

## INVITATION FOR BIDS

<b>Procurement Number:</b>	LAC2020COL9o – Transportation Services
<b>Open Date:</b>	May 5, 2020
<b>Questions Deadline:</b>	May 8, 2020
<b>Closing Deadline:</b>	May 15, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Jorge Moreno (jmoreno@iri.org)

### 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.

IRI operates multiple democracy and governance programs in Colombia, currently based out of Bogota, with a local team of five program staff. To facilitate meetings with partners and other stakeholders and provide transportation for staff and trainers, IRI seeks a reliable and cost-effective transportation service to take them to and from IRI related engagements and activities in Bogota.

IRI's Colombia program requires transportation services for official office operations and for the resident country director in Bogota, Colombia. IRI staff travel is primarily limited to Bogota, but on an as needed basis transportation will be required to locations in the greater Bogota area. IRI's Colombia program is seeking bids for a transportation service to be used when programs and operations require it. The transportation service will include at least four drivers for staff needs as assigned by IRI's Resident Program Director. More than one driver may be required on an as needed basis and depends on programmatic needs.

### Period of Performance:

May 30, 2020 – April 30, 2021

### Statement of Work:

1. The Contractor and drivers should agree to IRI's code of ethics. Should the primary drivers be unavailable for service for any reason, the Contractor is to provide a substitute driver and a car until the primary driver is able to resume service. IRI must approve any change in the fulltime driver, but not substitute drivers. All drivers (full-time and substitutes) must have a minimum of three years of experience and a valid license and entry level to intermediate spoken and written English skill. The Contractor must submit three previously executed

- contracts in the last five years that demonstrate having provided similar services to private companies, government sector or NGOs.
2. The Contractor must have a “clean” driving record. IRI defines a “clean driving record” as no more than three (3) police tickets issued in the past three (3) years.
  3. The Contractor must have a valid driver’s license and registered as a commercial vehicle services provider
  4. Drivers will work on an as needed basis, according to the needs identified by the Resident Program Director. Drivers will have the ability to travel outside of Bogota per IRI’s request.
  5. Provision of vehicles, to be used only by the drivers assigned to IRI’s driver pool or their substitutes approved by IRI’s resident country director.
  6. All vehicles should be in good condition: clean, regularly maintained, no physical damage, and vehicle models not older than 2015. The Contractor certifies that vehicles are in sound and safe condition and free of any known faults or defects which would affect their safe operation under normal use.
  7. The standard car used by the Contractor should be able to transport up to four individuals.
  8. In addition to the driver pool service, the Contractor should be able to provide to IRI per request:
    - a. Additional vehicles in Bogota (due to *Pico y Placa*, a driving restriction policy aimed to mitigate traffic congestion based on license plate numbers) meeting technical standards described above
    - b. Van services to transport larger groups of individuals (7+ passenger capacity).
    - c. Additional messaging delivery services.
  9. Should any of the vehicles be unavailable for any reason, the Contractor is to provide a substitute vehicle of comparable quality until the primary vehicle is able to resume service.
  10. Transportation as needed, will be inclusive of all areas of Bogota and its suburbs as far as 100 kilometers outside the city limits.
    - a. Assuming the trip starts and ends within a shift, no additional charge will be made of IRI as the trip will be deemed within the terms of the contract.
    - b. Rates will be based on trip time, except for airport drop-offs or pickups, which are set rates.
    - c. Rates listed will include waiting time in case the driver(s) has to wait for passengers for more than one hour.
    - d. Driver will keep a transportation time log which will be submitted to and reviewed by the Resident Program Director for the Contractor to receive payment.
    - e. Drivers will keep a log detailing all trips, including date, start/end time (driver is paid by time), starting and ending destination, and detailing whether the trips were personal or business related. Each trip must be signed by the passenger in the vehicle and must include project code to be charged.
  11. Full maintenance of the vehicle is under the care of the driver(s).
  12. Vehicle and passenger insurance will be kept in effect for the duration of the contract by the Contractor. Insurance must cover the vehicle, the driver, and all passengers.
  13. The driver is responsible for all fuel, tolls, and parking charges resulting from IRI’s business.
  14. The contractor is responsible for vehicle registration and all local taxes.

15. The drivers will submit a biweekly transportation time log which will be reviewed and approved by the Resident Program Director for the Contractor to receive payment.

**Technical Bid:**

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

1. Bids will not exceed 5 pages (not including cover page), using Times New Roman, single-spaced, 12-point font, 1" margins.
2. Attachments must include:
  - a. Business license of contractor
  - b. Driver license for each dedicated driver
  - c. Three previously executed contracts in the last five years that demonstrate the Contractor has provided similar services to private companies, government sector or NGOs
  - d. Detailed information on each vehicle (seating capacity, vehicle type, mileage, year) and pictures of each vehicle
  - e. Documentation proving that vehicles are under full coverage insurance

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.

Pricing must be valid for at least 60 (sixty) calendar days after the due date for bid 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 Colombian Pesos COP; payments under any resulting contract will be made in this currency.

Please address the following specific costs:

- All quotes should be submitted in Colombian pesos- COP.
- All daily and hourly rate for dedicated drivers that includes car rent, driver salaries, driver benefits, fuel, toll and parking expenses, and any applicable taxes required by local labor law.
- A daily or Hourly rate for trips within Bogota city using additional vehicles, vans, and vehicles for individuals with disabilities, if available.

<b>Deliverable/_Unit Type</b>	<b>Unit Cost</b>
Hourly Rate for standard four-passenger vehicle	
Additional Hourly Rate for standard four-passenger vehicle	
Airport Drop Off Rate for standard four-passenger vehicle	
Airport Pick Up Rate for standard four-passenger vehicle	
Hourly Rate for van service	
Additional Hourly Rate for van service	
Airport Drop Off Rate for van service	

Airport Pick Up Rate for van service	
Hourly rate for message delivery	
Daily Rate for standard four-passenger vehicle	
Daily Rate for van service	
Overnight Rate for standard four-passenger vehicle	
Hourly Rate vehicles designed for individuals with disabilities including individuals using a wheelchair	
Daily Rate vehicles designed for individuals with disabilities including individuals using a wheelchair	

**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. 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.
8. 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:

- a) Qualifications of vehicles and drivers requirements – **50** percent
  - *Vehicles are in good condition and adequately meet IRI's transportation needs* 25 percent
  - *Experience* providing similar transportation services to private companies, government sector or NGOs 25 percent
- b) Compliance with security, insurance other administrative requirements – **20** percent
- e) Price – **30** percent

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 Jorge Moreno at [jmoreno@iri.org](mailto:jmoreno@iri.org) with the subject line "LAC2020COL9o – Transportation Services" by the deadline listed above.

#### **IRI Obligations**

Issuance of this IFB does not constitute and 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.