



REQUEST FOR TENDER

TAXI SERVICES

SPECIFICATION DOCUMENT

The following Scope of Service outlines, in general, services that Housing Authority desires your company to perform and to propose methodology, cost and plans in performing each aspect of services outlined below:

1.0 OBJECTIVES OF SERVICE

THE CONTRACTOR shall:

- 1.1 Provide efficient and safe travel (to and) from office / site to destined locations for HA officers.
- 1.2 Ensure travel is intended for business trips only.
- 1.3 Ensure drivers comply with driving standards and hold valid public service license.
- 1.4 Develop appropriate back-up plans, where necessary.
- 1.5 Make known trends and practices in line with regulatory authorities requiring HA attention or requirement.

2.0 SCOPE OF SERVICE

THE CONTRACTOR shall:

- 2.1 Ensure taxis are readily available for official trips.
- 2.2 Ensure pick up and drop off are made at the quickest possible time and shortest route.
- 2.3 Perform assignments as directed by the Authority. The Authority reserves the right to amend, modify and re-issue regular and special orders / assignments.
- 2.4 Be a solely single operator and not sub-contract service to another operator.
- 2.5 Accept the Authority's approved vouchers for trips issued by staff.
- 2.6 Ability to travel long distance.
- 2.7 Maintain adequate number of taxi fleet and ensure good running condition.
- 2.8 Be knowledgeable of places and locations destined by staff.
- 2.9 Timely response and reliable customer service.
- 2.10 Ensure drivers are properly equipped with communication and safety provisions.
- 2.11 Be knowledgeable of rules and regulations stipulated by local authorities.
- 2.12 Provide the following information:
 - a) Cost of flag-fall (day & night service)
 - b) Taxi fleet details
 - c) Service hours
 - d) Area coverage
 - e) Location of office & base(s)
 - f) Company clients
 - g) Contact person

3.0 COMPLIANCE REQUIREMENTS

The following compliance requirements need to be accommodated with all submissions, failure to provide these documentations will render your submission incomplete and RFT will not be accepted;

- 3.1 Company's detailed profile including names of principals and company background;
- 3.2 Past relevant experience and references
- 3.3 Detailed description of physical resources and service delivery ability;
- 3.4 Insurance and OHS compliance details;
- 3.5 Company registration certificate from Registrar of Companies;
- 3.6 Compliance letters from FNPF, FRCS and audited financial accounts for the past 2 financial years of operations; and;
- 3.7 Prices are to be VAT exclusive for the relevant services for each office.