
9.	Projector only	Per Pax	

stamp:

10.	Venue only	Per Pax	
11.	Half day Conference Hall hire, with projector and conference accessories, stationeries – Big Hall	Per Half Day	
12.	Half day Conference Hall hire, with projector and conference accessories, stationeries – Small Hall	Per Half Day	
13.	Full day Conference Hall hire, with projector and conference accessories, stationeries – Big Hall	Per Day	
14.	Full day Conference Hall hire, with projector and conference accessories, stationeries – Small Hall	Per Day	

3. Provision of Air Ticket/Travel Agency services

A.	MANDATORY REQUIREMENTS	
No.	Requirement	Score (Yes or No)
1.	Copy of Certificate of Incorporation, Partnership or Business Registration	
2.	Copy of PIN Certificate	
3.	Copy of Valid Tax Compliance Certificate	
4.	Copy of Valid Trade License/Business Permit from respective county government	
5.	Copy of Certificate of Accreditation from IATA (If applicable)	
6.	Copy of Membership Certificate	
7.	Two Letters of Recommendation from current or previous clients	
8.	Copies of Bank Statements for the past 2 years	
9.	Audited Accounts for the past 2 years	
10.	Name of Bankers and Auditors	
11.	Company Profile	
B.	CAPABILITY ASSESSMENT	
12.	requirement	Score
13.	Years in business 0 -1 Year - 1 Mark 2 Years - 02 Marks 3 Years - 03 Marks 4 Years - 04 Marks 5 Years & Above - 05 Marks	05
14.	Relevant experience with other Public Organizations 1 Non-Governmental Organization– 05 Marks 2 Private Organizations – 03 Marks 3 Public Organization – 02 Marks	05
15.	Names of at least three clients supplied with similar services	
16.	1 Client – 05 Marks 2 Clients – 10 Marks 3 Clients – 15 Marks	1 5

17.	Proof of experience by attached copies of LPOs/LSOs, delivery notes and award letters 1 LPO/LSO/Delivery Note – 03 Marks 2 LPOs/LSOs/Delivery Notes – 05 Marks 3 & Above LPOs/LSOs/Delivery Notes – 10 Marks	10
18.	Nature of business related to the prequalification	05
Score		40%

C.	FINANCIAL CAPABILITY.	
	The financial capability will be determined by the latest financial statements submitted, as well as letters of reference from the bankers regarding the supplier's credit position. Potential suppliers will be registered on the satisfactory information given.	
	Requirement	Score
1.	Audited Accounts for the past 2 years	15
2.	Net Worth	10
3.	General financial trends for the past 2 years	15
Total Score		40%

ANNEX 2. PRICING SCHEDULE (Agency fee)

No.	Type of fee	Explanation	Cost in Kes (20%)
1.	Domestic Airfare	Indicate the total costs to arrange domestic flights	
2.	Domestic Airfare change	Costs for Changing tickets	
3.	International Airfare	Total costs to arrange international bookings	
4.	International Airfare change	Costs for Changing International tickets	
5.	After hours requests	Working past 5 pm during working days, Weekends, and holidays	
6.	After hours emergency requests	Cost/s for emergency/24-hour services	
7.	Cancellation of ticket	Total cost when a transaction for air travel is canceled	
8.	Obtaining visas and other documentation preparation	total costs to arrange passports visas, foreign exchange	
9.	Other costs e.g. courier		

Summary of Evaluation		Overall Score
1.	Mandatory Requirements	YES/NO
2.	Capability Assessment	40%
3.	Financial Capability	40%
4.	Pricing	20%
Total Score		100%

4. Supply and Delivery of Office supplies and stationaries (Note; Please fill in the price schedule for the specific category you are applying for. Prices should be valid for 6 months)

Supply and Delivery of Office supplies and stationaries				
SN	Item Description	UoM	Unit Price (USD)	Total (USD)
1	Ballpoint Pen Medium Point - Black (Pkt of 24)	Pkt		
2	Ballpoint Pen Medium Point - Blue (Pkt of 24)	Pkt		
3	Ballpoint Pen Medium Point - Red (Pkt of 24)	Pkt		
4	Bic Black Biro 20s Fine	Pkt		
5	Bic Blue Biro 20s Fine	Pkt		
6	Bic Red Biro 20s Fine	Pkt		
7	Desk organiser	Pcs		
8	Envelopes A3 White Peak and seal pelican	Reams		
9	Envelopes A4 White Peak and seal pelican	Reams		
10	Envelopes A4 White Peak and seal pelican	Reams		
11	Envelopes A5 White Peak and seal pelican	Reams		
12	Envelopes DL White Peak and seal pelican	Reams		
13	Highlighter text marker - assorted colors	Pkt		
14	Masking tape 3" inch BIG	Pcs		
15	Mathematical Set Helix Oxford	Pcs		
16	Note book A5	Pcs		
17	Office Tray Set of 2 trays	Set		
18	OfficePoint Box File A4 - Code 9300E Ass	Pcs		
19	Paper clips 28mm 80s coloured - plastic	Pkt		
20	Paper punch - 2-Hole Punch 90k8 12 sheets	Pcs		
21	Pencil Staedtler HB	Pcs		
22	Printing papers A3 colored	Reams		
23	Printing papers A3 white	Reams		
24	Printing papers A4 Colored	Reams		
25	Printing papers A4 white	Reams		
26	Prit Glue pelican 43g	Pcs		
27	Record File Divider Set A4 (1-10) Colour	Pkt		
28	Soft gel pen Black - Pelikan 407214 Dz	Pkt		
29	Soft gel pen Blue - Pelikan 407214 Dz	Pkt		
30	Spring File PVC Kartasi	Pcs		
31	Casio Calculator - fx -991MS	Pcs		
32	Staedtler Whiteboard Marker - assorted colors - Doz	Pkt		
33	Stapler - Giant size - Kangaroo Size 66	Pcs		
34	Stapler -Kangaroo 24/6	Pcs		
35	Staples - Rexel No. 66 14mm Heavy Duty Staples 100 Sheet Capacity (Pack of 5000)	Pkt		
36	Staples 24/6 - Kangaroo- Pkt of 1000's	Pkt		
37	Sticky Notes 100 Sheets/Pad Sticky Notes 3 X 3 Inches Box	Pkt		
38	Suspension file FC M230	Pcs		

5. Supply of office Fixtures and ICT equipment. (Note; Please fill in the price schedule for the specific category you are applying for. Prices should be valid for 6 months)

Supply of office Fixtures and ICT equipment				
SN	Item Description	UoM	Unit Price (USD)	Total (USD)
1	CAT 6 RJ45 Pcs	Pcs		
2	HP 200 G4 All-in-One Core i5 10th Gen 4GB 1TB 21.5" Display Pcs	Pcs		
3	HP 410A LaserJet Toner cartridges (Black) Pcs	Pcs		
4	HP 410A LaserJet Toner cartridges (Cyan) Pcs	Pcs		
5	HP 410A LaserJet Toner cartridges (Magenta) Pcs	Pcs		
6	HP 410A LaserJet Toner cartridges (Yellow) Pcs	Pcs		
7	HP Color LaserJet Pro M452nw Pcs	Pcs		
8	HP MHP 135A Toner Cartridge-W1106A (Black) Pcs	Pcs		
9	HP W2110A Black Toner Cartridge 206A - (Black) Pcs	Pcs		
10	HP W2111A Cyan Toner Cartridge 206A - (Cyan) Pcs	Pcs		
11	HP W2113A Magenta Toner Cartridge 206A - (Magenta) Pcs	Pcs		
12	Kyocera ecosys M5521 CDW Black Toner Cartridge-TK-5242K Pcs	Pcs		
13	Kyocera ecosys M5521 CDW Cyan Toner Cartridge-TK-5230C Pcs	Pcs		
14	Kyocera ecosys M5521 CDW Yellow Toner Cartridge-TK-5242Y Pcs	Pcs		
15	Kyocera ecosys M5521 CDWMagenta Toner Cartridge-TK-5230M Pcs	Pcs		
16	HP Elitebook x360 14 G2-G8 Core i7 Inch 16 GB RAM,500-1TB HDD	Pcs		
17	HP ProBook 450 G8 11th Gen Intel Core i7-1135G7 8GB RAM 512GB SSD 14 Inch	Pcs		
18	HP ProBook 450 G8 11th Gen Intel Core i5-1135G7 8GB RAM 512GB SSD 14 Inch	Pcs		
19	Logitech Mouse Wireless M170 Pcs	Pcs		
20	Triplite 6 Way Extension Socket/cable Pcs	Pcs		
21	Projector Screen Wall Mount Manual 6*4 Inch Pcs	Pcs		
22	Logitech M590 Multi-Device Silent	Pcs		
23	Logitech M585 Multi-Device Silent	Pcs		
24	Fellowes Powershred 99Ci 18-Sheet	Pcs		
25	Fellowes 3229901 / 99CI Shredder	Pcs		
1	Tripod Whiteboard 2m x1m	Reams		
2	Visitors seats	Pcs		
3	Student armchair with tablet writing top	Pcs		
4	Round Meeting Table (Wood Base)	Pcs		
5	Executive office chair - Medium back fabric with polythene form	Pcs		
6	Executive office desk with pedestal drawers	Pcs		
7	Glass top cabinet with wooden bottom lockable.	Pcs		
8	Computer table - sample photo attached	Pcs		
9	conference table - Custom-made minimalist modern design modular convertible training	Pcs		
10	Conference Table For 10 Seaters	Pcs		

6. Provision of Design works and supply of visibility and branded materials.
(Note; Please fill in the price schedule for the specific category you are applying for. Prices should be valid for 6 months)

Provision of Design Works and supply of visibility and branded materials.				
SN	Item Description	UoM	Unit Price (USD)	Total (USD)
1	Letter Heads on embossed conqueror A4 paper 25gms- with WISOM logo	Ream		
2	Office wall stickers with Messaging with Org Logos	Pcs		
3	Printed receipt books WISOM branded (Size B6, triplicate, 100 pages)	Pcs		
4	Printed Petty cash voucher books WISOM branded (Size B6, triplicate, 100 pages)	Pcs		
5	Branded Polo shirts short sleeved cotton material	Pcs		
6	Branded Safari Bucket hat, material cotton	pcs		
7	Branded scarfs	PCS		
8	Branded shawls	PCS		
9	Branded Shopping bags - medium	Pc		
10	Branded short-sleeved blouses (cotton). cotton material	pcs		
11	Branded short-sleeved shirts	Pcs		
12	Branded Unisex caps	PCS		
13	Certificates on gloss embossed white A4 paper as per the attached sample	Pcs		
14	Corporate Shirts - Embroidery print branded Cotton high quality -	Pc		
15	Lateral Banners 2.5M length x 1M width (Provide details)	Pcs		
16	Lateral Banner 3 Meters by 1 Meter - Branded	Pieces		
17	Lateral Banner 6 Meters by 3 Meters - Branded	Pieces		
18	Printed Vehicle Logbook WISOM Branded	Pc		
19	Roll Up Banners Medium size - Branded	Pieces		
20	Stickers - Branded	Pcs		
21	Tear- Drop Banner branded	Pcs		
22	Water Bottle Branded WISOM 700ml white	Pc		
23	WISOM Branded Lateral Banner 2m * 3.5m (Provide details)	Pc		