



Outsourcing Brief

Introduction

The Automobile Association of Kenya (AAK) is a premier National Motoring organization that is dedicated to promoting and safeguarding the interests of motorists through diverse and unique range of services. The association takes leadership in vehicle valuation, driving school, towing services, insurance, driver recruitment, issuance of international driving permits, and defensive driving training among other services.

The Association is considering outsourcing personnel in its branch network. We are inviting you as a professional in this field to give us your ideas in terms of how we can incorporate the below listed services to be performed under one service provider.

The brief

The proposal should to take into consideration the following:-

1. Project scope

28 branches spread across the different counties

Branch and No. of staff				
No.	Branches	Number of staff	Square foot	No.Of vehicles
1	Headquarters – Upper Hill	73	6,400	-
2	AAIB	9	950	-
3	* AIG Office	2		-
4	* Mtito Andei	3	370*90 Ft	1
5	Buruburu	10	31*13/22.9*16 & 22.9*11 ft	4
6	Chuka	7	770 sq mtrs	2
7	Eldoret	14	2,480	5
8	Embakasi	75		13
9	Embu	8	54 ft*37 ft	2
10	Githunguri	2	299.17	-
11	Hurlingham	58	3,587	15
12	Kahawa	9	1040.5	3
13	Kakamega	6	490	3
14	Karatina	7	577	2
15	Kerugoya	2	300	-



16	Kericho	7	700	2
17	Kiambu	6	648	2
18	Kisii	7	645	2
19	Kisumu	13	836	3
20	Kitale	6	800	2
21	Kitui	7	15*15	2
22	Kwa Vonza Outpost	2		-
23	Machakos	9	890	2
24	Meru	8	1615	3
25	Mombasa	18	6,500	7
26	Naivasha	7	320	2
27	Nakuru	16	895	5
28	Nanyuki	4	546	2
29	Nyeri	8	627	2
30	Ongata Rongai	7	1,680	3
31	Sarit Centre	21	1,330	8
32	Thika	10	1,450	3
33	Village Market	7	1,052	2

Other considerations

- a. Provision of tea for the personnel in the branch (catering services).6 days in a week with exceptions of Public holidays and Sundays.
- b. Staff to clean the office, vehicles and perform messengerial duties at the branch as may be assigned.

Costing

The costing should incorporate:

All the above services

Cost breakdown. Kindly give us a breakdown of your cost including:-

*Proposals should be sent to procurement@aakenya.co.ke by 9.00 am Monday 20th August 2018.