

TATA CHEMICALS MAGADI LIMITED

REQUEST FOR QUOTATION

MANPOWER SERVICE CONTRACT - KAJIADO

Date: 6/3/2019

TATA CHEMICALS MAGADI LIMITED, a private limited liability company whose registered place of business is in the Republic of Kenya, of Post Office Box Number 1 – 002005, Magadi, Kenya is outsourcing Manpower services for their **Kajiado Operations, in Kajiado County**.

We invite bids from reputable Manpower Service providers registered in the Republic of Kenya for the following scope of work.

SERVICES REQUIRED:

1. This RFQ is for Material handling and Warehousing of Soda Ash, CRS and Salt with the following - Scope of work;
 - i. Offloading bulk products from railway wagons and transferring to silos via offloading conveyance systems.
 - ii. Transferring bulk materials from silos into road trucks via discharge chutes.
 - iii. Offloading bagged products from railway wagons into the warehouse stacking storage.
 - iv. Transferring bagged products from railway wagons into road trucks.
 - v. Transfer of bagged material from Warehouse onto road trucks.
 - vi. Provide tally intervention of material at points of handling
 - vii. Provide for General housekeeping in Offices, in-Warehouse, and coordinate landscaping efforts and related outdoor cleaning maintenance services.
 - viii. Any other labour that may be requisitioned at site on need basis.
 - ix. Ad-hoc labour requirements that may be requisitioned for off-site deployment, such as at railway accident sites for recovery of material. Such deployment off-site will include subsistence provisions to the workers at the assignment locations.
2. Service overview Key Results parameters;
 - i. Strict TCML SHE Policy compliance.
 - ii. Finished goods value preservation, effective material handling and execution agility to ultimately meet end customers' expectations in regard to product quality, on-time delivery and competitive pricing.
 - iii. Efficient Warehouse material stowage planning to ensure proper layout and good practices.

- iv. On-time material movement data capturing for effective inventory control and management.
- v. Ensure optimal utilization of consumables in warehouse operations.
- vi. Commit to maximize on value proposition in reference to quality of service delivery, customer service, and operating costs.

Monthly Monitoring, Tracking & Reporting on above KPI's will be required.

3. Please be further guided on below additional Key Service Deliverables:

- i. Ensure safe work practices for manpower at site, and company assets.
- ii. Manpower service provision as per service schedule Table 1.
- iii. Provision of piece rate manpower services on need basis.
- iv. The contractor shall provide its management staff to discharge the service contract.
- v. The operations shall be on two (2) shifts per day, with activities related to: -Material receipts ex- Rail, out-bound loading of material and warehousing activities.
- vi. Warehousing management with good practices to ensure material value preservation.
- vii. Provide for direct Site supervisory & management to ensure effective discharge of the contract & being responsible for any contract manpower issues.
- viii. To collect and maintain requisite Operational information and Data, for regular performance reports.
- ix. To ensure Asset health preservation of any equipment that shall be used by the contractor staff, and to report any technical concerns/observations of such equipment to the Tata Magadi Team Leader.
- x. Maintain clean and hygiene practice around the facility.

4. Requisite Qualifications

- i. Certificates of incorporation
- ii. VAT & KRA PIN certificates
- iii. Ministry of Labor compliance certificate (statement of adherence to labor guidelines)
- iv. Tax compliance certificate
- v. Names of Directors, and Certificates of Good Conduct
- vi. Must have more than 5 years' experience in Manpower Service Management in Supply Chain warehousing.
- vii. Current audited company accounts
- viii. NSSF and NHIF registration and compliance certificates
- ix. Work-related insurance policies & Medical cover.
- x. Proof of work in similar operations and magnitude, with at least three (3) references.
- xi. Proof of sound financial standing; Monthly turnover of over Ksh 5 million
- xii. Ability to raise working capital of Ksh 5 million.
- xiii. Must provide a Performance Bond of Ksh 10 million

5. Quotations

- i. Labour service charges shall be quoted as per schedule in Table 1.
- ii. **The Quotations should be filled and submitted in a separate envelope marked “FINANCIAL PROPOSAL FOR MANPOWER SERVICE PROVISION-KAJIADO”.**

6. Site visit at TCML Kajiado Depot will be on 12th June 2019.

A. TECHNICAL PROPOSAL –

Two copies in sealed envelopes clearly marked “**TECHNICAL PROPOSAL FOR TENDER FOR MANPOWER SERVICE PROVISION-KAJIADO**” One copy marked as “**ORIGINAL**” and One other copy marked as “**COPY**”. All to be finally put in one sealed envelope. (The firms will ensure that there is no reference at all on their financial proposal within the technical proposal envelope)

B. FINANCIAL PROPOSAL -

Two copies in sealed envelopes clearly marked “**FINANCIAL PROPOSAL FOR TENDER for MANPOWER SERVICE PROVISION-KAJIADO**” One copy marked as “**ORIGINAL**” and One other copy marked as “**COPY**”. All to be finally put in one sealed envelope (The financial proposal shall include all taxes applicable).

Addressed to:

**The Head of Procurement,
TATA Chemicals Magadi Limited,
P.O. Box 1-00205,
MAGADI.**

The same will be deposited in the tender box situated in Administration Block, Magadi OR Collection Centre, at Enterprise Road – Avon house, Industrial area so as to reach him/her on or before **5.00 p.m. on 21st June, 2019.**

The Management reserves the right to accept or reject any bids and does not bind itself to any reasons for doing so.

TABLE: 1

PRICING SCHEDULE: - TO BE FILLED AND SUBMITTED IN A SEPARATE ENVELOPE MARKED 'FINANCIAL BID ONLY'.

DISCRIPTION OF MATERIAL HANDLING, WAREHOUSE OPERATIONS & MANPOWER DEPLOYMENT					
	Material handling and Warehousing with following key parameters; 1. SHE Policy compliance. 2. Finished goods value preservation, effective material handling and execution agility to ultimately meet end customers' expectations-product quality, on-time delivery and competitive pricing. 3. Efficient Warehouse material stowage planning to ensure proper layout and good practices. 4. On time material movement data capturing for effective inventory control and management. 5. Ensure optimal utilization of consumables during operations. 6. Commit to maximize quality service delivery, customer service, and minimize operating costs. Monthly monitoring, Tracking & reporting of these KPI's will be required.				
ITEM	ACTIVITY PARTICULARS	INDICATIVE UNITS PER INTERVENTION (TONS)	MIN PERSONS ENGAGED PER ACTIVITY/ PER SHIFT	CHARGES PER Unit as indicated in remarks	REMARKS
1	OFFLOADING PRODUCTS FROM WAGONS				
a	Bulk products from hopper wagons into silos	38-40	2		Per ton
b	50 - kg bagged products from wagons into road trucks	38-40	2		Per ton
c	50 - kg bagged products from wagons into Warehouse	38-40	2		Per ton
d	Other packed products of less than 50 - kg	38-40	2		Per ton
2	IN-WAREHOUSE MATERIAL HANDLING				
a	Palletizing for 50 - kg bags	Per ton	2		Per ton
b	Palletizing for less than 50 - kg bags	Per ton	2		Per ton
c	Block-stacking for 50 - kg bags	Per ton	2		Per ton
d	Block stacking for less than 50 - kg bags	Per ton	1		Per ton

3	MATERIAL OUT-BOUND HANDLING AND LOADING				
a	Loading bulk material from silo into road trucks	38-40	2		Per ton
b	Loading 50 - kg bags from warehouse into road trucks,	38-40	2		Per ton
c	Loading of less than 50 - kg bags from warehouse into road trucks	38-40	2		Per ton
4	CASUAL JOBS AT SITE		On Need		Per Shift of 8 hrs
5	Off-site labor Recovery of products from wagons at accident sites	38-40	8		PER WAGON
6	Tally Clerks		3		Per Shift
7	Cleaners and ground maintenance team (House Keepers)		10		Per day
8	Piece rate staff safety gear (ppe) per person per month				TOTAL PPE COST PER PERSON/DAY
9	PPE FOR FIXED TERM CONTRACT STAFF PER PERSON	PER MONTH Indicative items	PER YEAR Indicative items	Gross Charges (Kes)	
a	<i>INDUSTRIAL SAFETY HELMENT</i>		1		Per Year Allocation per person
b	<i>INDUSTRIAL SAFETY SHOES</i>		2		Per Year Allocation per person
c	<i>WORKING UNIFORMS</i>		3		Per Year Allocation per person

d	INDUSTRIAL SAFETY GOGGLES		4		Per Year Allocation per person
e	INDUSTRIAL SAFETY HAND GLOVES		4		Per Year Allocation per person
f	EAR PLUGS		52		Per Year Allocation per person
g	DUST MASKS	15			Per Month Allocation per person
h	FIXED CONTRACT STAFF SAFETY GEARS (PPE) PER PERSON PER MONTH				TOTAL PPE COST PER PERSON/MONTH
10	Management Fees per month				
11	MONTHLY PAYMENTS				
a	NSSF				
b	NHIF				
c	WIBA				
d	MEDICAL COVER				
e	HOUSE ALLOWANCES				

Technical Evaluation Criteria
Kajiado Labor Services
Evaluation Criteria Passmark **75%**

Factor/Attributes	% weightage TOTAL	Criteria/Attributes	Attribute weightage %	
SAFETY, HEALTH & ENVIRONMENT	20%	1. Contractor SHE Program- Visibility of Practiced culture, policies and compliance procedures	10%	Proof of SHE Policy
		2. Proof of WIBA compliance	5%	Provide Proof
		2. Previous safety record (2 Years TRI (Total Recorded Injuries)).	5%	Provide Records
Staff Capabilities	20%	1. Organization Structure	5%	Demonstrate management structure
		2. Level of Supervision at operational sites.	5%	Min 3 level Supervision Hierarchy
		3. Operation Work Plans.	5%	Prove ability to operate a 2 shift deployment.
		4. Warehouse management and Housekeeping practices.	5%	Proof of managing Industrial materials, Industrial HSE Practice &

				warehousing best practices such as FIFO
Mobilization	20%	1. Period required to deploy after contract award.	10%	Preferable Maximum 1 month notice
		2. Any requirements before deployment?	10%	Preferable No Mobilization fee or advance payments
Profile/Previous Relevant Operations	25%	1. Relevant Experience- Demonstrate previous work with organizations involved in Warehousing and handling products, and the different types of products handled.	10%	Requisite to have similar work experience in Industrial Finished good handling and warehousing?
		2. Experience Wealth/period in handling similar products (Reference Letters)	8%	Proof of more than 3 years' experience in similar engagement
		3. Professional Membership.	2%	Proof of Membership
		4. Understanding of Nature of Business, and to be able to Anticipate operational needs to provide value-added services beyond the	5%	Show understanding of the purpose & structure of this Labor service requisition to TCM business

		scope/requirements of the Contract?		
Contract Terms & Credit period	15%	1.Understanding the Terms of reference.	4%	Show understanding of the purpose & structure of this Labor service requisition to TCM business
		2. Adequacy of Proposed deployment Methodology .	4%	Prove deployment of minimum No of personnel & management
		3. Favorable Payment terms (+30 days credit from invoice date).	4%	Minimum 30 days
		4. Ability to Secure performance Bond	3%	Show proof of ability to secure Bond
Total	100%		100%	