**[On Letter head of PVO]**

 **Ref: RFQ # \_\_\_\_/XX**

 Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

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**Sub : Quotation for road transportation of USAID/FFP food commodities– Mombasa/Kenya to Mandera and/or Gedo, Somalia**

Dear Sirs/Madams:

\_\_\_\_\_\_\_\_\_\_\_ [name of Awardee] solicits your quotations for the transportation of food commodities from either the port or bonded warehouses in Mombasa to the Mandera and/or Gedo regions in Somalia. The terms, conditions, and other requirements for transportation will involve, but shall not be limited to, the following:

Transportation of commodities from the port and/or bonded warehouses in Mombasa/Kenya to Mandera and/or Gedo region in Somalia. The contractor should be able to provide an adequate number of **roadworthy** trucks having a minimum capacity of 10 tons. Trucks having a larger capacity are also acceptable. All trucks should be suitable for the transportation of food commodities–and should be registered for transit transportation. Trucks with open sides/flat beds are not acceptable.

The contractor shall be required to provide quotation in **two parts.**

**PART 1: TRANSPORTATION OF FOOD FROM MANDERA TO SOMALIA**

1. Transportation from Mandera to Bulahawa
2. Transportation from Mandera to Dolow in Gedo
3. Transportation from Mandera to Gedweyne in Gedo
4. Transportation from Mandera to Luuq in Gedo
5. Transportation from Mandera to Yurkud/Elboon in Gedo
6. Transportation from Mandera to Elwak in Gedo

**PART 2: TRANSPORTATION OF FOOD FROM MAIN TOWNS TO VILLAGES LOCATED 30 KMS AWAY WITHIN GEDO REGION, SOMALIA**

**All the villages where \_\_\_\_\_\_\_\_\_\_ [name of Awardee] is carrying out food distributions and which are located within 30 kms from the main towns are attached herewith for your easy reference.**

1. Transportation from Bulahawa to the outside villages located 30 kms from Bulahawa town
2. Transportation from Dolow to the outside villages located 30 kms from Dolow town
3. Transportation from Gedweyne town to the outside villages located 30 kms from Gedweyne town
4. Transportation from Luuq town to the outside villages located 30 kms from Luuq town
5. Transportation from Elwak to the outside villages located 30 kms from Elwak town

The contractor will be required to provide labor for unloading and loading of commodities in Mandera warehouse. **Please provide quotation for offloading and loading of commodities into and/or from Mandera and/or Elwak warehouses.** **The quotation should be provided in terms of U.S. dollars per MT.**

**TERMS AND CONDITIONS**

[1] A physical check of the operational fleet will be conducted prior to awarding of the contract and also at the time of the loading of commodities. The agency reserves the right to reject any truck that it deems to be unfit for the transportation of food commodities. Drivers who are assigned to the truck(s) should have a valid driving license authorizing the driver to drive a truck of 10-ton capacity or above.

[2] Quotes should be per metric ton to each destination and should be in terms of **U.S. dollars.**

[3] Immediately upon accepting the commodity for transportation, the Contractor shall assume responsibility for this commodity and shall be liable for all losses and/or damages to the commodities while in the custody of the Contractor. Cost of commodities either lost and/or damaged will be repaid by the contractor or deducted from the bills of the contractor.

[4] Contract for the transportation of commodities will be awarded on the basis of the following:

1. Number of trucks owned by the contractor
2. Estimated number of trucks at the disposal of the contractor
3. Condition and roadworthiness of the fleet
4. Carrying capacity of the fleet
5. Proven track record and past performance/experience in similar activity
6. The capacity to respond immediately with an adequate number of trucks in an emergency situation would be an added advantage.
7. Capacities to provide a bond guarantee of an amount not less than **US$ 200,000** at any given time.

[5] All quotations should be addressed to **\_\_[Title of the person receiving the quotations]\_\_\_**, \_\_[name of the Awardee]\_\_\_ and with “**QUOTATION FOR ROAD TRANSPORTATION–[year]”** indicated on the top of the envelope**.** All documents should be hand delivered and placed in a “tender box” at the reception of the \_\_\_[name of the Awardee] at its main office located at \_\_[address of the Awardee where the tender should be delivered]\_\_\_\_. All quotations must be received at the office of [name of the Awardee] on or before the close of business on \_[day]\_\_, \_\_[date and year]\_\_. Quoteswith insufficient/partial information and those received after this date will be considered invalid. **It should be noted that [name of Awardee] reserves the right to reject any quotation on the basis of information provided by the potential bidders without assigning any reason. All information provided will be treated in strict confidence.**

Thank you for your co-operation.

 Sincerely yours,

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name:

 Title:

cc : [all necessary personnel]

cc : [all relevant units involved such as Finance, Administration, Internal Audit, etc.]