

INVITATION FOR BIDS

Procurement Number:	LAC2023GY3o
Open Date:	January 01, 2023
Questions Deadline:	January 04, 2023
Closing Deadline:	January 09, 2023
Geographical Area Restrictions:	None
Point of Contact:	Carlos Sarria Ocampo, csarria@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 Guyana, currently based out in Georgetown, with a local team of between three and six people. In order to facilitate meetings with partners and other stakeholders, and carry out day-to-day tasks, IRI seeks on-demand ground transportation services.

Period of Performance:

Date of signature – December 31, 2023, in increments of one calendar year up to a maximum of four years.

Statement of Work

Selected contractor will perform the following to complete the scope of work:

1. All IRI-assigned 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 part-time driver, but not substitute drivers. All drivers (part-time and substitutes) must have a minimum of one year of experience and a valid license.
2. Drivers will work on an as needed basis, according to the needs identified by the Local IRI Staff or Resident Program Director/Expat.
3. Provision of vehicles, to be used only by the drivers assigned to IRI's driver pool or their substitutes approved by IRI's Resident Program Director.

4. All vehicles should be in good condition: cleanliness, maintenance, etc. The Contractor will certify 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. The standard car used by the Contractor should be able to transport up to four individuals.

5. 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.

6. Transportation as needed, will be inclusive of all areas of Guyana and its surrounding areas

- 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.

- Driver will keep a transportation log which will be submitted to and reviewed by the Local Accountant for the driver to receive payment.

7. 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.

Full maintenance of the vehicle is under the care of the drivers.

8. Vehicle and passenger insurance will be kept at all times by the Contractor.

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

10. Contractor is responsible for vehicle registration and all local taxes

Technical Bid:

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

1. Bids will not exceed 15 pages (not including cover page).
2. CV or resume
3. Price list with a daily rate, hourly rate, overnight rate and airport pick-up/drop-off rate.
4. Detailed information and pictures of each vehicle (seating capacity, vehicle type, mileage, year.
5. Documents proving that vehicles have full coverage insurance
6. Demonstrated communications skills in English.
7. Previous experience driving around Georgetown, Guyana.
8. Valid local driver's license, working vehicle and insurance
9. At least 1 year of experience driving in Guyana

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

Deliverable	Unit Cost
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 message delivery	
Daily Rate for standard four-passenger vehicle	
Overnight Rate for standard four-passenger vehicle	

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:

Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)	50
<i>Demonstrated communications skills</i>	25
Condition of the vehicle	25
Past performance and experience in performing similar projects	25
Experience driving in Guyana	25
Compliance with safety requirements and insurance	25
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 Carlos Sarria Ocampo, csarria@iri.org with the subject line LAC2023GY3o 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.