

LOGISTICS & TRANSPORT SERVICES

Introduction

Strømme Foundation (SF) is an International Development Organization with its Head Office in Norway. SF is committed to empowering people to overcome the root causes of poverty through our interventions in Education, Community Empowerment, and Livelihood. SF aims to realize its vision: a world free from poverty through challenging, committed, and long-term partnerships with local organizations.

Project purpose

Contract(s) with qualified Travel Agent(s) to cover travel management and related services. This service contract aims to appoint a suitable service provider to render professional Tour and Travel services, as and when the need arises across the Country, to Stromme Foundation staff and other authorized personnel attending meetings and or official business.

Scope of work

- Transport the Client's staff and/ or guests within and out of Kampala plus other areas outside Uganda. Kampala is defined as any area within a radius of 30 km from the client's head office or Entebbe airport.
- Transport the Client's staff and/ or guests to the West Nile and Busoga regions.
- Provide required motor/ road transport using specified type/ size of the vehicle as required by the client.

Vehicles Eligibility

- a) The service provider shall ensure that all vehicles are regularly serviced and in good mechanical condition per manufacturer standards.
- b) In the event of a breakdown or an accident, the driver shall inform his/her company immediately, and arrangements for an immediate vehicle replacement shall be made.
- c) The service provider shall ensure that vehicles deployed to complete clients' assignments are always clean.
- d) The service provider shall ensure that the tires on the vehicles deployed to carry out clients' assignments are in very good condition.
- e) The service provider shall ensure that all omnibuses beyond 7-seater are equipped with a functioning speed Governor.
- f) The service provider shall ensure that all drivers conduct a vehicle safety check every morning before deployment to ascertain the vehicle's basic mechanical condition.
- g) The service provider shall provide details of the vehicle used while rendering the service to the client. The client will be notified of any changes to the vehicle fleet list, if any.
- h) The service provider shall ensure that vehicles have PSV and PMO Licenses and are comprehensively insured as required by law.

Drivers Eligibility

- a) The service provider shall ensure that all drivers deployed to carry out client assignments adhere to traffic laws.
- b) The service provide must guarantee and institute mechanisms for driver punctuality for all assignments.
- c) The service provider shall ensure that all drivers deployed to drive vehicles hold valid driving permits with the appropriate class of motor vehicle.
- d) The service provider shall ensure drivers can communicate in basic English with the client staff or guests.
- e) The service provider is encouraged to provide training in defensive driving to drivers who carry out client activities.
- f) The service provider shall ensure high courtesy, politeness, and respect by all drivers towards the client's staff or guests.
- g) The service provider shall ensure high integrity among drivers.
- h) The service provider shall ensure that drivers deployed to carry out client's assignments shall not drive under the influence of alcohol or any intoxicating substances.
- i) The service provider shall ensure that any information about the client that comes into the possession of the drivers while on duty (whether written or verbal is strictly confidential and should not be released to third parties.)
- j) The service provider shall ensure that drivers deployed do not carry any firearms or dangerous weapons while on duty.
- k) The service provider shall ensure drivers always adhere to the statutory speed limits and driving disciplines.

Communication.

- a) The service provider shall ensure that drivers deployed are provided with a mobile phone for communication with the client, and such numbers are kept always switched on while the driver is on duty.
- b) The service provider shall maintain a 24-hour contact telephone line with the client to receive urgent transport requests.