



International Foundation  
for Electoral Systems

**INTERNATIONAL FOUNDATION FOR ELECTORAL SYSTEMS  
(IFES)**

**Request for Quotation (RFQ) for Provision of Transportation Services in  
Myanmar**

**Solicitation # RFQ-21-006**

**November 17, 2020**

## 1 INTRODUCTION

### 1.1 Purpose

The purpose of this Request for Quotation (RFQ) is to invite prospective vendors to submit a written response (“Response”) for the procurement of Transportation Services in Yangon, Myanmar. The solicitation provides prospective vendors with the relevant operational and performance requirements.

### 1.2 Coverage & Participation

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.

### 1.3 Zero Tolerance for Fraud

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.

## 2 GENERAL INFORMATION

### 2.1 The Organization

IFES is an independent, non-governmental organization providing professional support to electoral democracy. 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.

### 2.2 Schedule of Events

The following, tentative schedule will apply to this solicitation. The dates may change in accordance with IFES’ needs or unforeseen circumstances. IFES will communicate changes to the schedule.

- |                                     |                   |
|-------------------------------------|-------------------|
| • Issuance of RFQ                   | November 17, 2020 |
| • Technical Questions/Inquiries Due | November 30, 2020 |
| • Answers/Addenda from IFES         | December 4, 2020  |
| • RFQ Closes                        | December 8, 2020  |

### 3 PROPOSAL PREPARATION INSTRUCTIONS

#### 3.1 Prospective Vendors' Understanding of the Solicitation

Prospective contractors are responsible for understanding the solicitation in its entirety and each of its elements, and should make inquiries to IFES as necessary to ensure such understanding. IFES reserves the right to disqualify any prospective vendor that it determines, at its sole discretion, does not understand the solicitation or any of its elements. Such disqualification shall be at no fault, cost, or liability whatsoever to IFES.

#### 3.2 Information from IFES

All information provided by IFES in this solicitation 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 use of or reliance on the information or for any claims asserted therefrom.

#### 3.3 Communication

All communications related to the RFQ must be in writing. Verbal communication shall not be effective unless formally confirmed in writing by the procurement official listed in 3.3.1. In no case shall verbal communication govern over written communication.

**3.3.1 Point of Contact:** The sole point of contact for all communication related to this solicitation is [procurement@ifes.org](mailto:procurement@ifes.org)

**3.3.2 Formal Communications** shall include, but are not limited to the following:

- Questions concerning this solicitation must be submitted in writing to the point of contact identified in 3.3.1.
- Errors and omissions in this solicitation, as well as enhancements. Prospective vendors should notify IFES of any discrepancies, errors, or omissions that may exist within this solicitation. Prospective vendors should recommend to IFES any enhancements to the work described in the solicitation which might be in IFES' best interests.
- Inquiries about technical interpretations must be submitted in writing to the point of contact identified in 3.3.1.

**3.3.3 Addenda:** IFES will make a good-faith effort to provide a written response to the questions or requests for clarifications in the form of written responses or addenda in accordance with the *Schedule of Events*.

**3.3.4 Posting Online:** Copy of this solicitation, Amendments and or Q&A will be available online at: [www.ifes.org/procurement-notice](http://www.ifes.org/procurement-notice) and [www.devex.com](http://www.devex.com).

#### 3.4 Submission

It is mandatory for prospective vendors to send proposals in electronic copy via e-mail to the point of contact identified in 3.3.1 on or prior to the closing date and time shown in the *Schedule of Events*.

#### 3.5 Criteria for Selection

The evaluation of each Response to this solicitation will be based on the criteria outlined below. The purpose of this solicitation is to identify responsible, prospective vendors that have the interest, capability, and financial strength to supply IFES with the product and/or service identified in the Scope of Work.

### Evaluation Criteria:

IFES will evaluate bids based on the following criteria:

1. VEHICLE SPECIFICATIONS 35 points  
(Type, age, condition and safety requirements)
2. SERVICE QUALITY/TECHNICAL ABILITY 15 points  
(Proposed personnel, qualifications, maintenance and equipment)
3. PRICE 30 points  
(Value for money and provision of appropriately detailed, itemized cost)
4. PAST PERFORMANCE 20 points  
(Experience with similar services, positive feedback from references etc.)

### 3.6 Selection and Notification

IFES will evaluate Responses to identify responsible vendors and responsive offers. Finalists will be selected to move into the negotiation phase of this process. Written notification will be sent to finalists via email.

## 4 SCOPE OF WORK/GOODS/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** vehicles (2010 or newer 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. Of these three vehicles, two should be minivans that seat at least six people comfortably. The third vehicle should be a sport utility vehicle (SUV) that seats at least four people.

The three vehicles and accompanying drivers will primarily provide transportation within Yangon, but IFES may also use it 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 any third parties.** 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 vehicles and drivers (with all required benefits), including all 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, 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.
2. Or rent a replacement and deduct the costs incurred from the original contractor's invoice for remaining services.

**Driver's License:**

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.

Vendor will be responsible to provide fuel for the rented 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.

**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 and services offered, 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;
5. No subcontracting is allowed under this solicitation.
  6. IFES requests quotations for the above listed services.
  7. Contain detailed cost in Myanmar Kyat (MMK), with all applicable taxes/charges clearly identified, and 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 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.

## 5 FUNCTIONAL REQUIREMENTS

### 5.1 Timeline

Prospective vendors must submit a timeline in the Response showing the time required to produce and consolidate the products and/or deliver services.

### 5.2 Geographic Code (applicable to USAID funding only)

IFES' project in **Myanmar** is funded by United States Agency for International Development (USAID) under Source and Nationality (S/N) Geographic Code 937 (please refer to [22 CFR 228.03](#) for more information). A waiver request may apply to certain offers. If IFES determines a waiver would be necessary, the estimated time required to obtain the waiver will be considered within the "Timeline" in the Evaluation Criteria. IFES encourages all prospective contractors to consider products that fall under S/N Geographic Code 937 whenever possible.

### 5.3 License, Clearance and Approvals

The prospective vendors will include in the timeline any time needed to obtain any licenses, clearances, and/or approvals required under local legal requirements to produce or deliver the products and/or services described in the Scope of Work.

### 5.4 Packing

The Response must contain details of packing for each product that requires shipping with full dimensions (length, width, and height) and weight.

## 6 QUALIFICATIONS & REFERENCES

Prospective vendors must provide the following information for their Response to be considered:

1. A brief outline of the company and services offered, including:
  - Full legal name and address of the company
  - Corporate and tax registration documents
  - Year business was started or established

- Full name of the legal representative (president or managing director) of the company
  - Name of any individuals or entities that own 50% or more of the company
  - No subcontracting is allowed under this solicitation.
2. Evidence of successful completion of a project of a similar size and complexity.
  3. References: Contact information for no less than three references from projects similar in size, application, and scope and a brief description of their implementation (including location and year). IFES reserves the right to request and check additional references.
  4. Prospective vendors 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. Scope of Work.
  5. A certification signed by an officer or authorized representative that the prospective contractor/vendor has sufficient financial, technical and managerial resources and facilities to complete the Scope of Work.

## 7 PRICING

Prospective contractors must complete the following cost breakdown for the implementation of their solution for IFES' project as described in this solicitation. Prospective contractors must agree to keep these prices valid for a minimum of 90 calendar days.

Pricing must be in Myanmar Kyat (MMK). Unit prices are required and in the case of discrepancies between unit prices and the total price, the unit price will be taken as reference basis in the evaluation. Technical specifications must be shown for each item.

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

<b>Service - Six (6) seat vehicles</b>	<b>Unit</b>	<b>Price (MMK)</b>
Monthly rate (Monday – Friday, 8 working hours per day)	Month	
Hourly rate (Overtime)	Hour	
Hourly rate on Saturday and Sunday	Hour	
Daily rate for travels outside of Yangon (including all benefits)	Day	
On Call Transportation Services within Yangon	Hour	
On Call Transportation Services within Yangon	Day	
On Call Transportation Services outside of Yangon (including all benefits)	Day	
Vehicle Specifications (model, year, condition):		

The prices should be inclusive of all taxes and fees.

<b>Service – Four (4) seat vehicle</b>	<b>Unit</b>	<b>Price (MMK)</b>
Monthly rate (Monday – Friday, 8 working hours per day)	Month	
Hourly rate (Overtime)	Hour	
Hourly rate on Saturday and Sunday	Hour	
Daily rate for travels outside of Yangon (including all benefits)	Day	
On Call Transportation Services within Yangon	Hour	
On Call Transportation Services within Yangon	Day	
On Call Transportation Services outside of Yangon (including all benefits)	Day	
Vehicle Specifications (model, year, condition):		



The prices should be inclusive of all taxes and fees.

## **8 ADDITIONAL TERMS & CONDITIONS**

### **8.1 Non-Disclosure Agreement**

IFES reserves the right to require the prospective vendor to enter into a non-disclosure agreement.

### **8.2 No Collusion**

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.

### **8.3 Companies Owned or Controlled by Government**

The prospective vendor must disclose in writing with its Response if a government, its agents, or agencies, have an ownership or managerial interest in the company. Failure to disclose a government ownership or managerial interest in the company will result in the prospective contractor's offer being removed from consideration.

### **8.4 Subcontracting**

No subcontracting is allowed under this solicitation.

### **8.5 Costs**

The solicitation does not obligate IFES to pay for any costs, of any kind whatsoever, which may be incurred by a prospective contractor/vendor or third parties, in connection with the Response.

### **8.6 Intellectual Property**

Prospective vendors may not use any intellectual property of IFES including, but not limited to, all logos, trademarks, or trade names of IFES, at any time without the prior written approval of IFES.

### **8.7 Prospective Contractors' Responses**

All accepted Responses shall become the property of IFES and will not be returned.

### **8.8 Partial Awarding**

IFES reserves the right to accept all or part of the Response when awarding a contract.

### **8.9 No Liability**

IFES reserve the right to accept or reject any Response or to stop the procurement process at any time, without assigning any reason or liability. IFES shall not be liable to any prospective contractor, person, or entity for any losses, expenses, costs, claims, or damages of any kind.

### **8.10 Entire Solicitation**

This solicitation, any addenda to it, and any attached schedules, constitute the entire solicitation.

**[End of Solicitation]**