



Strengthening Democratic Governance and Accountability Project (SDGAP)

Request for Proposal

SDGAP-BPA-RFP -0006

Procurement Transportation Services

Issue Date: 7 May 2018

WARNING: Prospective Bidders who have received this document from a source other than the SDGAP Project, should immediately contact SDGAPProcurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Bidder who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

1. Synopsis of the Request for Proposal

DAI, implementer of the USAID funded Strengthening Democratic Governance and Accountability Project (SDGAP) in Sri Lanka, invites qualified vendors to submit Proposals to supply and deliver Transportation services, as follows:

1. RFP No.	SDGAP BPA RFP 0006
2. Issue Date	7 May 2018
3. Title	Procurement Transportation Services
4. Issuing Office & Email/Physical Address for Submission of Quotes	SDGAP – Colombo SDGAPProcurementInbox@dai.com No. 4 Cambridge Terrace, Colombo 07, Sri Lanka
5. Deadline for Receipt of Quotes.	18 May 2018 5.00 pm local Colombo time
6. Point of Contact	SDGAPProcurement@dai.com
7. Anticipated Award Type	DAI anticipates awarding a Blanket Purchase Agreement. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
8. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

2. Request for Proposal

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Proposal submissions are due 18th May 2018 5.00 pm local Colombo time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes in English in hard copy, in a sealed envelope, OR electronically via SDGAPProcurementInbox@dai.com email. • in case of electronically submission must be mailed with the subject line: "RFP NO. SDGAP BPA RFP 0006, Procurement Transportation Services" • Proposal shall be sealed in an envelope, and shall be clearly labeled as "RFP NO. SDGAP BPA RFP 0006, Procurement Transportation Services". • Offerors shall confirm in writing that the Offeror fully understands that their quote must be valid for a period of one (1) year for the price provided (12 months from BPA signing date). • Bidders shall sign and date their Proposal. • Offeror should submit the catalogue/detailed specification of facilities and amenities (wherever required) • Bidders shall complete Attachment C: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. • These services are not eligible for VAT exemption under the DAI prime contract. • Offerors may respond with price Proposals for all or some types/categories of room sizes and facilities within their locations.
<p>10. Questions Regarding the RFP</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>1. DAI seeks vendors to provide Transport services for the requirements listed in Attachment A. In addition to meeting the requirements listed above, offerers are required to meet or exceed the significant non-cost factors listed throughout this RFP.</p>

	<ol style="list-style-type: none"> 2. Please see Appendix A for details technical specifications. 3. The services delivery date will be start on an around June 1, 2018 and BPA will run for 12 months. 4. Provide a detailed list of services provided and a unit cost as requested in Attachment A: Scope of Work within Attachment C: Price Schedule. 5. Company Profile if applicable (not more than eight pages) 6. Legal Documents: Trade License, Tax Certificate, VAT registration and other legal valid Business Certificate as per the Sri Lankan government rules and regulations. 7. Past performance reference list (attachment D).
12. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the Sri Lanka. 2. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 3. Ability to comply with required or proposed delivery or performance schedules. 4. Evidence of a DUNS number (explained below and instructions to obtain the DUNS number in Attachment E). 5. Have adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified and eligible to perform work under applicable laws and regulations. 10. Previous working experience with SDGAP or SDGAP partners (if applicable).
13. Geographic Code	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries"; excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

	<p>http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively.</p> <ul style="list-style-type: none"> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFP, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
14. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment F: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment G: Self-Certification for Exemption from DUNS Requirement</p>
15. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment E.</p>
16. Procurement Ethics	<p>By submitting a Proposal, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com.</p>

2.1 Attachment A: Scope of Work

DAI seeks transportation services to transport participants to various locations within Sri Lanka. Offerors may quote for one vehicle or multiple vehicles as well as one location or several locations to transport between.

A. Specifications:

SDGAP is looking for 5 seater sedan options, 7 – 10 seater van options and 30-40+ bus options. Please provide proposals for all vehicle options and the locations the offeror is able to travel to in Sri Lanka that can accommodate persons comfortably.

- Offeror must demonstrate the quality of the vehicles. Vendors will be required to show the cars at a specified date for inspection. Offeror having previous working experience with international organizations and USAID funded project experience is preferred.
- Offeror must provide current and valid business registration to operate vehicle; and
- Offeror must provide valid driver's license and profile for its drivers. Drivers must have minimum 3 years of driving experience (experience working in funded project is preferred). Offeror must show valid insurance of all vehicles proposing and keep the insurance and licenses valid within the period of performance of the BPA.
- Driver's must have sound knowledge on traffic rules/laws, road communication in different districts of Sri Lanka and minimum 03 years practical experience, well mannered, able to understand instruction of direction. Basic conversation in English. Working experience with international organizations is preferred USAID project experience will be considered as additional qualification.
- A vehicle diagnosis report will be required by a reputed authorized diagnosis center to determine of condition of the vehicle (suspension, engine condition, AC, seat comfort ability, body of car)
- Year of manufacturing: 2009 or later for vehicles listed in proposal
- Working days Monday to Friday. Saturday and Sunday is weekend.
- DAI will not bear the driver's cost separately, therefore the Offeror should quote the rate including the driver's salary, maintenance and any other cost (category wise)
- 10 hours is normal work hours for a driver, therefore the Offeror should quote the overtime rate per hour for weekday, weekend and holiday.
- The project will not carry out any type of repair and maintenance works. Vendor is responsible for all types of maintenance, servicing, registration or any other legal fees of the vehicles.
- The vendor/service provider shall be responsible for:

- a) The loss or damage of the vehicle and insurance premiums.
- b) The cost of maintaining the vehicle.
- c) Through the performance period, purchase and maintain insurance that will protect the vendor, the client, and the project from claims arising as result of its operation.

B. Items to be mentioned within offeror's bid:

- Type of vehicle
- Year of manufacture
- Capacity of vehicle
- Offeror should quote rate per kilometer for Octane, CNG and Petrol.
- Rates of drivers overtime, daily allowance (conditional: if day long trip more than 10 hours but no overnight stay), overnight stay allowance and other allowances (if any).
- DAI will reimburse Offeror for toll and parking cost upon submission of actual voucher/receipts.
- Offeror should quote on monthly, daily, and hourly basis for the proposed models.
- Vendor will be required to show the cars at a specified date for inspection.

C. Rental Vehicle Inspection Checklist

CHECK	ITEM
	1. Driver has valid driver's license
	2. Vehicle is registered with appropriate agency and has valid registration documents available in the vehicle
	3. Vehicle is insured with reputable insurance company and has valid insurance documents available in the vehicle
	4. Vehicle's tires are in good condition; treads are not excessively worn or bald
	5. Minimum of one spare tire available in the vehicle
	6. Tire iron (spanner), jack, and other tools are in the vehicle to repair flat tire
	7. Fire extinguisher, not expired
	8. First aid kit
	9. Jumper Cables
	10. Mirrors are in good condition
	11. No cracks on the windshield
	12. Existing body damage is noted

	13. Last oil change and servicing is within the number of miles/km or time recommended in the vehicle operating manual
	14. Tires have sufficient pressure
	15. Major dashboard indicators are functioning (fuel gauge, battery charge level, and temperature gauge) and no indicators of malfunction (such as when the check engine light is illuminated)
	16. Turn signals, brake lights, and headlights are all functioning
	17. Seatbelts for front and back seats

If the terrain and road conditions are particularly bad, these additional items may be added to the checklist:

CHECK	Description
	1. A working winch or tow rope
	2. A shovel and axe
	3. An extra spare tire and/or inner tube
	4. An extra storage tank for additional fuel
	5. Tire inflation equipment (pump)

The services will be covered under a Blanket Purchase Agreement (BPA), an umbrella agreement between both parties outlining pre-negotiated rates for each specified service. The BPA itself will not include an obligated amount or minimum ordering requirements; actual orders for goods will be made through individual Release Orders (or other method as may be negotiated between the two parties) which will indicate a quantity and total price based on the pre-negotiated rates established in the BPA.

D. Offer Requirements

All offers must contain or address the following requirements:

1. Pricing schedule for all of the services identified in Section A - C above in Attachment A
2. Confirmation that invoicing/payment can be settled within 10 business days upon receipt of accurate invoice identifying all services provided against which DAI Global LLC will remit payment
3. Confirmation that the vendor can comply with all requirements/policies identified in this RFP
4. Minimum of four (4) references to whom the offeror has provided similar services (see attached Past Performance Template: Attachment D).

5. Name and qualifications of proposed Account Manager who will service DAI's account and availability beyond normal business hours, weekends, public holidays etc.
6. Description of information/documentation required of DAI in order for the vendor to perform the required services, i.e., Purchase Orders, conforme, contract, etc.

E. Evaluation Criteria

Offers will be evaluated according to the following criteria:

1. Provision of all information required under Attachment A Section D, "Offer Requirements";
2. Prices offered for the services/ requirements listed under Attachment C: Price Schedule
3. Ability to provide the required services in accordance with requirements established in Attachment A Section A-C above;
4. Proposed Account Manager and processes for servicing DAI;
5. Demonstration of a minimum of 3 years of experience providing similar services in the Sri Lank;
6. Demonstrated ability to perform Customer Service /Reliability/Accuracy
 - a. Promptness
 - b. Experienced/accommodating staff
 - c. Accessibility
7. Method for requesting services (i.e. on-line, e-mail, phone, etc)

2.2 Attachment B: Cover Letter

We, the undersigned, provide the attached quote in accordance RFP # _____ dated _____.

Our attached quotes are for the unit prices in Attachment C.

I certify a validity period of 12 months for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that DAI is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

2.3 Attachment C: Price Schedule (Only provide prices for type of vehicles that are available to rent. Leave blank or mark N/A in specifications that cannot be fulfilled) State locations within Sri Lanka that vehicles can travel within proposal.

Item Number	Item Name	Specifications/Notes	Number of vehicles available to rent based on vehicle size	Unit	Unit Price (in Rp –VAT exempt)
A.1	5 seater vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Daily rate	
A.2	5 seater vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Monthly rate	
A.3	Kilometer charge - 5 seater vehicle	State type of fuel		Per KM	
B.1	7-10 seater van vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Daily rate	

B.2	7-10 seater van vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Weekly rate	
B.3	Kilometer charge - 7-10 seater van vehicle	State type of fuel		Per KM	
C.1	30-40+ bus vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Daily rate	
C.2	30-40+ bus vehicle & driver	Type of vehicle: Year of vehicle: Locations can travel: Maximum Capacity:		Weekly rate	
C.3	Kilometer charge - 30-40+ bus vehicle	State type of fuel		Per KM	
D	Driver's overtime charge	Weekdays (excess 10 hours) Holidays Weekends		Per hour	
E	Lodging and food cost for driver for outside			Per day	

	<i>work station (when overnight stay involved)</i>				
F	Daily allowance (food only, if travel is over 10 hours and there is no overnight stay)			Per day	
G	Tolls, Ferry Charges, Parking Fees	Actual cost as per receipt amount attached to invoice for payment, confirmed by project passenger.	n/a	n/a	n/a
K. VAT					

2.4 Attachment D: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title/Customer	Description of Services/goods provided	Location Province/District	Client Name & Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

2.5 Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

2.6 *Attachment F: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors*
Email SDGAPProcurement@dai.com for this attachment, DUNS Number is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.

2.7 *Attachment F: Self Certification for Exemption from DUNS Requirement*
Email SDGAPProcurement@dai.com for this attachment, self-certification for offerors who made less than \$300,000 in gross profit in 2017 is mandatory for any awarded bidder and is needed prior to Blanket Purchase Agreement release completion.