



International Foundation for Electoral Systems

Date: **October 15, 2018**

Ref.: **RFQ/19/002**

Subject: Request for Quotations for Transportation Services for IFES in Yangon, Myanmar

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 **Yangon, Myanmar**. 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 and 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

IFES is seeking to contract a vendor to provide transportation services for its office in Yangon, Myanmar. This service includes the provision of **three (3)** vehicles (4WD, right-hand drive, functional seatbelts for all passengers, airbags, air-conditioning and brakes), a driver and replacement availability within 24 hours in the event of malfunction. Two vehicles should seat at least six people comfortably. The third vehicle should seat at least four people.

The three vehicles and accompanying drivers will primarily provide transportation within Yangon, but IFES may also use them for trips outside of Yangon. IFES may also require additional vehicles and drivers for transportation within or outside of Yangon throughout the period of the contract (on call transportation services). Therefore, vendors should be able to provide additional vehicles and drivers when requested.

Vendors must submit quotes **that include all and every cost associated with providing this service, including but not limited to driver, fuel, maintenance, oil change and insurance for drivers, vehicles, passengers and third-party liability.** IFES requests “bundled” rates for this service (drivers and vehicles costs should not be separated, including for overtime) as follows:

1. Price per month for the transportation services including the three vehicles and drivers (with all required benefits), including all fuel, insurance and fees. Price will be provided for work during regular business hours (8:00-18:00), with an hour break for lunch, five days per week.
2. Price for overtime transportation services for each additional hour beyond regular business hours – per hour.
3. IFES occasionally needs transportation services on weekends. Please provide your quote for transportation services during weekends or holidays, for a maximum of 10 hours payable per day, per hour.
4. Transportation services will occasionally involve travelling and staying overnight outside of Yangon. The selected vendor will cover the driver’s accommodation, meal and related expenses. Please provide your quotes for overnight trips outside of Yangon, per night, per destination.
5. IFES occasionally needs more than three vehicles and drivers for transportation within Yangon. Please provide rates for an additional vehicle and driver – per day.
6. The response time should not be longer than 24 hours from the time a service is requested for on call transportation services.

In addition, the selected vendor will be responsible for the following:

Vehicle Proper Documentation: All vehicles provided for this service must have proper and current licenses from the government of Myanmar. In case of any dispute between the drivers and the police, the vendor has the responsibility to settle it at its own cost.

Disruption of Transportation Service: The vendor shall provide continuous transportation services. If for any reason the services are disrupted, e.g. by car break down or driver’s illness, the vendor has the responsibility to provide immediate substitution. If transportation service has been cut off and substitution measures are not in place IFES retains the right to:

1. Deduct the rent costs incurred by IFES as per the contract agreement; or
2. Rent a replacement and deduct the costs incurred from the original contractor’s invoice for remaining services.

Drivers: It is the responsibility of the vendor to provide qualified drivers for the vehicles and the drivers has to have a valid Myanmar driving license, clean driving record and ID, a copy of which must be provided to IFES before signing of the contract. All information including security clearance and vetting will need to be provided to IFES for any substitute drivers.

IFES reserves the right to reject any driver(s)/operator(s) that it has any concern about with respect to the driver’s(s) / operator’s(s): driving capabilities, security clearance and/or safety. In cases where IFES rejects the proposed driver(s)/operator(s), the vendor must replace the said driver(s)/operator(s) immediately.

Working Hours:

08:00 hrs – 18:00 hrs; Monday – Friday, with an hour break for Lunch

Overtime: as required

Overnight trips outside of Yangon: as required

On- Call: as required

Insurance: The vehicles should be covered by valid insurance as mentioned above, which extends to the occupants. There is **NO** insurance provided by IFES for the vehicles, its contents or for the drivers under any circumstances. Insurance costs should be included in the vendor quote if applicable.

Maintenance: IFES has the right to nominate a mechanic to inspect the vehicle. IFES reserves the right to reject any vehicle, and if a vehicle is rejected, the vendor must replace the said vehicle immediately. Vendor will be responsible for the maintenance and repair of the vehicles during the time of service period. Vendor will be responsible of all major/minor repairs/replacements needed to keep the vehicles in proper working condition at all times.

Fuel: Vendor will be responsible to provide fuel for the vehicles.

Vehicle Conditions: The vehicle should comply with following conditions:

- Vehicle should have a minimum manufacture date of 2010.
- Furnished with new tires
- Furnished with clean and transparent windshield and glasses
- Furnished with spare wheel, jack, and basic tool kit
- Working odometer
- Working seatbelts for each seat in vehicles
- Airbags (front seat)
- Small fire extinguisher
- First Aid kit

Other Conditions:

In addition to the requirements above, the vendor must comply with the following general conditions:

- The vendor shall always keep the vehicle clean inside and outside.
- The vendor shall provide transportation on official holidays if there is requirement for staff members to travel to their offices.
- All drivers shall have a cell phone for communication purposes and phone numbers shall be provided to IFES dispatcher.

Please complete the chart below with proposed MMK for required services:

Quotation Information		
Name of Company		
Name of Contact Person		
Contact Phone Number		
Contact Email		
Are you able to provide three cars as described above and replacement or additional vehicles when necessary? (Yes/No)		
Six (6)-Seat Vehicles	Unit	Price (MMK)
Price per month for transportation services INCLUSIVE of: <ul style="list-style-type: none"> • One SIX-SEAT car and driver, Monday-Friday 8:00-18:00 (with one-hour lunch break) • All fuel • All maintenance/oil changes • All insurance • Any fees or extra charges These costs must be bundled together in one monthly price.	Month	
Rate per hour for overtime, Monday-Friday	Hour	
Rate per hour for car use on Saturday-Sunday and official holidays in Myanmar	Hour	
On-call transportation services within Yangon, per hour	Hour	
On-call transportation services within Yangon, full day	Day	
On-call transportation services outside of Yangon (including all benefits)	Day	
Vehicle specifications (model, year, condition):		
Four (4)-Seat Vehicles	Unit	Price (MMK)
Price PER MONTH for transportation services inclusive of: <ul style="list-style-type: none"> • One FOUR-SEAT car and driver, Monday-Friday 8:00-18:00 (with one-hour lunch break) • All fuel • All maintenance/oil changes • All insurance • Any fees These costs must be bundled together in one monthly price.	Month	
Rate per hour for overtime, Monday-Friday	Hour	
Rate per hour for car use on Saturday-Sunday and official holidays in Myanmar	Hour	
On-call transportation services within Yangon, per hour	Hour	
On-call transportation services within Yangon, full day	Day	
On-call transportation services outside of Yangon (including all benefits)	Day	
Vehicle specifications (model, year, condition):		

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
5. No subcontracting is allowed under this solicitation.
6. IFES requests quotations for the above listed services on an hourly, daily and monthly basis.
7. Contain detailed cost in Myanmar Kyat (MMK), 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 and submitted via email or hard copy.

EVALUATION

IFES will evaluate bids based on the following criteria:

- | | |
|---|------------|
| 1. Vehicle Specifications: | 25% |
| Age, condition (i.e. does it meet safety requirement) | |
| 2. Service Quality and understanding of RFQ and IFES Needs: | 30% |
| Ability to communicate via email in English, proposed personnel, maintenance schedule & Insurance coverage. | |
| 3. Price: | 25% |
| Value for money and providing appropriately detailed, itemized costs | |
| 4. Past Performance/Experience: | 20% |
| Demonstrate capability to organize, manage and implement the required service and demonstrate past performance in implementing similar scope. | |

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	October 15, 2018
Questions Due	October 22, 2018
Answers from IFES	October 29, 2018
RFQ Closes – Responses Due	November 12, 2018 by Midnight, Washington D.C. 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 Abdullah Abdullah at aabdullah@ifes.org.

For hardcopy, please drop off quotes in a sealed envelope to Thundar Myo Nyunt, Senior Finance Officer, at IFES Myanmar’s office in Yangon at No. 27/B Shwe Taung Gyar Road (Golden Valley Road) Bahan Township, 11201 Yangon, Myanmar. **IFES will not accept any quotation if the envelope is not sealed properly!**

All communication must reference “RFQ/19/002”.

Copy of this solicitation, Amendments and or Q&A will be available online at:

1. www.ifes.org/procurement-notice,
2. <https://www.devex.com/funding>
3. <http://www.themimu.info/calls-for-proposals>

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 period of contract (two years).
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 or at +1 202-350-6791.