

KAMPALA CAPITAL CITY AUTHORITY

TERMS OF REFERENCE FOR EXPRESSION OF INTEREST FOR DESIGNING AND SUPPLYING OF BRANDED MOTORCYCLE REFLECTOR JACKETS AND HELMETS

1. Background

KAMPALA CAPITAL CITY AUTHORITY (KCCA) is a corporate body established by the Kampala Capital City (KCCA) Act, 2010 to administer Kampala Capital City on behalf of the Government of Uganda.

As part of the transformation process KCCA has embarked on streamlining the Boda Boda operations that have over the past 10 years significantly grown in use and ownership, arising from a vacuum created by lack of mass public transport facilities in Kampala.

It has been noted however, that their operations and associated incidents are a cause of concern which must be addressed for an orderly, vibrant and sustainable City. Traffic problems are further raised by the rapidly growing numbers of erratically driven boda-bodas who exacerbate the traffic problems as they cause accidents by weaving in and out of heavy traffic, riding with more than two passengers, no protective crash helmets and openly flouting traffic laws, riding on crowded streets and on the wrong side of the roads.

In accordance to the KCCA mandate and vision of transforming Kampala into a vibrant, attractive and sustainable City, KCCA has over the past several months been engaged in a comprehensive review of the Bodaboda Transport in the City and to develop strategies on how best to streamline their operations. Some of the measures that KCCA intends to introduce and enforce include among others the use of motorcycle reflector jackets and helmets by both rider and the passenger as some of the measures aimed at improving compliance to traffic regulations, identification and encouraging safety on Kampala's roads.

In view of the above therefore, KCCA wishes to engage eligible companies to express their interest in the designing and supplying branded reflector jackets and crash helmets on a cost reimbursable basis.

Specifications for Protective (crash) helmets for motorcycle users

Compliance with this standard does not, of itself confer immunity from legal obligations.

1 Scope

This standard specifies types, sizes and tolerances, components, materials and construction, requirements, marking and labelling, sampling and criteria for conformity and testing for protective helmets for motorcycle users.

This standard is applicable only to protective helmets for users of general motor cycles which shall be referred to hereinafter as "helmets"; it does not cover helmets for vehicle users in competitive events.

2 Terms and definitions

For the purpose of this standard, the following definitions apply (Figure 1).

Protective helmet -A helmet primarily intended to protect the upper part of the wearer's head (the occipital) against a blow.

Half type protective helmet -A helmet having a shell to protect the upper part of the wearer's head.

Shell -The hard material that provides the outer form of the helmet, covering the shock-absorbing liner and other components.

Shock-absorbing liner -Lining material provided inside the helmet to mitigate the effects of a blow on the head.

Chinstrap -A strap which passes under or round the wearer's chin to retain the helmet in position can be adjusted to tighten or loosen as appropriate.

Cushioning -Lining material provided to improve wearing comfort.

Ear flap- That part of the helmet designed to cover the wearer's ear.

Rim -That part covering the edge of the helmet.

Peak -A permanent or detachable extension of the shell above the eyes.

Windshield- That part protecting eyes against wind.

Ventilation holes -Holes made in the shell to permit circulation of air inside the helmet.

Hearing holes - Holes designed to permit hearing.

Visor - A transparent protective screen extending over the eyes and covering all or part of the face.]

Labelling – helmets must be marked with the largest and smallest appropriate head circumferences in centimetres.

3. Types

Protective helmets shall be of one type - Half type protective helmet (see Figure 1 below):



Fig 1

4. Sizes and tolerances

Helmets are of generally of 6 sizes, Small (S), Medium (M), Large (L), Extra Large (XL) and extra extra large (XXL). The recommended specification for these sizes are as shown bellow

Description	Sizes	Head Circumference (centimetres)
Small	S	55 - 56
Medium	M	57 - 58
Large	L	59 - 60
Extra Large	XL	61 - 62
Extra Extra Large	XXL	63 - 64
Extra Extra Extra Large	XXXL	65 - 66

5. Components, materials and construction

Components

General

General components of helmets shall comply with Figure 1. Any devices fitted to the helmet, in particular the metallic part of rigid materials, protruding from the inside surface of the shell, shall be such that it is unlikely to cause any injury to the wearer in the event of an accident.

Chinstrap/retention system

The chinstrap fitted to the helmet shall not be less than 20 mm wide. Fabric chinstrap, if used shall not be secured to the shell by bolt or by rivet. Quick release buckles, if used, shall not be able to be released accidentally. The chinstrap and fastening devices shall be securely fixed to the shell.

Shell

The shell shall be of uniform strength and shall not be specially reinforced at any particular point.

Shock-absorbing liner

The shock-absorbing liner shall closely fit the inner curvature of the shell and be capable of absorbing impact energy. Compliance is checked by visual inspection and measurement.

Materials

The materials used in the manufacture of helmets shall be of durable quality, i.e, their characteristics shall not undergo appreciable alteration under influence of ageing or of the circumstances of use to which the helmet is normally subjected, i.e. exposure to sun, rain, cold, dust, vibrations, skin, sweat or cosmetics for skin or hair. Chinstrap and fastening devices shall not be made of materials that would be hazardous to the skin. Compliance is checked by visual inspection.

Construction

The assembled helmet shall have a smooth external and internal surface without reinforcing ridges. There shall be no external projections or concavity greater than 3 mm from the outer surface of the shell except a fastening device for peak or windshield which shall not project more than 7 mm.

Important to Note

1. The above requirement does not apply to the concavity of the hearing hole and ventilation hole.
2. Measurement of protrusion of the fastening device for peak or windshield that is easily detachable shall be made with the peak or windshield removed.

3. Measurement of protrusion of the fastening device for peak or windshield that is not easily detachable shall be made without removing the peak or windshield.
4. The fastening device fitted to the shell shall be protected to prevent abrasion with wearer's head.
5. Rivet heads shall not project more than 2 mm above the outer surface of the helmet and shall be free from sharp edges, offering no laceration or puncture hazard.
6. An assembled helmet shall have a mass of not exceeding 2 kg.
7. Face shield shall be made of transparent and colourless material and shall resist penetration by small particles.
8. Metallic screws and sharp metallic rivets shall not be used. Compliance is checked by visual inspection and measurement.
9. Peripheral vision: The helmet shall provide peripheral visual clearance as measured using a reference headform appropriate to the size of the helmet.
10. Helmets shall have identification numbers printed on the helmets both in the front and the back.

STADARD FOR THE HIGH VISIBILITY SAFETY JACKET



1. Material : Fabric
2. Reflective : Tape (1"/2")
3. **Features :**
 - Easy to wear ,
 - Light in weight
 - Lon life
 - Different sizes

This standard specifies performance requirements for high visibility safety apparel to be used by motorcycle riders. For the purpose of this standard, the term "garment" shall be used to mean apparel

These garments are intended to provide conspicuity to the user in hazardous situations under any light conditions by day and under illumination by vehicle headlights in the dark. Performance requirements are included for color, retroreflection, and minimum areas, as well as the recommended configuration of the materials.

Design Requirements

Regulations require that safety apparel have vivid color contrast and high reflectivity. It must be visible both day and night, so even though a black-and-orange vest might have strong color contrast, it isn't appropriate for night. Most garments meeting the requirement are some combination of fluorescent yellow, orange or green with red, yellow, white or green reflective banding. Garments must be tested and certified by an independent, accredited third-party laboratory

Colors

In order for the vest to be effective in alerting oncoming drivers the color must be bright, highly visible--day or night--and attention-grabbing. Therefore, neon colors, are the colors required for safety vests.

Bidders are encouraged to come up with unique colour combinations that shall not be easily duplicated or can even be gazette in order to guard against unauthorized duplication.

Reflective Parts

KCCA requires that safety vests have reflective components so that light from the sun or from the headlights of oncoming drivers will reflect off of the vest and serve as a signal to drivers. These reflective components must be silver, yellow, orange, yellow-green or a fluorescent version of one of these colors, and should be visible at a minimum distance of 1000 feet. KCCA shall not regulate the amount, size or position of the reflective materials on the vest.

Feature

- two hand pockets with flap,
- one patch pocket,
- one ID card pocket,
- KCCA logo in the front
- KCCA slogan in the back
- Identification number both in front and the back
- Space for potential advertising

Responsibilities of the provider

- (i) In consultation with KCCA design a reflector jacket that is durable, with unique security features, user-friendly, not easily duplicated and is conducive to the Kampala weather;
- (ii) Design of branded crash helmets fitted with Security features for Kampala based riders;
- (iii) Stock and sale to motor cycle riders the branded items under a sole distributorship arrangement with KCCA.
- (iv) Sign an MOU with KCCA to formalize the dealership for a period from which the cost of investment will have been recovered.

Responsibilities of KCCA

1. Approve the design and quality of the reflector jackets and the helmet
2. Approve the maximum price to the consumer
3. Sign an MOU to formalize the sole distributor dealership
4. Inform the motorcycle industry and general public where to source the items

5. Continuously undertake review of the dealership

EVALUATION METHODOLOGY AND CRITERIA

The methodology to be used will be technical compliance methodology on pass or fail basis

The submitted proposal will be evaluated using a three (3) stage evaluation process namely preliminary, technical and financial responsiveness

STAGE 1

The preliminary evaluation will consider the administrative compliance and completeness of the submissions as below;

The documentation in English required for eligibility shall be;

- A copy of the Bidders Certificate of Incorporation, Registration or equivalent.
- A copy of Bidder's income tax clearance certificate or equivalent.
- Company Memorandum of Understanding & Articles of Association.
- Powers of Attorney of the signatory (ies) of the Bid, authorizing signature of the bid on behalf of the joint venture, if applicable.
- A declaration that the Bidder is not under suspension by the Public Procurement and Disposal of Public Assets Authority of Uganda.
- For Joint Ventures, a Joint Venture Agreement which is legally bidding on all partners, showing that;
 - All partners shall be jointly and severally liable for the execution of the contract in accordance with contract terms.
 - One of the partners will be nominated as being in charge, authorized to incur liabilities and receive instructions for and on behalf any and all partners of the joint venture.
 - The execution of the entire Contract shall be done exclusively with the partner in charge.

Administrative Compliance

Properly sealed envelope clearly marked expression of interest to design, print, store and sale of bodaboda reflector jackets and helmets.

STAGE 2: TECHNICAL EVALUATION

The objective of this evaluation stage is to determine whether the Bidder is well conversant with what needs to be done. The purpose of this stage is to assess the Bidders' technical capacity to undertake the project of designing, supplying and stocking of the required reflector jackets and helmets as per specifications provided. This evaluation will be done on **a pass or fail basis**.

Technical Design and Specifications of the Reflector Jackets and Helmets

Bidders shall be evaluated on the proposed project design taking in consideration the minimum standards of durability, with unique security features, user-friendly, not easily duplicated and is conducive to the Kampala weather that must be compliant to the specifications provided.

STAGE 3: FINANCIAL EVALUATION

Costs to be included in Bid Price

The financial comparison shall be conducted and the costs to be included in the bid price bid are:

- (a) the unit and total delivered price based on the delivery terms requested and the quantity specified in Statement of requirement
- (b) taxes, duties and levies;

Determination of Best Evaluated Bid or Bids

The bid with the lowest evaluated price, from among those which are eligible, compliant and substantially responsive shall be the best evaluated bid. If this Bidding Document includes more than one lot, the best evaluated bid shall be determined separately for each lot.

Post-qualification Criteria the entity shall conduct a due diligence exercise on the information submitted

PART 4: CONTRACT

SECTION 1 COST REIMBURSABLE CONTRACTS

The successful Bidder will sign a Memorandum Of Understanding (MOU) with KCCA that grants them exclusive rights over the design and distribution of the items they will have been awarded. This MOU will enable provider to Design, Supply, stock and sale to recover his/her investment from the motor cycle riders

This MOU will be valid for a specified period of **Two Years**, unless terminated earlier or renewed for a further period in accordance with the terms of the MOU signed with the client.

The Expression of interest will be assessed against the evaluation methodology and criteria stated in the Terms of Reference which may be accessed on KCCA website: www.kcca.go.ug or be picked from the Procurement & Disposal Unit on the address above.

The Expression of interest should be clearly marked “**EXPRESSION OF INTEREST TO INVEST IN LANDSCAPE PROJECTS.**”

The planned procurement schedule is as follows;

Activity	Date
a. Publication of notice	13 th March 2014
b. Pre-bid meeting	20 th March 2014
c. Bid closing date	31 st March 2014
d. Bid opening date	31 st March 2014
e. Evaluation process of the Expressions of Interest	Between 1 st 3 rd April 2014
f. Display and communication of the best evaluated bidder	By 7 th April 2014

KC
CA

reserves the right to accept or reject any response received to the Expressions of interest, and to cancel the entire process at any time prior to awarding of contract, without incurring any liability caused to the affected respondent/s. KCCA shall neither be bound to offer any reasons for such acceptance / rejection nor entertain any correspondence with the unsuccessful respondents in this matter.

ACCOUNTING OFFICER