

## INVITATION FOR BIDS

<b>Procurement Number:</b>	LAC2020MEX26
<b>Open Date:</b>	May 07, 2020
<b>Questions Deadline:</b>	May 14, 2020
<b>Closing Deadline:</b>	May 18, 2020
<b>Geographical Area Restrictions:</b>	N/A
<b>Point of Contact:</b>	Matthew Lawson; mlawson@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's Mexico office requires transportation services for program activities in Mexico upon request. On an as-needed basis, ground transportation will be required to locations within Mexico City as well as outside of Mexico City (Guanajuato, Hidalgo, Jalisco, Leon, Michoacán, Morelia, Morelos, Puebla, Pachuca, Querétaro, Tlaxcala, Veracruz). IRI's Mexico program is seeking proposals for a comprehensive transportation services package.

### Period of Performance:

June 1, 2020-May 31, 2021.

### Technical Bid:

Proposals will not exceed 6-10 pages (not including cover page or attachments).

Attachments must include:

- a. Business license
- b. Driver license for each driver
- c. Three (3) professional references that demonstrate the Contractor has provided similar services to private or public sector, or NGOs
- d. Detailed information and pictures of each vehicle (seating capacity, vehicle type, mileage, year) on each vehicle.
- e. Documents proving that vehicles are under full coverage insurance

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

- Rates for transportation services as requested by IRI's resident program director, inclusive of all areas inside Mexico City, and as far as Guanajuato, Hidalgo, Jalisco,

Leon, Michoacán, Morelia, Morelos, Pachuca, Puebla, Querétaro, Tlaxcala, and Veracruz.

- Bids must present rates per trip, based on the driver(s) log and reimbursed based on a rate sheet provided by the Contractor.
- The rate must include fuel costs.
- Overnight rates for trips outside Mexico City.
- Provision of at least one vehicle, not older than 2015, to be used only by the drivers assigned to IRI's driver pool or their substitutes approved by IRI's resident program director. The vehicle must be a full-size sedan and be able to seat at least four (4) passengers.
- Provision of at least one Van vehicle, not older than 2015, to be used only by the drivers assigned to IRI's driver pool or their substitutes approved by IRI's resident program director. Van services will be only to transport larger groups of individuals (7+ passenger capacity)

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 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 Mexican pesos; payments under any resulting contract will be made in this currency.

- Price application should include a flat hourly rate for trips within Mexico City that includes car rent, driver salaries, driver benefits, fuel costs, and any applicable taxes required by local labor law.
- Price application should include a per-trip rate for trips outside of Mexico City that includes car rent, driver salaries, driver benefits, fuel costs, and any applicable taxes required by local labor law.
- Overnight rates must be inclusive of hotel room and food per overnight stay outside of Mexico City.
- Reimbursement for toll and parking fees directly related to IRI business will be allowed under this IFB. Bidders must submit to IRI all receipts for toll and parking fees with the invoice for the service that generated them. Bidders will not be reimbursed for other costs.

<b>Deliverable/Unit Type</b>	<b>Unit cost</b>	<b>Total</b>
<i>Sedan Car Rate</i>		
Flat hourly rate in Mexico City (Sedan or 4 passengers Vehicles)		
<u>Roundtrip Rates outside of Mexico City</u>		

Rate for roundtrip to Guanajuato		
Rate for roundtrip to Hidalgo		
Rate for roundtrip to Jalisco		
Rate for roundtrip to Leon		
Rate for roundtrip to Michoacán		
Rate for roundtrip to Morelia		
Rate for roundtrip to Morelos		
Rate for roundtrip to Pachuca		
Rate for roundtrip to Puebla		
Rate for roundtrip to Querétaro		
Rate for roundtrip to Tlaxcala		
Rate for roundtrip to Veracruz		

Overnight Rates

Overnight rate for roundtrip to Guanajuato		
Overnight rate for roundtrip to Hidalgo		
Overnight rate for roundtrip to Jalisco		
Overnight rate for roundtrip to Leon		
Overnight rate for roundtrip to Michoacán		
Overnight rate for roundtrip to Morelia		
Overnight rate for roundtrip to Morelos		
Overnight rate for roundtrip to Pachuca		
Overnight rate for roundtrip to Puebla		
Overnight rate for roundtrip to Querétaro		
Overnight rate for roundtrip to Tlaxcala		
Overnight rate for roundtrip to Veracruz		

*Van Car Rate*

Flat hourly rate in Mexico City (Van for 7+ passengers)		
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Roundtrip Rates outside of Mexico City

Rate for roundtrip to Guanajuato		
Rate for roundtrip to Hidalgo		
Rate for roundtrip to Jalisco		
Rate for roundtrip to Leon		
Rate for roundtrip to Michoacán		
Rate for roundtrip to Morelia		
Rate for roundtrip to Morelos		
Rate for roundtrip to Pachuca		
Rate for roundtrip to Puebla		
Rate for roundtrip to Querétaro		
Rate for roundtrip to Tlaxcala		
Rate for roundtrip to Veracruz		

Overnight Rates

Overnight rate for roundtrip to Guanajuato		
Overnight rate for roundtrip to Hidalgo		

Overnight rate for roundtrip to Jalisco		
Overnight rate for roundtrip to Leon		
Overnight rate for roundtrip to Michoacán		
Overnight rate for roundtrip to Morelia		
Overnight rate for roundtrip to Morelos		
Overnight rate for roundtrip to Pachuca		
Overnight rate for roundtrip to Puebla		
Overnight rate for roundtrip to Querétaro		
Overnight rate for roundtrip to Tlaxcala		
Overnight rate for roundtrip to Veracruz		

**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.
9. The Contractor and drivers should agree to IRI’s code of ethics.
10. 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 relevant experience and a valid license.
11. Per Mexican law, vehicle(s) should have been inspected within the past 6 months
12. Individuals apart from the contracted driver(s) will be prohibited from driving contracted vehicle(s).

13. Driver(s) 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.
14. Driver (s) must have at least 3 years of experience driving
15. The Contractor must have a valid driver’s license and be registered as a commercial vehicle services provider.
16. All vehicles should be in good condition: regularly cleaned and maintained, no major damage to the vehicle.
17. 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.
18. Bidders drivers will keep a log detailing all trips, including starting and ending point and detailing whether the trips were personal, or business related and if any tolls or parking expenses were generated with any trip. Each trip must be signed by the passenger in the vehicle and must include project code to be charged.
19. The drivers will submit a biweekly transportation log which will be reviewed and approved by the Resident Program Director for the Contractor to receive payment.
20. All reimbursements for tolls and parking should be submitted along with the invoice of the trip that generated them. Separate reimbursements will not be allowed.
21. 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.
22. Full maintenance of the vehicle the responsibility of the driver (s).
23. Vehicle and passenger insurance will be kept in effect for the duration of the contract by the Contractor. Insurance must cover the vehicle, driver and all passengers.
24. The driver/contractor is responsible for vehicle registration and all local taxes.
25. IRI is responsible for all parking and toll charges resulting from IRI’s business.

**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 driver requirements– 20 percent
  - *Vehicles are in good condition and adequately meet IRI’s transportation needs -15 percent*
  - *Drivers have a valid driver’s license and a minimum of three (3) years driving experience – 5 percent*
- b) Experience providing similar transportation services to private or public sector, or NGOs - 15 percent
- c) Compliance with security and other administrative requirements – 30 percent
  - *Business license - 15 percent*
  - *Vehicles have full insurance coverage– 15 percent*
- d) Price – 35 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 Matthew Lawson, at [mlawson@iri.org](mailto:mlawson@iri.org) with the subject line “LAC2020MEX26” 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.