

## INVITATION FOR BIDS

<b>Procurement Number:</b>	MENA2021J08o
<b>Open Date:</b>	June 7, 2021
<b>Questions Deadline:</b>	June 11, 2021
<b>Closing Deadline:</b>	June 17, 2021
<b>Geographical Area Restrictions:</b>	937
<b>Point of Contact:</b>	Saria Haddadin <a href="mailto:shaddadin@iri.org">shaddadin@iri.org</a>

### **Background:**

The International Republican Institute (IRI) is a nonprofit, nonpartisan, organization dedicated to advancing freedom and democracy worldwide. Since 1983, IRI has worked to develop democratic institutions and ideals, carrying out a variety of international programs to promote freedom, self-government and the rule of law worldwide. IRI provides technical assistance in the areas of political party strengthening, developing civic institutions and open elections, promoting democratic governance and advancing the rule of law.

Since 2005, IRI's program in Jordan has focused on connecting citizens with government by promoting democratic governance practices, strengthening political parties, and building the political skills of women through IRI's Women's Leadership Academy. At the local level, IRI supports citizen committees and develops citizens' advocacy skills as well as working closely with elected municipal officials to increase their responsiveness to constituents through conducting outreach activities like town hall meetings, city clean-up days, and participatory planning/budgeting sessions.

### **Period of Performance:**

One year from date of signature with the option to extend for a total duration of up to 5 years in four one-year increments.

### **Scope of Work and Deliverables:**

IRI Jordan is seeking bids for an as-needed transportation services package. The selected Contractor will provide driving services that include a driver and a vehicle. The service will be provided on rates based on the table listed below.

Detailed information on service and contract conditions:

Mandatory driver qualifications:

1. Minimum three years of driving experience with at least three years of professional experience as a driver.

2. Prior professional experience providing driving services during night hours.
3. "Clean" driving record. IRI defines "clean driving record" as no more than three police tickets issued in the past three years.
4. Intermediate spoken and written English skills.
5. Ability to travel outside of Amman per IRI request.
6. Valid driver license.
7. Driver must have knowledge in different locations in Jordan, which means that driver must have previous knowledge of the directions of the area he will be traveling to.

**Mandatory vehicle requirements:**

1. The Contractor shall provide IRI on as needed basis with sedan vehicles, vans (7+ passenger capacity), buses, SUVs and vehicles designed for individuals with disabilities including individuals using a wheelchair.
2. Not older than 2013.
3. Car must be in a good condition: cleanliness, maintenance, sound, safe, and free of any known faults or defects, which would affect safe operation of a vehicle. IRI reserves a right to inspect a vehicle prior to utilizing it for services.
4. Fully insured against damages caused by parties other than a Contractor and by a Contractor. Insurance must cover the vehicle, the driver, and all passengers.
5. Valid car license and registered as a commercial vehicle.

**Contracting terms and conditions:**

1. Within 72 hours of IRI request, the Contractor must provide IRI with a requested vehicle type and a driver.
2. IRI reserves a right to request additional information on each vehicle and a driver prior to the service.
3. IRI also reserves a right to reject the services or request an alternative driver or a vehicle if a proposed driver or a vehicle do not meet qualifications and requirements described above.
4. IRI does not guarantee any minimum compensation to the Contractor resulting from the agreement with IRI. IRI will make a payment to the Contractor only upon successful delivery of service.
5. The Contractor will provide transportation as needed for travel to all areas of Jordan based on the price schedule described below.
6. A day of service is defined as 8 hours of continuous driving services in a 24-hour period.
7. Contractors are responsible for furnishing, insuring, and maintaining motor vehicles.
8. Contractors are responsible for fuel costs for all travel.
9. IRI will make a payment to the Contractor via a bank wire or a check based on the method specified by the Contractor.
10. The Contractor is responsible for compliance with the Jordanian law including but not limited tax, labor, and transportation regulations.
11. Under no circumstances, IRI is liable for any damages, wear, and tear of vehicles or any harm to the Contractor.
12. For the purpose of this RFP, Amman governorate includes Amman and its suburbs as far as 60 kilometers outside the city limits.

**Technical Bid:**

Interested bidders must present the technical bids outlining the following information:

Interested bidders must present technical bids on official letterhead in English, Times New Roman font, with single spacing not to exceed five (5) pages (not including cover page), in 12-point font, outlining the following information:

- Information addressing Bidder's experience in providing each of the services identified in the above Statement of Work.
- Specific approach for providing those services to IRI under this contract, including sufficient information to determine a clear definition of services as it relates to other providers that may be involved.
- The name, address, and telephone and facsimile numbers of the Offeror (and electronic address if available);
- Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office
- Provide a list of at least three previously executed contracts of a similar nature for the last three years along with the contact details. IRI may contact the firm as reference check
- Attachment must include:
  - a) Copy of the Contractor's business license.
  - b) List of available vehicles (sedans, vans, buses, SUVs, and wheelchair accessible vehicles) with information on the vehicle model and manufacturing date.
  - c) Documents proving that vehicles are under full coverage insurance.
  - d) Documents confirming ownership or lease of listed vehicles
  - e) CVs for the drivers

If the Bidder is a U.S. organization/resident, or a foreign organization/resident which has income effectively connected with the conduct of activities in the U.S. or has an office or a place of business or a fiscal paying agent in the U.S., the technical bids must contain Bidder's Taxpayer Identification Number.

Price proposal must include the following criteria:

- Rate for travel inside and outside Amman governorate delineated by a vehicle type. Daily rates for travel outside of Amman must be inclusive of lodging, food, and other allowances issued to drivers by the Contractor.
- Hourly and daily rates for driver services provided on weekends, Ramadan, or public Jordanian holidays inside and outside of Amman governorate.
- Cost per trip for travel to and from the Queen Alia International Airport delineated by a vehicle type.
- All costs should be quoted in Jordanian Dinars.

Price information should be presented as a firm-fixed Unit Price for each of the deliverables identified below and in the format of the table below. Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission. The proposed Unit Price should be fixed and inclusive of all costs to perform, including inspection services,

transportation, taxes, import duties (if any), and other levies. If there are any additional fees not reflected in the table below, such pricing must be fully described in the bid. Bids must be submitted in Jordanian Dinars; payments under any resulting contract will be made in this currency.

Services/Deliverables	Unit Price (JOD)			
	Sedan	Van	Bus	Wheelchair accessible vehicle
	Rate per trip	Rate per trip	Rate per trip	Rate per trip
Amman-QAIA (one way)				
QAIA-Amman (one way)				
Amman-King Hussein Bridge (one way)				
Amman-Irbid-Amman				
Amman-Mafraq-Amman				
Amman-Jarash-Amman				
Amman-Ajloun-Amman				
Amman-Madaba-Amman				
Amman-Balqa'a-Amman				
Amman-Karak-Amman				
Amman-Tafila-Amman				
Amman-Ma'an-Amman				
Amman-Aqaba-Amman				
Amman-Dead Sea-Amman				
Overnight fee outside of Amman for driver / <b>day</b>				
Hourly Rate within Amman				
Daily Rate within Amman				
Price <b>per additional stop</b>				
Overtime fee (more than 8 hours)/ <b>hour</b>				
Additional fees for driver services provided on weekends, Ramadan, or public Jordanian holidays inside and outside of Amman governorate				

## **IFB Terms and Conditions:**

1. Prospective Bidders are requested to review clauses incorporated by reference in the section "Notice Listing Contract Clauses Incorporated by Reference". By submitting a bid, bidder agrees to comply with all terms, conditions, and provisions included in the solicitation and agreement to the services identified above, and will specifically identify any disagreement with or exceptions to the terms, conditions, and provisions.
2. IRI may reject any or all bids if such is within IRI's interest.
3. The Bidder's initial bid should contain the Bidder's best offer.
4. IRI reserves the right to make multiple awards or partial awards if, after considering administrative burden, it is in IRI's best interest to do so.
5. Discussions with Bidders following the receipt of a bid do not constitute a rejection or counteroffer by IRI.
6. IRI will hold all submissions as confidential and shall not be disclosed to third parties. IRI reserves the right to share bids internally, across divisions, for the purposes of evaluating the bids.
7. If IRI continues to require the goods and services and the price remains reasonable and within market norms, resulting contract may be renewed each year for up to 5 years with 30 days' notice to the Contractor. Bidder must establish any price increase for each renewal year in the initial bid.
8. Bidders confirm that the prices in the bid/proposal/application/quote have been arrived at independently, without any consultation, communication, or agreement with any other bidder or competitor for the purpose of restricting competition.
9. By applying to this IFB, applicant is certifying that if it is awarded a contract, none of funds payable under the resulting contract will be used to (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in compliance with the National Defense Authorization Act. Covered telecommunications equipment and services mean any of the following:
  - i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
  - ii. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
  - iii. Telecommunications or video surveillance services provided by such entities or using such equipment.
  - iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director

of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. ([2 CFR 200.216](#)).

10. Bidders agree to disclose as part of the bid submission:
  - a. Any close, familial, or financial relationships with IRI staff and agents. For example, the bidder must disclose if a bidder’s mother conducts volunteer trainings for IRI.
  - b. Any family or financial relationship with other bidders submitting bids. For example, if the bidder’s father owns a company that is submitting another bid, the bidder must state this.
  - c. Any other action that might be interpreted as potential conflict of interest.

**Evaluation and Award Process:**

1. IRI may contact any Bidder for clarification or additional information, but Bidders are advised that IRI intends to evaluate the offers based on the written bids and reserves the right to make decisions based solely on the information provided with the initial bids. IRI may but is not obligated to conduct additional negotiations with the most highly rated Bidders prior to award of a contract, and may at its sole discretion elect to issue contracts to one or more Bidders.
2. Mathematical errors will be corrected in the following manner: If a discrepancy exists between the total price proposed and the total price resulting from multiplying the unit price by the corresponding amounts, then the unit price will prevail and the total price will be corrected. If there were a discrepancy between the numbers written out in words and the amounts in numbers, then the amount expressed in words will prevail. If the Bidder does not accept the correction, the offer will be rejected.
3. IRI may determine that a bid is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A bid may be rejected if IRI determines that the lack of balance poses an unacceptable risk.
4. IRI will conduct a source selection based as follows:  
IRI intends to make an award to the responsible Bidder based on the following evaluation factors:

Vehicle availability and condition (per “Mandatory Vehicle Requirements” and requested information)	40
Past performance (based on provided references)	30
Qualifications of drivers (per “Mandatory Driver Qualifications” and requested information)	10
Price (lowest possible)	20
Total	100

IRI intends to evaluate bids in accordance with these factors and make an award to the responsible bidder whose proposal is most advantageous to the program.

5. If a cost realism analysis is performed, cost realism may be considered in evaluating performance or price.

**Submission Instructions:**

Bids must be submitted via email to Saria Haddadin, [shaddadin@iri.org](mailto:shaddadin@iri.org) with the subject line "MENA2021J08o" by the deadline listed above.

**IRI Obligations**

Issuance of this IFB does not constitute an award commitment on the part of IRI, nor does it commit IRI to pay for costs incurred in the preparation and submission of a quotation.

**Notice Listing Contract Clauses Incorporated by Reference**

IRI is required to make the contractor subject to the clauses of the prime award. This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Where "flow-down" to the contractor is appropriate and applicable, references to "USAID" or "Department of State" shall be interpreted to mean "IRI", "Recipient" to mean "Contractor", and "Subrecipient" to mean "lower-tier subrecipients". Included by reference are 2 C.F.R. 200 and USAID Standard Provisions for Non-US Non-governmental Organizations/US Department of State Standard Terms and Conditions.