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Date: August 29, 2017

Ref.: **RFQ-17-074**

**Subject: Request for Quotations for Transportation Services in Tripoli, Libya**

The International Foundation for Electoral Systems (IFES), invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following services for the IFES office in Tripoli, Libya. IFES reserves the right to reject any and all offers, to add, delete, or modify any element of the solicitation at any time without prior notification and without any liability or obligation of any kind. This RFQ does not obligate IFES to enter into a contract nor does it obligate IFES to pay any costs incurred in the preparation of submission of any Response.

**BACKGROUND**

IFES is an independent, non-governmental organization (NGO) with headquarters registered in the United States of America. IFES supports citizens' rights to participate in free and fair elections. Our independent expertise strengthens electoral systems and builds local capacity to deliver sustainable solutions.

As the global leader in democracy promotion, we advance good governance and democratic rights by:

- Providing technical assistance to election officials
- Empowering the underrepresented to participate in the political process
- Applying field-based research to improve the electoral cycle

Since 1987, IFES has worked in over 145 countries – from developing democracies, to mature democracies.

**DESCRIPTION OF SERVICES**

**Target Period of Performance**

October 1, 2017 - September 30, 2018

**Description of Services**

The Transportation Services Provider (TSP) shall provide transportation services consisting of one (1) driver and (1) vehicle under the technical direction of IFES/Libya Chief of Party or senior in-country program person. The TSP shall cover vehicle fuel and maintenance costs for performance of this Contract.

The TSP shall provide qualified and competent drivers who are appropriately trained, possess the required level of professional experience and the relevant license(s) for the fulfillment of the functions described in this Scope of Work. IFES reserves the right to inspect personnel files at any time to confirm the driver's background information, certification(s) and training record(s). If IFES is dissatisfied with the performance of any person engaged by the TSP, the TSP shall replace the person with a competent substitute within 24 hours.

## 1. Definitions

- **Standard work times** are from 08:30hrs to 16:30hrs from Saturday to Thursday.
- **Non-standard work times** are defined as any time outside of 08:30hrs to 16:30hrs from Saturday to Thursday and any national holiday.
- **Surge capacity** is additional vehicle and driver support to meet ad-hoc program needs.

## 2. Service Requirements

The TSP will provide:

- One (1) driver and one (1) vehicle to provide transportation services for IFES/ Libya staff during standard work times.
- One (1) in-country manager to provide oversight ensuring this scope of work is strictly adhered to by the TSP.
- Basic working hours for the drivers shall not exceed 48 hours per week.
- Surge capacity upon 72-hour notification.

## 3. Driver(s)

### 3.1 Vetting

Driver, at a minimum, must have:

- A valid, current driver's license for Libya.
- Proper driving certifications and training.
- Certificate of good conduct or clearance from local security force or police.
- Letter of recommendation from past client or employer.

The TSP will provide a copy of all required vetting records upon request by IFES. IFES reserves the right to inspect personnel files at any time to confirm a driver's clearance status.

### 3.2 Training

Driver must have completed the following training:

- Basic vehicle maintenance.
- Tire-change.

- Vehicle search. – cursory vehicle search – when coming back to the vehicle after being unattended – be able to scan and see if the vehicle has been tampered with. In high-threat environments this is part of standard training.
- Basic defensive driving.
- Basic first aid.
- Surveillance detection and countermeasures.

The TSP will provide a copy of all required training records upon request by IFES. IFES reserves the right to inspect personnel files at any time to confirm a driver's level of training.

### **3.3 Appearance and Behavior**

Driver must:

- Be able to communicate in English with passengers.
- Maintain an appropriate level of personal hygiene.
- Always be neatly dressed.
- Ensure his/her appearance maintains a low-profile.
- Be polite and courteous to passengers.

### **3.4 Equipment**

Driver shall possess:

- Functional mobile phone.
- Sim card with credit.
- Ear piece for the driver.

### **3.5 Responsibilities**

Drivers must:

- Perform a daily vehicle inspection and record results prior to operating the vehicle.
- Conduct daily vehicle maintenance ensuring the vehicle is properly maintained and in good condition.
- Maintain a vehicle log book and store it in the vehicle glove compartment.
- Always maintain the safety and security of vehicle passengers.
- Always wear a seatbelt and require passengers to wear a seatbelt.
- Always ensure doors are locked and windows are in the up position.
- Never drive under the influence of drugs or alcohol.
- Never operate a vehicle while distracted by talking or texting on a phone.
- Always be on time for passenger pick-up and drop-off.
- Always be reachable by phone while on-duty.
- Always drive safely and follow the local laws.
- Always drive with both hands on the steering wheel.
- Communicate clearly and effectively to passengers should an incident occur.
- Follow program-specific safety and security policies and procedures.

#### 4. Vehicle(s)

Vehicle Requirements:

- Proper vehicle documentation to include, but not limited to, insurance and title/ownership information.
- Small to mid-size four (4) door sedan.
- Minimum four (4) seats.
- Automatic transmission.
- Power steering.
- Functional front and rear seatbelts.
- Airbags (dual).
- Anti-skid braking system (ABS).
- Functional air conditioner.
- Serviceable and properly inflated spare tire.
- Tool kit with all tools necessary to change a tire and make basic repairs.
- First aid kit customized for driving related risks in Libya.
- Vehicle fire extinguisher with bracket to secure inside vehicle.
- Flashlight.
- Driven only by the hired driver.
- Unlimited mileage.

#### 5. Incident Response, Recovery and Replacement

TSP will provide:

- Incident response within a reasonable amount of time based on ground events.
- Vehicle recovery and replacement within six (6) hours.
- Personnel recovery within sixty (60) minutes.

#### Pricing:

No	Description of Service	Unit	Unit Price
1	Rate for Service during Standard work times	Month	
2	Rate for Service during Non-standard work times	Hour	
3	Rate for Surge Capacity Service (Ad-hoc)	Day	

## REQUIREMENTS

Prospective contractors must submit the following information in the Response:

1. A contact name, email address, and telephone number to facilitate communication between IFES and the prospective contractor.
2. General information about the contractor's history and experience.
3. If a government, its agents, or agencies, have an ownership or managerial interest in the company, the prospective contractor must indicate this when submitting its offer. Failure to do so will result in the prospective contractor's offer being removed from consideration.
4. A brief outline of the company, including:
  - a. Full legal name and address of the company or individual;
  - b. Corporate and tax registration documents
  - c. Full name of the legal representative (president or managing director) of the company (not applicable for individuals);
  - d. Name of any individuals or entities that own 50% or more of the company;
  - e. Year business was started or established; and
  - f. U.S. companies must indicate if they are a registered Small Business (Woman owned, Veteran-owned, Minority-owned, Disabled, Service Disabled Veteran-owned)
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on a unit price basis (hourly, daily, and monthly).
7. **Contain detailed costs in Libyan Dinar (LYD) for Libyan contractors, and in U.S. Dollars (USD) for all other nationalities**, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
8. Detailed description of past experiences providing similar services to international NGOs.
9. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references. IFES reserves the right to request and check additional references.
10. Prospective contractor must be legally registered under the laws of the country in which they are organized and possess all licenses, permits and government approvals necessary for performance of the work.
11. All Responses shall be in the English language.

## EVALUATION

IFES will evaluate bids based on the following criteria:

- |  |     |
|--|-----|
| 1. Price   | 40% |
| 2. Proposed Services in Response to RFQ Requirements | 20% |
| 3. Driver Qualifications and Vehicle Specifications  | 40% |

### Evaluation Criteria Grading for Each Criterion:

Highly Exceeds Expectations	5 Points
Slightly Exceeds Expectations	4 Points
Meets Expectations	3 Points
Meets most but not All Expectations	2 Points
Does Not Meet Expectations	1 Point

## SCHEDULE OF EVENTS

Release of RFQ	August 29, 2017
Questions Due	September 8, 2017 by 5 pm Tripoli local time
Answers from IFES	September 11, 2017
RFQ Closes – Responses Due	September 18, 2017 by 5 pm Tripoli local time

The schedule noted above may be changed at any time in the sole discretion of IFES. All communication must adhere to this schedule and shall be to the attention of **Mr. Ragheed Al Ameen** ([ralameen@ifes.org](mailto:ralameen@ifes.org)) and **Ms. Oksana Zolotova** ([ozolotova@ifes.org](mailto:ozolotova@ifes.org)).

**Inquiries, amendments and/or notifications related to this solicitation will be posted on IFES Procurement Notices page at the following link:** <http://www.ifes.org/procurement-notice>

## GENERAL TERMS AND CONDITIONS

1. IFES will only consider responsive Responses from responsible contractors for award.
2. Collusion is strictly prohibited. Collusion is defined as an agreement or compact, written or oral, between two or more parties with the goal of limiting fair and open competition by deceiving, misleading, or defrauding a third party.
3. Prices quoted must be valid for entire length of contract (1 year).
4. Unit prices are required and in the case of discrepancies between unit price and total price, the unit price will be taken as reference basis in the evaluation.
5. All procurement will be subject to IFES contractual terms and conditions, and contingent on the availability of donor funding.
6. IFES reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
7. IFES reserves the right to accept all or part of the quotation when awarding the contract.
8. All information provided by IFES in this RFQ is subject to change at any time. IFES makes no certification as to the accuracy of any item and is not responsible or liable for any reliance on or use of the information or for any claims asserted therefrom.
9. IFES reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
10. The RFQ does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by the prospective contractor or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of IFES.

**IFES has zero tolerance for fraud. Fraud is any act or omission that intentionally misleads, or attempts to mislead, to obtain a benefit or to avoid an obligation. If you have concerns about potential fraud in any way related to IFES projects, contracts or activities, please contact IFES' Compliance Hotline at [compliance@ifes.org](mailto:compliance@ifes.org) or at +1 202-350-6791.**