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REQUEST FOR PROPOSAL (RFP)

Provision of Transportation Services

Request for Application (RFA)

Call Title: Transport Services in Ekiti Osun and Ondo, Oyo, Kogi and Abuja

Issuing Organization: New Initiative for Social Development (NISD)

Closing Date: 20th April 2026

Contact Email: procurement@nisd.org.ng

A. PURPOSE

The purpose of this RFP is to invite qualified vendors that provide transportation services for the New Initiative for Social Development (NISD). The selected vendor will be responsible for providing transport for the project team of the organization for the Project.

B. OBJECTIVE OF THE ASSIGNMENT

The objective of this engagement is to:

- Ensure safe, timely, and reliable transportation of personnel and goods
- Provide well-maintained vehicles and professional drivers
- Support programme implementation across multiple locations
- Ensure compliance with safety, legal, and organizational standards

C. SCOPE OF WORK

The selected transportation company will be required to:

- Provide transportation services for staff, consultants, and partners
- Provide vehicles for field activities, meetings, workshops, and official assignments
- Transport goods, equipment, and programme materials as required
- Provide both short-term (daily hires) and long-term vehicle deployment
- Ensure availability of different vehicle types (e.g., saloon cars, SUVs, buses, trucks where applicable)
- Provide qualified, licensed, and experienced drivers
- Ensure vehicles are roadworthy, insured, and regularly maintained
- Adhere to agreed schedules and respond promptly to transport requests
- Maintain logs of trips, fuel usage, and vehicle conditions
- Comply with all road safety and regulatory requirements

D. DELIVERABLES

The transportation company will be expected to deliver:

1. Timely provision of requested vehicles and drivers
2. Monthly transport service reports (usage, routes, costs, etc.)
3. Maintenance and service records of vehicles
4. Incident/accident reports (if applicable)
5. Availability of backup vehicles in case of breakdown

E. DURATION OF ASSIGNMENT

The contract will run for a period of [e.g., **12 months**], with the possibility of renewal based on performance and organizational needs.

F. ELIGIBILITY & QUALIFICATIONS

Interested companies must demonstrate:

- Registration as a legal transport/logistics company
 - Minimum of **3–5 years' experience** in providing transportation services
 - Proven track record with NGOs, corporate organizations, or government agencies
 - Availability of a functional fleet of vehicles
 - Qualified and licensed drivers
 - Valid vehicle documentation (insurance, roadworthiness, licensing)
 - Strong safety record and adherence to regulations
 - Capacity to operate across required geographic areas
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G. PROPOSAL REQUIREMENTS

Proposals should not exceed **10–15 pages (excluding annexes)** and must include:

1. Technical Proposal

- Understanding of the assignment
- Description of fleet (types, number, condition)
- Service delivery approach and logistics management system
- Safety and risk management procedures
- Geographic coverage
- Relevant experience and past clients

2. Financial Proposal

- Rate per day/per trip/per kilometer (as applicable)
- Cost of different vehicle categories
- Driver allowances (if applicable)
- Fuel arrangements (inclusive/exclusive)
- Any additional charges

3. Annexes

- Company registration documents
 - Vehicle documentation (licenses, insurance)
 - Driver qualifications/licenses
 - Evidence of previous similar contracts
 - Company profile
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H. EVALUATION CRITERIA

Proposals will be evaluated based on:

Technical Evaluation (70%)

- Understanding of assignment – 15%
- Fleet capacity and suitability – 20%
- Experience and past performance – 20%
- Safety and operational approach – 15%

Financial Evaluation (30%)

- Cost-effectiveness and value for money

Only bidders meeting the minimum technical threshold will proceed to financial evaluation.

I. SUBMISSION INSTRUCTIONS

All proposals must be submitted electronically in MS word or PDF format to:

procurement@nisd.org.ng

Subject: “*RFP – Transportation Services (Company Name)*”

Deadline: 20th April 2026

Late submissions will not be considered.

J. CONTACT INFORMATION

For inquiries and clarifications, please contact: **Grace Igber**,
grace.igber@nisd.org.ng , +234 806 785 1988

K. CONFIDENTIALITY & OWNERSHIP

All information shared during this process and any outputs generated under the contract shall remain the property of New Initiative for Social Development (NISD). The selected company must maintain strict confidentiality.

L. DISCLAIMER

Initiative for Social Development (NISD). reserves the right to accept or reject any proposal and is not obligated to award the contract to the lowest bidder.