

Question 1. Page seven says that the vehicle capacity should be 6-7 with the driver, while on page 53, 4.1 – under the heading “types of vehicles” it indicates the van should have a capacity of eight passengers. Please guide me which make of vehicle qualifies for this category.

Answer: Mini-Van vehicles with a capacity of 6-8 passengers are acceptable. See solicitation amendment 001

Question 2. I have a question about minimum and maximum amounts on page 51. I do understand the maximum but i do not understand the minimum amount. Is it Kshs 400.00 (four hundred shillings)?

Answer: Yes, Kshs 400 is the minimum order for taxi services.

Question 3. Bearing in mind that the price offers are fixed, I am inquiring as to whether price can be changed on the option years after the base year of the contract? Operational costs such as fuel, service and maintenance, communication cost, and lease cost could increase. Are future negotiations with Contracting Officer to be considered.

Answer: The bidders should refer to the solicitation document Section 1- The Schedule II.. *“The rates shall include all the costs necessary to accomplish the work as required by this contract, including all managerial cost, administrative cost, vehicles, drivers, communication equipment, and all vehicle operation expenses, including but not limited to fuel, oil and all other maintenance such vehicles. They also include passenger insurance.”* This explains the requirement.

Question 4. Should all the vehicles on daily rate pricing (i.e. the Sedans and Minivans) and fixed rate pricing be set aside solely to be used by the Embassy? Should the vendor have them on standby? Which arrangement would work best ?

Answer: The bidders should refer to the solicitation document specifications 6.2 Level of Service. *“Vehicles shall be available to pick up passengers at the dispatch points listed in individual task orders within 15 minutes of a request being made by the authorized requester. Vehicles without drivers shall be delivered to the dispatch point listed in the individual task order within 4 hours of a request being made by the authorized requester.”* This explains the requirement.

Question 5. Should we acknowledge the contract clauses as proof of intent to abide by the clauses.

Answer: A signature of the form SF1449 on block 30 a, b and c provides acknowledgement of acceptance of the clauses. No other acknowledgement is required.

Question 6. Are invoice supporting documents sent electronically?

Answer: The bidders should refer to the solicitation document specifications 3.4. *“Documentation of Usage. Each driver shall obtain a certifying signature from the vehicle user*

*on Daily Vehicle Use Record at the end of service each day. The Contractor shall attach this form to the invoice as a supporting document to verify the hours of service.” And “8. PAYMENT. Payment will be paid by the U.S. Embassy in **Nairobi** or by the individual traveler/user. Payee will be noted on the individual task order.*

The Contractor will send all invoices electronically to the following address:

Financial Management Center

U.S. Embassy Nairobi.

Email: NairobiPayables@state.gov”

Question 7: Some of the listed locations are unknown to google maps?

Answer: Destinations are identified based on zoned areas of operation. Pricing should be set based the general locality of the area.

Question 8: Kindly clarify VAT instructions on pages 6 and 75. They appear contradictory

Answer: The US Embassy is zero rated for VAT see solicitation amendment.

Question 9: On page 57, is the number of vehicles equal to the number of drivers.

Answer: No, the number of vehicles is not equal to the number of drivers. Bidders will need to demonstrate that they have the capacity to deliver on the vehicle needs as requested.

Question 10: Would you accept 1500cc vehicles given the passenger limitations during the COVID 19 pandemic?

Answer: 1500 cc vehicles are acceptable provided they have the capacity to carry 5 five passengers and luggage. To comply with the COVID 19 passenger restrictions, additional vehicles can be deployed but with the same vehicle size and capacity.