



TERMS OF REFERENCE

FOR

PROVISION OF COURIER SERVICES TO AMREF HEALTH AFRICA IN SOUTH SUDAN

April 2024

1.0 Background information:

The South Sudan office is part of the global Amref Health Africa country program offices that emanated from Amref Health Africa corporate body founded in 1957 with its headquarters (HQ) in Nairobi, Kenya. Amref Health Africa's initial work in South Sudan focused on setting up and strengthening community based primary health care, development of human resources for health and strengthening health system.

Amref Health Africa in South Sudan head office is located at tong Ping, opp former UNOCHA Juba Central Equatoria State.

2.0 Objective

The objective of this procurement is to solicit a qualified service provider to Provide Courier services to Amref HA office in South Sudan.

Amref Health Africa is an Organization that is dependent on the budgetary and extra-budgetary donations and funds it receives for the implementation of its activities. Bidders are, therefore, requested to propose the best and most cost-effective solution to meet Amref Health Africa requirements, while ensuring a high quality of service.

3.0 Scope of work

Amref HA is seeking the services of a service provider with a proven record of providing courier services with the ability to track and maintain logs/records of all pick-ups and deliveries. Must have a system to track orders, delivery date and times, and proof of delivery.

The service will involve delivery of packages, equipment, documents etc across any Amref Office location worldwide to Juba as described.

3.1 List of Amref Offices

| No | Country | Address |
|----|-----------------|--|
| 1 | Ethiopia | Bole Sub City, Woreda 03, House # 2310 P.O.Box. 20855 Code 1000 |
| 2 | Kenya | Amref Health Africa in Kenya P O Box 30125, 00100 Nairobi, Kenya |
| 3 | Southern Africa | Hillcrest Forum Building 731 Duncan Street (Corner Lynwood Rd) Pretoria, South Africa |
| 4 | Tanzania | Amref Health Africa in Tanzania Ali Hassan Mwinyi Road Plot 1019, P O Box 2773 Dar es Salaam, Tanzania |

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|----|--------------------------|---|
| 5 | Uganda | Amref Health Africa in Uganda Plot 01 Okurut Road Kololo, Kamwokya Kampala, Uganda. |
| 6 | West Africa Hub | Amref Health Africa Sacre Couer 3 Extension Villa No 105 en face de l'école Sédar, Dakar, Senegal |
| 7 | Zambia | Amref Health Africa in Zambia Plot No.10484 Dambo Close, Olympia Extension P.O Box 31678, Lusaka |
| 8 | Austria | Nonntalerhauptstrasse 61 5020 Salzburg, Austria |
| 9 | Canada | Amref Health Africa in Canada 489 College St. Suite 403 Toronto, Ontario Canada M6G 1A5 |
| 10 | France | Amref Flying Doctors, France 23 Quai Alphonse Le Gallo – 92100 Boulogne-Billancourt, France |
| 11 | Italy | Main office Via degli Scialoja n. 3 – 00196 Rome – Italy |
| 12 | Monaco | Le Saint Andre 20 Boulevard de Suisse Monaco 98 000 MC |
| 13 | Netherlands | Amref Flying Doctors Schuttersveld 9 2316 XG Leiden |
| 14 | Spain | Paseo de las Delicias, 20 2º-C 28045 Madrid |
| 15 | United Kingdom | Amref Health Africa UK Lower Ground Floor, 15-18 White Lion Street, London N1 9PD, United Kingdom |
| 16 | United States of America | Amref Health Africa in the USA 75 Broad Street, Suite 703 New York, NY 10004 United States of America |

3.2 Specific requirements of the provider

- Status – The Company shall be an institution operating globally with proven expertise in logistics and haulage services.
- Accreditations - Registration of the company with the relevant authority permitting logistics and haulage services in South Sudan
- Previous experience - Previous work with other international organizations and/or major institutions in the field of courier services; Proven experience in providing courier services locally and internationally.

- Logistical capacity - The company must have operational capacity to deliver within required timeframe. This requires global presence and/or representation in Amref HA operational areas. The Courier Company should have logistics capacity to coordinate these movements.
- Staffing - The company must have qualified staff with logistics experience

4.0 Charges:

Contractor shall quote the cost for courier services and haulage with delivery at Amref HA offices in South Sudan.

5.0 Modification and Withdrawal of Proposals

The bidder may withdraw its proposal any time after the proposal's submission and before the submission deadline, provided that written notice via email of the withdrawal is received by Amref HA prior to the closing date.

- Email for withdrawal of proposal: tender.ss@amref.org;

No proposal may be modified after the closing date for submission of proposals, unless Amref HA has issued an amendment to the RFP allowing such modifications.

6.0 Evaluation of Proposals

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of price.

The technical and financial evaluations of proposals will be accomplished by the tender committee. The tender committee will evaluate all proposals which have passed the Preliminary Examination of Proposals.

6.1 Technical Evaluation

- The technical evaluation of the proposals will include:
 - The quality of the overall proposal, the appropriateness of the proposed approach, the quality of the technical solution proposed.
 - Staffing The qualifications and competence of the personnel proposed for the assignment (logistics experience).
 - Registration of the company with the relevant authority permitting logistics and haulage services in South Sudan or any other county of operation
 - Experience - Previous work with other international organizations and/or major institutions in the field of courier services; Proven experience in providing courier services locally and internationally.

- Logistical capacity - The company must have operational capacity to deliver within required timeframe. This requires global presence and/or representation in Amref HA operational areas. The Courier Company should have logistics capacity to coordinate these movements.
- The contractor should also provide at least 3 referees details.

Technical Scoring and Weighting System: 60%

6.2 Financial Evaluation

During the Financial Evaluation, the price proposal of all bidders who have passed the Technical Evaluation will be compared, according to the following scoring and weighting system.

Financial Scoring and Weighting System: 40%

Deadline:

Submit soft copies of proposals to tender.ss@amref.org (size does not exceed 10 MB) before **April 22, 2024 at 12Noon C.A.T (Juba Time)**