**Production Facility**
Butembe Village, Plot 4 Njeru Munacipality,
Nyenga Division, Buikwe District

**Kampala Office**
Plot 959, Block 221,
Nsooba D, Kyebando, Kampala

## BID NOTICE UNDER OPEN DOMESTIC BIDDING

Yalelo Uganda SMC Limited (Yalelo) is running an open bid for provision of ad hoc transport services and would like to invite eligible bidders to submit proposals as indicated in the bid documents.

Visit the Yalelo website (Yalelo Uganda – Uganda's #1 Fish) to view the documents.

Completed proposals should be submitted to procurement@yalelo.ug before 30th November 2026 by 1700Hrs EAT.

# TERMS OF REFERENCE FOR PROVISION OF AD HOC TRANSPORT SERVICES.

## 1. BACKGROUND

Yalelo Uganda SMC Limited (Yalelo) is Uganda's number 1 Tilapia fish farm and pioneer in Africa's aquaculture sector in terms of operating efficiency, production volume, and processing capability combining local resources with world class aquaculture practices. Yalelo's vision and mission are to lead Uganda in becoming a regional aquaculture powerhouse and stabilizing regional food security by sustainably producing a reliable and affordable supply of fresh fish.

Yalelo intends to engage a competent and reliable transport service provider to provide ad hoc transport services for staff and guests on authorised business-related trips across various routes in Uganda, depending on operational requirements.

These Terms of Reference (TOR) outline the objective, scope of service, requirements, safety and compliance, financial proposal, evaluation criteria, terms and conditions that will guide the selection and engagement of a qualified service provider.

## 2. OBJECTIVE

The objective of this engagement is to secure safe, reliable, efficient and cost-effective transportation services that meet Yalelo's operational requirements while ensuring the safety and comfort of employees and authorised passengers.

## 3. SCOPE OF SERVICES

The successful service provider shall provide transportation services including, but not limited to:

a) Pick-up and drop-off services at agreed locations.
b) Transportation for staff attending meetings, field visits, trainings, airport transfers and other official activities.
c) Transportation within Kampala and to other regions and designated locations in Uganda, as required.
d) Provision of vehicles suitable for the required passenger capacity and road conditions.
e) Provision of professional and qualified drivers where applicable.

## 4. FLEET REQUIREMENTS

The service provider shall provide vehicles appropriate for the intended routes and passenger capacity.

Indicative vehicle categories may include:

| Vehicle Type | Indicative Capacity | Intended Use |
|---|---|---|
| Saloon Car | 4–5 passengers | Executive/business travel |
| SUV/4x4 | 4–7 passengers | Business travel and challenging routes |
| Van | 8–14 passengers | Staff/business transportation |
| Trucks/Other | Tonnages to be specified | Based on operational requirements |

## 5. DRIVER REQUIREMENTS

Where drivers are provided, they shall:

- Hold valid driving licences appropriate for the assigned vehicle.
- Have relevant experience in passenger transportation.
- Demonstrate professional and courteous conduct.
- Observe all applicable traffic and road safety requirements.
- Maintain confidentiality regarding Yalelo employees and business activities.
- Report incidents, accidents, delays and vehicle breakdowns promptly.
- Not operate vehicles under the influence of alcohol or drugs.
- Follow agreed pick-up, drop-off and route instructions.

## 6. ROUTES AND OPERATING SCHEDULE

The Service Provider shall provide transportation according to Yalelo's specified routes, locations, passenger requirements, and schedules, including regular, weekend, public holiday, early/late, and emergency trips detailed in Annex I. Yalelo may modify routes, pick-up points, schedules, or frequency based on operational needs.

## 7. SAFETY AND COMPLIANCE

The service provider shall ensure that:

- All vehicles are clean and comfortable.
- All vehicles are roadworthy and properly maintained.
- Vehicles have valid insurance and statutory documentation.

- Preventive maintenance is carried out regularly.
- Drivers comply with applicable traffic and safety laws.
- Appropriate emergency equipment is available in vehicles.
- Replacement vehicles are provided promptly in the event of a breakdown or unavailability.

## 8. SERVICE AVAILABILITY AND RELIABILITY

The provider shall demonstrate the capacity to provide vehicles according to agreed schedules. The provider must have contingency arrangements to ensure continuity of service where a scheduled vehicle becomes unavailable due to breakdown, accident, maintenance or other unforeseen circumstances.

## 9. FINANCIAL PROPOSAL

The financial proposal shall clearly indicate route-specific pricing in accordance with the attached route and pricing schedule in Annex I.

Bidders shall quote against the specified routes and clearly identify any assumptions or exclusions.

All prices shall be quoted in Uganda Shillings (UGX), inclusive of VAT, with VAT and any other applicable taxes shown separately.

## 10. SUBMISSION REQUIREMENTS

Bidders should submit:

- Company profile and relevant experience.
- Valid company registration documents.
- Tax compliance documentation.
- Details of similar contracts undertaken.
- Client references.
- Proposed fleet list with vehicle details.
- Vehicle registration and insurance documentation.
- Proposed service model.
- Financial proposal, with all costs quoted in Uganda Shillings (UGX), inclusive of VAT.
- Business continuity and contingency arrangements.
- Completed route and pricing schedule (Annex I).

## 11. COMMERCIAL EVALUATION

Bids will be evaluated based on the following criteria.

Route-specific pricing.

- Daily vehicle rates.
- Competitiveness of route rates.
- Cost of wet, dry and self-drive options.
- Additional and incidental charges.
- Fuel and operating cost structure.
- Transparency and completeness of the pricing schedule.
- Overall value against the defined service requirements.

Yalelo reserves the right to negotiate pricing and commercial terms with the preferred bidder(s).

## 12. DURATION

The anticipated contract period shall be twelve (12) months, subject to satisfactory performance and the agreed contractual terms.

## 13. TERMS AND CONDITIONS

- Yalelo may invite shortlisted bidders to a clarification meeting to discuss the service requirements and present their financial proposals as part of the evaluation process.
- Yalelo may conduct fleet inspections and due diligence, including verification of references, licences and other information submitted by bidders.
- Yalelo reserves the right to accept or reject any or all bids.
- Late submissions will not be considered.

## APPLICATION PROCESS.

Interested bidders are encouraged to submit their proposals via email to procurement@yalelo.ug by 30th November 2026 at 1700Hrs EAT. Any questions should also be sent to procurement@yalelo.ug

ANNEX I

ROUTE AND PRICING SCHEDULE

Bidder Name: _____

1. Scheduled Office Routes

| S/No | Route/Region | Destination drop offs and pickups | Vehicle category | Seating Capacity | Approx. passengers | Wet rate/daily | Dry rate/daily | Self-drive rate/daily | Waiting rate/hour | VAT | Total Amount (UGX) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Eastern Uganda | Butembe – Busia | Saloon car | 5 | 4 | | | | | | |
| | | Butembe – Malaba | Saloon car | 5 | 4 | | | | | | |
| | | Butembe – Mbale | Saloon car | 5 | 4 | | | | | | |
| | | Butembe – Jinja | Saloon car | 5 | 4 | | | | | | |
| | | Kampala – Busia | Saloon car | 5 | 4 | | | | | | |
| | | Kampala – Malaba | Saloon car | 5 | 4 | | | | | | |
| | | Kampala – Mbale | Saloon car | 5 | 4 | | | | | | |
| | | Kampala – Butembe | Saloon car | 5-7 | 5-7 | | | | | | |
| | | Kampala – Butembe | Trucks | 5 Tons | | | | | | | |
| 2 | Western Uganda | Butembe – Nyahuka | SUV/4x4 | 5 | 4 | | | | | | |
| | | Butembe – Mpondwe | SUV/4x4 | 5 | 4 | | | | | | |
| | | Butembe – Kisoro | SUV/4x4 | 5 | 4 | | | | | | |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Butembe – Hoima | Saloon Car | 5 | 4 | | | | | | |
| | | Mpondwe – Nyahuka | SUV/4x4 | 5 | 4 | | | | | | |
| | | Kampala – Mpondwe | SUV/4x4 | 5 | 4 | | | | | | |
| | | Kampala – Nyahuka | SUV/4x4 | 5 | 4 | | | | | | |
| | | Kampala – Kisoro | SUV/4x4 | 5 | 4 | | | | | | |
| | | Kampala – Hoima | Saloon Car | 5 | 4 | | | | | | |
| | Northern Uganda | Butembe – Arua – Gulu – Lira | SUV/4x4 | 5 | 4 | | | | | | |
| | | Kampala – Arua – Gulu – Lira | SUV/4x4 | 5 | 4 | | | | | | |
| 3 | Airport transfers | Entebbe – Butembe – Entebbe | Saloon car | 5-7 | 5-7 | | | | | | |
| | | Entebbe – Kampala – Entebbe | Saloon car | 5-7 | 5-7 | | | | | | |
| | | Entebbe – Butembe | Van | 8-14 | 8-14 | | | | | | |
| 4 | GMKA | Within Kampala | Saloon car | 5-7 | 5-7 | | | | | | |

2. Additional charges

| No | Service | Unit | Rate (UGX) | VAT | Total (UGX) |
|---|---|---|---|---|---|
| 1 | Waiting time | Per hour | | | |
| 2 | Overtime | Per hour | | | |
| 3 | Night travel | Per trip/hour | | | |
| 4 | Weekend travel | Per trip/day | | | |
| 5 | Public holiday travel | Per trip/day | | | |
| 6 | Driver accommodation | Per night | | | |
| 7 | Parking charges | Per occurrence | | | |
| 8 | Toll/road charges | Per occurrence | | | |
| 9 | Other charges (Specify) | | | | |

Note: Bidders should quote based on the specified route and passenger requirements. Yalelo may adjust routes, pick-up points or frequency during the contract period based on operational requirements.

PRICING ASSUMPTIONS

The bidder shall clearly state all assumptions applicable to the submitted rates:

1. Confirmation that rates are inclusive of VAT, with VAT shown separately.
2. Whether fuel is included.
3. Whether driver costs are included.
4. Whether vehicle maintenance is included.
5. Whether insurance is included.
6. Whether statutory charges are included.
7. Maximum mileage included in daily/monthly rates, if applicable.
8. Any minimum booking period.
9. Cancellation charges, if applicable.
10. Any other charges not captured in this schedule.

## Bidder's Declaration

We confirm that the above rates are accurate and represent our complete commercial offer for the services described in the Terms of Reference.

Authorised Name: _____
Designation: _____
Signature: _____
Company Stamp: _____
Date: _____