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IFES Україна

вул. Велика Васильківська 72

3-й під'їзд, 8-й поверх

Київ, 03150, Україна

Date: **June 18, 2018**

Ref.: **RFQ/18/42**

Subject: Request for Quotations for Transportation Services

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential delivery of transportation services for the IFES office in Ukraine. IFES is seeking to place one or more vendors on Basic Ordering Agreements (BOAs) to provide these services on a recurring basis for one year. The RFQ provides the relevant requirements for transportation and courier services.

IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

BACKGROUND

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance to election officials, empowering the underrepresented to participate in the political process and applying field-based research to improve the electoral cycle. Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

DESCRIPTION OF SERVICES

IFES seeks to establish a Basic Ordering Agreement (BOA) with one or multiple transportation companies based in Kyiv to provide transportation and courier services on a recurring basis over a 12-month period.

In your quotes, please provide pricing for transportation and courier services as described in the tables below, both with VAT and without VAT.

Description	Unit	Price UAH with VAT	Price UAH without VAT
Hourly rate for the 5-seat, mid-size vehicle	Hour		
Monthly (31 day) rate for the 5-seat, mid-size vehicle	Day		
Daily (1-5 days) rate for the 5-seat, mid-size vehicle	Day		
Hourly rate for the SUV vehicle	Hour		
Monthly (31 day) SUV vehicle	Day		
Daily (1-5 days) SUV vehicle	Day		
Rate per km within Kyiv 5 seat, mid-size vehicle	Km		
Rate per km within Kyiv, SUV vehicle	Km		
Standby unattended time per hour	Hour		
Hourly rate for the minibus up to 21 seats	Hour		
Hourly rate for the bus 35/40/50 seats	Hour		
Transfer to/from the airport Boryspil	Trip		
Transfer to/from the airport Kyiv (Zhulyany)	Trip		
Rate for travel outside Kyiv 5 seat vehicle	Km		
Rate for travel outside Kyiv SUV vehicle	Km		
Rate for travel outside Kyiv minivan up to 8 people	km		
Driver's per diem for out of Kyiv travel	Day		

Notes:

Please indicate the number and type of cars in you fleet.

Please note that vehicles shall be provided with drivers.

Please provide minimum response time from the moment the service is requested.

Transport and courier services for IFES Ukraine.

The service Provider shall provide the following services to IFES Ukraine:

- Provide on-call transportation for office personnel and involved experts within Kyiv city.
- Organize transfers to/from the international Kyiv Airports for IFES personnel and involved experts.
- Upon IFES request provide transportation services outside Kyiv.
- Upon IFES request provide courier services of documents or items within or around Kyiv.

The contractor must comply with the following requirements:

Contractor

- Contractor shall be solely responsible for all costs associated with the vehicle, including vehicle upkeep, fueling, oil changes.
- Contractor must be legally registered in Ukraine; oil taxes must be paid by drivers and/or Contractors.
- Contractor should provide English-speaking drivers upon request.
- The Contractor should provide full insurance covering the vehicle, driver, passengers and any other third parties.
- The Contractor is responsible for ensuring their drivers are legally employed under Ukrainian legislation.
- Operator's availability 24/7 is a must
- Contractor should be a legal owner of the fleet vehicles

Drivers

- All drivers provided for this service must possess and provide evidence a valid driver's License and a clean driving record.
- Drivers must be well-groomed and maintain a professional appearance, dress code: business casual, no jeans allowed.
- Availability of drivers by phone (between 07:00 and 21:00, or as agreed) to schedule pick-ups/drop-offs.
- Availability to provide services after hours, on weekends on short notice, including travel with overnight stays, if needed.
- Drivers may be requested to complete a first-aid training course.

Vehicles

- Vehicles should fit 5 persons comfortably, including the driver, and possess functioning three-point seatbelts for all passengers, airbags, air-conditioning, and brakes.
- All vehicles provided for this service must be properly Licensed with the government of Ukraine. In case of any dispute between the driver and police, the Contractor has the responsibility to settle it at its own cost.
- Vehicle should have a minimum manufacture date of 2012 and have no visible signs of aging or decay.
- Types of acceptable vehicles are: compact SUVs, mid-size sedans, station wagons.
- Vehicles must be cleaned regularly and be absent of any personal items while the driver and vehicle are providing services to IFES Ukraine.
- Vehicle should include a first-aid kit, spare tire, car jack and jumper cables.
- Vehicle must have undamaged windshield, glass, and be equipped with new tires.

REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
4. A brief outline of the company, including:
 - a. Full legal name and address of the company or individual;
 - b. Corporate and tax registration documents, license if necessary;
 - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
 - d. Name of any individuals or entities that own 50% or more of the company; and
 - e. Year business was started or established.
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on unit price basis.
7. Contain detailed cost in UAH with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Detailed description of past experiences providing similar services to international NGOs and organizations.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.

10. Prospective contractor must be legally registered under the laws of the country and possess all licenses, permits and government approvals necessary for performance of the work.
11. Responses should be in English and/or Ukrainian language.

EVALUATION

IFES will evaluate bids based on the following criteria:

1. Price **30%**
Reasonability of the price according to the local market of transportation service, type of proposed services and quality of vehicles.
2. Vehicle specifications, age, condition **40%**
IFES will consider the range of available classes of vehicles, their age and condition.
3. Record of experience/references **15%**
IFES will consider the company’s experience working with international organizations.
4. Range and quality of services offered **15%**
IFES will consider range offered and available services and correspondence of proposed offer with IFES requirements.

Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceed Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Did Not Meet Expectations	1 Point

SCHEDULE OF EVENTS

Release of RFQ	June 21, 2018
Questions Due	June 27, 2018 (by 4:00 PM Local Kyiv time)
Answers from IFES	June 30, 2018
RFQ Closes – Responses Due	July 9, 2018 (by 4:00 PM Local Kyiv time)

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of Maksym Palamarchuk at mpalamarchuk@ifes.org and Kateryna Makhova at kmakhova@ifesukraine.org. **All communication and quotes must reference “RFQ/18/042 Transportation services”.**

GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire length of contract (1 year).

4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at compliance@ifes.org .