

INVITATION FOR BIDS

| | |
|--|--|
| Procurement Number: | EUROPE2024K03o |
| Open Date: | December 24, 2024 |
| Questions Deadline: | January 3, 2025 |
| Closing Deadline: | January 7, 2025 |
| Geographical Area Restrictions: | NA |
| Point of Contact: | Ermal Boshnjaku Program Associate, Europe Eboshnjaku@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 Kosovo program is democracy and reconciliation focused program requiring frequent travel around the country and in the region. The program requires several different types of transportation services: ad hoc transportation between IRI offices and meetings in Prishtina; airport transfers; ad hoc transportation to meetings or events around Kosovo; occasional dedicated service, especially when dignitaries are visiting Kosovo or when special events are held; ad hoc transportation in the main cities of the Western Balkans; etc. IRI may contract with more than one vendor to cover the listed services. Transportation services will be assigned on an as-needed basis by the Resident Program Director.

Period of Performance:

February 1, 2025 (or date of signature) – January 31, 2026, with the option to extend for a total duration of up to 5 years up in four one-year increments.

Eligibility criteria:

- ✓ A minimum of two years of experience
- ✓ Intermediate level of English required for drivers
- ✓ A valid commercial driving license

Technical Bid:

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

Statement of Work:

1. The driver should be able to speaK English at an intermediate level. Should the primary drivers be unavailable for service for any reason, the Contractor is to provide a substitute driver, also able to speak English at an intermediate level, and a bus until the primary driver is able to resume service. IRI must approve any change in the primary driver, but not substitute drivers. All drivers (primary and substitutes) must have a minimum of three years of experience and a valid commercial driver's license.
2. The primary vehicles must be a bus (30+ individuals) and the minibus for up to 15 individuals not older than 2015. All vehicles should be in good condition: cleanliness, maintenance, etc.
3. The Contractor should be able to provide to IRI upon request:
 - a. At least one additional vehicle meeting technical standards described above
4. Should any of the vehicles required by IRI 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.
5. 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.
6. Transportation as needed, will take place primarily in Prishtina, but will be inclusive of all areas of Kosovo and the Western Balkans Region
 - a. Rates will be based on the fixed price per trip and set service rates, which will be recorded by drivers in their driver's log and paid based on a rate sheet provided by the Contractor.
 - b. Drivers will keep a log detailing all trips, including starting and ending point for all business related trips. . Each trip must be signed by the passenger in the vehicle and must include project code to be charged.
7. 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. IRI is responsible for all legal parking charges resulting from IRI's business (e.g. paying to use a public or private parking deck). IRI will not pay for or compensate parking tickets or traffic tickets resulting from illegal parking or driving.
10. Contractor is responsible for all local taxes.
11. All costs will be included in the contractors' invoices to IRI and paid firm-to-firm; no payments will be given directly to drivers. Invoices should be received from the service provider on a weekly basis or after each service is done.

Attachment and Formatting requirement:

Bids must include:

- a. Business license/registration
- b. Commercial driver license for each driver
- c. A CV or an affidavit/signed declaration from the company representative that verifies drivers' experience and language skills meeting technical requirements
- d. Detailed information on each vehicle (including age and model)

- e. Documents proving that vehicles are under full coverage insurance
- f. A list of at least three references (completed reference letters not needed but can be included)

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 **Euro**; payments under any resulting contract will be made in this currency. Prices should not include VAT as IRI is tax exempt in Kosovo. Vendors should provide quotes for the following categories.

| Location | Cities | Unit Price (one way trip from Prishtina) | Unit Price (round way trip from Prishtina) |
|---|---------------|---|---|
| Kosovo (all trips begin from Prishtina) | Brezovica | | |
| | Decan | | |
| | Dragash | | |
| | Ferizaj | | |
| | F. Kosova | | |
| | Gjakova | | |
| | Gjilan | | |
| | Gracanica | | |
| | Elez Han | | |
| | Istog | | |
| | Kamenica | | |
| | Klina | | |
| | Leposavic | | |
| | Lipjan Ground | | |
| | Malisheva | | |
| | S. Mitrovica | | |
| | N. Mitrovica | | |
| | Novobrdo | | |
| | Peja | | |
| | Prevalla | | |
| Podujeva | | | |
| Prizren | | | |

| | | | |
|--|-----------------------|--|--|
| | Rahovec | | |
| | Rugova | | |
| | Shtrpce | | |
| | Skenderaj | | |
| | Suhareka | | |
| | Viti | | |
| | Vushtrri | | |
| | Marigona Residence | | |
| | Airport | | |
| Serbia (all trips begin from Prishtina) | Belgrade | | |
| | Nis | | |
| | Novi Sad | | |
| | Vranje | | |
| Albania (all trips begin from Prishtina) | Durres | | |
| | Elbasan | | |
| | Fier | | |
| | Kukes (Airport) | | |
| | Pogradec | | |
| | Shkoder | | |
| | Tirana | | |
| | Vlore | | |
| North Macedonia (all trips begin from Prishtina) | Ohrid | | |
| | Skopje | | |
| | Skopje Airport | | |
| Bosnia and Herzegovina (all trips begin from Prishtina) | Sarajevo | | |
| Montenegro (all trips begin from Prishtina) | Budva | | |
| | Ulcin | | |
| | Podgorica | | |
| Kosovo (all trips begin from Prishtina) | Brezovica | | |
| | Decan | | |
| | Dragash | | |
| | Ferizaj | | |
| | F. Kosova | | |
| | Gjakova | | |
| | Gjilan | | |
| | Gracanica | | |
| | Elez Han | | |
| | Istog | | |
| | Kamenica | | |
| | Klina | | |
| | Leposavic | | |

| | | | |
|---|-----------------------|--|--|
| | Lipjan | | |
| | Malisheva | | |
| | S. Mitrovica | | |
| | N. Mitrovica | | |
| | Novobrdó | | |
| | Peja | | |
| | Prevalla | | |
| | Podujeva | | |
| | Prizren | | |
| | Rahovec | | |
| | Rugova | | |
| | Shterpce | | |
| | Skenderaj | | |
| | Suhareka | | |
| | Viti | | |
| | Vushtrri | | |
| | Marigona Residence | | |
| | Airport | | |
| Serbia (all trips begin from Prishtina) | Belgrade | | |
| | Nis | | |
| | Novi Sad | | |
| | Vranje | | |
| Albania (all trips begin from Prishtina) | Durres | | |
| | Elbasan | | |
| | Fier | | |
| | Kukes (Airport) | | |
| | Pogradec | | |
| | Shkoder | | |
| | Tirana | | |
| | Vlore | | |
| North Macedonia (all trips begin from Prishtina) | Ohrid | | |
| | Skopje | | |
| | Skopje Airport | | |
| Bosnia and Herzegovina (all trips begin from Prishtina) | Sarajevo | | |
| Montenegro (all trips begin from Prishtina) | Budva | | |
| | Ulcín | | |
| | Podgorica | | |
| Kosovo (all trips begin from Prishtina) | Brezovica | | |
| | Decan | | |
| | Dragash | | |
| | Ferizaj | | |

| | | | |
|--|-----------------------|--|--|
| | F. Kosova | | |
| | Gjakova | | |
| | Gjilan | | |
| | Gracanica | | |
| | Elez Han | | |
| | Istog | | |
| | Kamenica | | |
| | Klina | | |
| | Leposavic | | |
| | Lipjan | | |
| | Malisheva | | |
| | S. Mitrovica | | |
| | N. Mitrovica | | |
| | Novobrdo | | |
| | Peja | | |
| | Prevalla | | |
| | Podujeva | | |
| | Prizren | | |
| | Rahovec | | |
| | Rugova | | |
| | Shterpce | | |
| | Skenderaj | | |
| | Suhareka | | |
| | Viti | | |
| | Vushtrri | | |
| | Marigona Residence | | |
| | Airport | | |
| Serbia (all trips begin from Prishtina) | Belgrade | | |
| | Nis | | |
| | Novi Sad | | |
| | Vranje | | |
| Albania (all trips begin from Prishtina) | Durres | | |
| | Elbasan | | |
| | Fier | | |
| | Kukes (Airport) | | |
| | Pogradec | | |
| | Shkoder | | |
| | Tirana | | |
| Vlore | | | |
| North Macedonia (all trips begin from Prishtina) | Ohrid | | |
| | Skopje | | |
| | Skopje Airport | | |

| Bosnia and Herzegovina (all trips begin from Prishtina) | Sarajevo | | |
|--|--------------|----------------------|-------------------------|
| Montenegro (all trips begin from Prishtina) | Budva | | |
| | Ulcin | | |
| | Podgorica | | |
| Service | Unit | Unit price (one way) | Unit price (round trip) |
| Airport transfer in Prishtina and greater city area | One way | | |
| Waiting fee | Fee per hour | | |
| Overnight rate | Per night | | |
| Price if IRI requests driver to stay an extra day in the destination | Per day | | |

If there is a city where service is not provided, please write “n/a.” Please highlight any cities in yellow where service is provided but not outlined in the list above.

IRI may issue more than one contract if one bidder is unable to provide all required transportation services. Furthermore, the bidder may submit a bid with services for all requested countries and cities or part of it. If you are submitting a bid and are unable to provide services to select locations, please explicitly write “n/a.”

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) Price– **60 percent**

- *Price of international routes to neighboring countries – 20*
- *Price of domestic routes within Kosovo – 20*
- *Price for additional fixed rates (including starting, waiting, overnight, additional day in location, and additional KM fees) – 20*

b) Technical evaluation of the variety of vehicles provided by the company – **20 percent.**

c) Experience in providing transportation services – **20 percent**

Total score=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 **Ermal Boshnjaku**, at Eboshnjaku@iri.org with the subject line “**EUROPE2024K03o_Transportation services_ IFB Bus Services**” 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.

