

TERMS OF REFERENCE (TOR)

Global Fund TB Project

Project

TOR title	Sputum sample transportation from Peripheral satellite sites to Dhusamareb and Galkio Gene Xpert Sites
Project	Global Fund TB Program
Start Date	07/11/2021
End date	20/11/2022
Duration	12 months (with Option of Extension)
Location	Galmudug State of Somalia

1. JUSTIFICATION

World vision Somalia office, invites qualified suppliers to make an offer for the establishment of a Contract for the provision of sample handling and Transport (referred to hereinafter as “Services”) under the terms and condition contained herein.

World vision Somalia County office will award a Long Term Agreement (LTA) to the best technical and financial offer, valid from 1st December 2021 to 31 June 2022 (with an option to extend an additional 1.5 year based on satisfactory performance to World vision and NTP in the respective Zones needs) for handling and transportation services of sputum samples. Individual service contracts will be issued based on the LTA. World vision has the right to issue more than one LTA for the same services.

Figures are indicative and do not represent a commitment that World vision will utilize a certain quantity. Quantities may vary and will depend on the actual requirements.

2. OBJECTIVE

Provide transport services for TB management units supported by World vision in respective regions and districts including physical receipt, transport and delivery of goods and accurate documentation and reporting. Below are requested services to be provided by supplier/ service provider:

- Transportation of Sputum samples from Satellite TB Management Units in all the regions and Districts to Gene xpert TB management Units.

3. Transportation

The Service Provider will provide onward delivery from the satellite sites (TBMUS) to Gene Xpert sites listed below:

- There are 2 Gene Xpert sites and 5 satellite sites across Galmudug state of Somalia

Details are attached below.

3.1.1 Transport Methods

All movements of goods shall be carried out by following a method, which ensures the protection thereof at all times, taking into account the nature of the goods and security, environmental and climatic factors. The interior of all vehicles and containers used by the Service Provider shall be clean and sanitary and be provided with sufficient quantities of Icepacks , cool boxes and other protective materials in order to keep the samples safe and to avoid damage to the goods.

3.1.2 Transport Documentation

For each shipment, the TBMU and logistic Unit shall issue a written order to the Service Provider providing Genexpert site, full address and telephone number at destination and other instructions as may be necessary.

The Service Provider shall, in all cases, supply the Satellite TB Facility with a packing list, which shall indicate for each cool box, case or container, the number of samples and net weights as well as the dimension and volume.

The Service Provider shall ensure that a Waybill covers transported goods and that the consignee signs as Proof of Delivery. Such Waybills/Proofs of Delivery will be shared with World vision upon successful delivery.

The Service Provider's services will therefore include, but will not be limited to the following:

(a) Road transportation services when requested by World vision

(b) The transport request will be formalized by issuance of a loading order to the transporter, prior to which World would have requested the Service Provider to confirm in writing the available uplift capacity;

(c) Upon receipt of this loading order, the Service Provider must position the trucks at the loading point within 24 hours or less upon need and exceptional cases.

(d) Waybills shall be issued per truck for supplies loaded and must be duly signed by the consignee as proof of delivery.

(e) The Service Provider ensures that the commodities are delivered within the agreed average transit time to destinations listed above

(f) World vision will endeavour to improve planning of cargo movement, enabling timely notice to Service Provider for positioning of trucks.

(g) World vision will endeavour to minimize delays during loading and off -loading.

3.1.4 General requirements

• All losses, shortages and/or damages that occur due to poor handling will be reimbursed by the Service Provider to World vision based on world vision agreed per frequency price or Transport again.

• Service Provider should be able to mobilise staff within 24 hours' notice or less based on emergency needs

3.1.5 Reporting

• The Service Provider shall share with World vision by email on a monthly report showing items, which TB Centers has moved, frequency of samples transported and the number of samples transported.

4. EXPECTED DELIVERABLES

- Goods are delivered and dispatched from Respective statelite TB management Units or any of their partners in appropriate way
- Transportation is arranged and carried out in a safe manner and goods are delivered on time
- Emergency requests are acted on promptly (delivered from stock to genexpert site within 24 hours)
- Accurate documentation is kept for all goods stored and/or transported to ensure a reliable audit trail is maintained
- Monthly, itemized invoices submitted with supporting documentation (Waybills, Proofs of Delivery, and any supporting documents related to the shipment/ consignment)
- Maintain cold chain transportation – at all times since sputum samples cannot be transported without it
- Declaration forms must be signed by the transporting sites and copy should be presented by the vendor

5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK MUST BE DELIVERED

Long-Term Agreement to be valid for 1 year with an option to extend an additional 2 year based on satisfactory performance to world vision and its Partners led by NTPs.

Actual work will depend on the frequency of receipts and dispatches.

6. Payment modalities/terms

Service Provider will provide monthly invoices against the services provided, showing full details of the following:

- The route of the services requested (from-to), showing the PO number and the volume of the shipment
- mentioning the location and the type of sample, the date of requested service and the requester TB management Unit
- The total value of the service based on the LTA rates

7. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE OR EXPERIENCE

Transport service provider

- Minimum of 5 years' experience in the provision of transportation and delivery service.
- Extensive experience and knowledge in handling international humanitarian NGOs shipments as well as that of local NGOs,
- Locally registered Business Company with valid and renewed business license
- Valid and renewed VAT registration (if applicable)
- A company able to provide appropriate transport vehicles for pharmaceuticals as well as temperature monitored cold chain trucks or delivery vans with the temperature monitoring report to be shared for each delivery of sputum sample shipments
- Able to operate in all regions and districts including camps and with no restriction and able to handle to-and-from the port of entry (when required)
- Able to provide recommendations on performance of service delivery.
- Provide evidence for utilization of other companies' resources through outsourcing
- Declaration Forms will be attached from TB management Unit to all concerned authorities to release from all the checkpoints

.frequency of performance review

- Mid-contract review at 6 months

8. EXPRESION OF INTEREST

Interested companies are invited to apply the tender for sputum transportation. Further relevant information and guidance on the application, selection and expectations from successful applicants is provided in other sections of this ToR.

9. MANDATORY REGISTRATIONS (ELIGIBILITY DOCUMENTS)

- Valid business licence
- Registration from tender board
- Registration from Ministry of transportation and public works
- Registrations form local government

10. HOW TO APPLY

- All documents pertaining to the advertisement to be sent solely to the email addresses below
- Offers transmitted in any other manner than those indicated above will not be considered
- Please make sure to send your applications to this email before the deadline
- somo_supplychain@wvi.org

S/N	# of Contractors Required	GeneXpert sites	Satellite sites transporting sputum sample	Distance in KM	Frequency of sputum transportation per week	Total Price \$
11		Dusamareb	Herafe	90KM	2 times in a week	
			Abdudwak	95KM	2 times in a week	
			Guriel	60KM	2 times in a week	
12		Galkayo	Glakayo South	5KM	2 times in a week	
			Hobyo	240KM	2 times in a week	