

INVITATION FOR BIDS

Procurement Number:	EURASIA2023U07o
Open Date:	October 16, 2023
Questions Deadline:	October 22, 2023
Closing Deadline:	October 28, 2023
Geographical Area Restrictions:	110
Point of Contact:	Glafira Sydorchenko, Procurement Specialist gsydorchenko@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 Ukraine is seeking a transportation company that has capacity to provide transfers in Kyiv and oblasts throughout Ukraine except for temporarily occupied territories and frontline areas which will be decided based on IRI's security mitigation plan for IRI staff, activities participants, and official delegations included in the most up to date security plan that is subject to change.

Period of Performance:

Date of signature – September 30, 2024, with the options to extend until September 2026 in two one-year increments.

Technical Bid:

Interested bidders must present the technical bids outlining the following information: IRI Ukraine is seeking a transport company that has capacity to provide transfers in Kyiv and oblasts throughout Ukraine (excluding occupied territories) for IRI staff IRI trainers, training participants and participants of delegations.

The offeror will be responsible for providing transportation on an ongoing basis to support the programmatic objectives under the Ukraine program. The Offeror will be responsible for maintenance, parking and fuel charges throughout the duration of the contract. The offeror will also be responsible for the car insurance, and inspection and emission of the vehicles at least once a year. The offeror will include a kilometer log with every invoice

submitted. The offeror will be responsible for managing the driver's pick up and drop off services and responsible for ensuring logistics go as planned. For example, if there is a marathon occurring in a city where pick up is planned, the logistics of the pickup are planned to take into account road closures.

The offeror should submit the following security considerations as part of the application.

- General level of driver training and experience.
- Breakdown considerations and plan.
- Description of journey management planning, approved areas, times, restrictions etc.
- Details of any pre-trip driver briefing, and information received by them.
- Communications plan between driver and controller.
- Details of medical equipment stored in the vehicle.

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

The documents should be submitted in Word and Excel in Ukrainian. Documents in English are welcomed.

Potential Offeror shall provide:

- Quotes according to the table enclosed.
- List of types of cars and buses available.
- Registration documents of the legal entity that is submitting the offer (if Individual, PE Registration, If company then legal registration).
- Security considerations the company has in place while the war is ongoing
 - General level of driver training and experience.
 - Breakdown of security considerations and plan.
 - Description of journey management planning, approved areas, times, restrictions etc.
 - Details of any pre-trip driver briefing and information received by them.
 - Communications plan between driver and controller.
 - Details of medical equipment stored in the vehicle.
- At least one reference from a similar client (NGO, diplomatic mission, high level individual)
- At least one reference that speaks to the applicant's past performance since February 24, 2022

Prices for transfer services should be provided in the following format:

Type of Automobile	Car Brand, Year of Manufacture	Price Per Kilometer , UAH	Idle 1 hour, UAH	Payment per day per hour in the city, UAH	Payment for 1 kilometer of long-distance travel, UAH	Transfer from Boryspil Airport to Kyiv (nameplate service), UAH	In which cities is it available?
Automobile							
Economy Class							
Comfort Class							
Business Class							
Micro-Buses (Vans)							
Economy Class 5-8 seats							
Economy Class 9-20 seats							
Comfort Class 5-8 seats							
Comfort Class 9-20 seats							
Business Class 5-8 seats							
Business Class 9-20 seats							
Buses							
Comfort class 21-35							
Comfort class 35-50							
Business class 21-35							
Business class 35-50							

It be indicated whether the prices include VAT or not.

The Offeror must agree that the proposed prices are effective for the duration of the contract or provide the terms when some amendments will apply and the period of notification to IRI. The offeror must state the type of security considerations that are in place while the war is ongoing and regions to which the services are offered for.

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) Technical evaluation, (including technical capabilities, proposed technical approach, and personnel qualifications)– 30 percent
 - *Availability of service in most regions of Ukraine (excluding occupied territories) – 15 Percent*
 - *Options of cars and buses – 15 Percent*
- b) Compliance with security and other administrative requirements – 40 percent
- c) Price – 30 percent

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 Glafira Sydorchenko, Procurement Specialist, at gsydorchenko@iri.org with the subject line "EURASIA2023U07o IFB" 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.