INVITATION FOR BIDS

<table>
<thead>
<tr>
<th><strong>Procurement Number:</strong></th>
<th>LAC2022COL10o</th>
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<tbody>
<tr>
<td><strong>Open Date:</strong></td>
<td>August 10, 2022</td>
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<tr>
<td><strong>Questions Deadline:</strong></td>
<td>August 17, 2022</td>
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<td><strong>Closing Deadline:</strong></td>
<td>August 22, 2022</td>
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<td><strong>Geographical Area Restrictions:</strong></td>
<td>Colombia</td>
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<td><strong>Point of Contact:</strong></td>
<td>Adalberto Palacios, <a href="mailto:apalacios@iri.org">apalacios@iri.org</a></td>
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**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 six 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 staff nationwide. IRI staff travel is in Bogota, and in other parts of Colombia where program activities take place. IRI’s Colombia Office is seeking proposals for a transportation service to be used when staff and operations require it.

**Period of Performance:**
September 19, 2022- September 18, 2023 (with option to extend any resulting contract for a total duration of up to 3 years in two one-year increments)

**Eligibility:** Organizations that can provide:
- Business license
- Driver license for each driver
- Drivers have at least one (1) year of experience driving
- Documents proving that the Contractor has provided similar services to private companies, government sector or NGOs.
- Detailed information on each vehicle (seating capacity, vehicle type, year, etc.)
- Documents proving that vehicles have full coverage insurance.
Must be able to operate in Colombia

Statement of Work:

1. The Contractor must submit three previously executed contracts in the last five years that demonstrate they are having provided similar services to private companies, the government sector or NGOs.

2. Transportation services will be required on an as needed basis, according to IRI requests where needed.

3. All vehicles should be in good condition: clean, regularly maintained, no physical damage, and vehicle models not older than 2017. 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.

4. The standard car used by the Contractor should be able to transport up to four individuals, except when using vans or buses.

5. The Contractor should be able to provide to IRI per request Van services to transport larger groups of individuals with 7+ passenger capacity.
   a. The Contractor should have the capacity to provide services bearing in mind the Pico y Placa (a driving restriction policy aimed at mitigating traffic congestion based on license plate numbers).
   b. The Contractor should have the ability to provide services to transport materials and/or tools for events.

6. Rates will be based on trip time, except for airport drop-offs or pickups, which are set rates. (But this will vary depending on the city).

7. Rates listed will include waiting time in case the driver(s) has to wait for passengers for more than one hour.
   - For one- or two-day trips, the rates must include possible lodging and per diem for driver(s).

8. Drivers will provide a registry for every trip that will be signed by the passenger authorized by IRI. These registries will include starting and ending destination. The contractor will provide these registries with the details of the trips, location, passenger, and individual cost to support the biweekly invoice.

9. Full maintenance of the vehicle is under the care of the transportation company.

10. The transportation company will be responsible for having vehicle and passenger insurance in effect for the duration of the service. Insurance must cover the vehicle, the driver, and all passengers.

11. The driver is responsible for all fuel, tolls, and parking charges resulting from IRI’s business.

12. The contractor is responsible for vehicle registration and all local taxes.
   a. There won’t be dedicated vehicles solely used by IRI.

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

1. Proposals will not exceed 5 pages (not including cover page).
2. Attachments must include:
   a. Business license of contractor
   b. Driver license for each dedicated driver
   c. Three (3) previously executed contracts, that demonstrate the Contractor has provided similar services to private companies, government 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

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 Colombian Pesos COP Currency; 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)
- An hourly rate for dedicated drivers that includes car rent, driver salaries, driver benefits, and any applicable taxes required by local labor law.
- Hourly rate for trips within Bogota city using additional vehicles, vans, and vehicles for individuals with disabilities, if available.

<table>
<thead>
<tr>
<th>Deliverable/Unit Type</th>
<th>Unit Cost</th>
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<tbody>
<tr>
<td>Hourly Rate for standard four-passenger vehicle (list city)</td>
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<tr>
<td>Additional Hourly Rate for standard four-passenger vehicle (list city)</td>
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<tr>
<td>Airport Drop Off Rate for standard four-passenger vehicle (list city)</td>
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<tr>
<td>Airport Pick Up Rate for standard four-passenger vehicle (list city)</td>
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<tr>
<td>Hourly Rate for van service (list city)</td>
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<tr>
<td>Additional Hourly Rate for van service (list city)</td>
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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:
   
   a) Technical Evaluation (including technical capabilities, proposed technical approach, and personnel qualifications) – 25 percent
      • Vehicles must not be older than 2017 models- 25 percent
   b) Past performance and experience in performing similar projects – 25 percent
      • Experience providing similar transportation services to private companies, government sector or NGOs - 25 percent
   c) Compliance with security and other administrative requirements – 20 percent
      • Business license- 10 percent
- Vehicles have full coverage insurance- 10 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 Adalberto Palacios at apalacios@iri.org with the subject line “LAC2022COL10o” 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.