**NEGOTIATION REPORT FOR SINGLE TENDER PROCEDURES**

**(CONTACTS NOT EXCEEDING EUR 20.000)**

**REFERENCE NUMBER:** NICE/ST/002/23-25

**Contract Title:** Provision of Urban Taxi Services & Car – Hire Services

**Maximum budget:** 3,600 EUR

**Contents:** Selection of participants

 Description of the negotiation process

 Negotiation result

 Signatures

 Approval by authorizing officer

**Annexes:** Correspondence concerning the negotiation (see letters and email attached).

**1 Selection of participants**

• Criteria, rationale and means used for selecting potential participants and information regarding its verification.

*After a market research some leading firms in the field of office suppliers were selected. Criteria of choice was made based on their capacity to offer timing and secure urban taxi services by using on-line applications. In addition, their widespread presence on the Kenyan market was assessed as well as the possibility for Amani Organization to be billed monthly through a traceable payment system.*

• Number of potential participants contacted.

*A total of two potential participants was contacted and invited to take part in the single tender procedure indicated above. The two participants contacted are Bolt Operations OU and Shalom Cabs Services.*

• Participant compliance of applicable eligibility criteria (e.g. rules of nationality, EU restrictive measures).

*Based on the information and evidence provided by the participants, the Contracting Authority was satisfied about their eligibility criteria. The tenderers provided documents required under the Kenyan’s law such as certificate of incorporation and KR Pin****.***

• Verification of compliance with the selection criteria

*The compliance with selection criteria and their related administrative documents were verified through a review of submitted documentation to the contracting authority.*

• Verification that the participants are not in a situation for rejection under Section 2.6.10.1. PRAG (to be done before launching the negotiation).

*The contracting authority established that the two tenderers are not in any situation for rejection such as being bankrupt, subject to insolvency or winding up. The tenderer also showed that was also not in breach of its obligations relating to payment of taxes or social security. In addition, there were no grounds of being guilty of grave professional misconduct.*

**2 Description of the negotiation process**

*The offers submitted were evaluated based on the financial offers submitted and compared with the average market price of the same market sector. Given that the award criteria, this is, best lower price was the guiding principle during the negotiation process, the participants selected were considered eligible to sign a service contract with the contracting authority.*

*Similarly, the Term of Reference was the leading document used to negotiate the services with the two tenderers contacted.*

**3 Negotiation result**

*The negotiation outcome and decision focused mainly on the average market price offered by the participants for each lot submitted. The calculation was made by following the scope of work inserted in the Terms of Reference. A duly evaluation of each services requested was also done to make sure that the two companies were able to carry out the contract. A 3-year framework contract for taxi services and corporate car rental was eventually signed with Bolt Operations and Shalom Cabs.*

**4 Signatures of persons involved in the negotiation process**

 Name Signature

 Name Signature

**5 Approval by authorising officer**

Name and Signature: Date: 25/03/2023