

Request for Quotation for Transportation Services

03-06-2022

Month, Day, Year





Subject: Request for Quotations for Translation Services

Dexis invites your firm to participate in this competitive solicitation for pricing, delivery, and terms of potential sale of the following translation services. Dexis 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 oblige Dexis to enter a contract nor does it oblige Dexis to pay any costs incurred in the preparation of the submission of any Response.

Dexis anticipates that this Request for Quotation (RFQ) will result in a BPA (Blank Purchase Agreement).

Background

Dexis Consulting Group is a for-profit company founded in 2001 to strengthen management systems for the U.S. Government across developing economies. Dexis provides monitoring and evaluation, program management, institutional support, project implementation, and training solutions to address some of the world’s greatest challenges. The current programming engagement in Moldova was initiated under the USAID Office of Transition Initiatives (OTI) SWIFT 5-Programs IDIQ “EXploratory Pilot and Learning Options for Regional Efficiency” (EXPLORE) Task Order for the Europe region and having the main focus in working with the Moldovan government, independent media, and/or civil society partners.

Description of Goods/Services

**Background:**

MRI seeks to establish a blanket purchase agreement for transportation services in Moldova for the field team. We will require support to safely deliver the team to and from meetings, hotels, and other locations integral to the project. Team members may require transport to regions of Moldova outside of Chisinau.

**Scope of Work:**

The contractor will provide transportation services to the Dexis MRI team including a vehicle available 2 hours ahead prior to a trip, a backup vehicle, and a driver to safely deliver the team to/from meetings, hotels, and other locations integral to the project. The contractor will support the team for the implementation and close out phases of the project. The expected period of performance is July 1, 2022 to March 31, 2023.

**Tasks & Responsibilities:**

The following are ***illustrative*** tasks and responsibilities that may be activated through a Task Order under this Blanket Purchase Agreement:

**Deliverables:**

The following transportation services will be provided under the BPA:

Provision of cars, mini-buses, buses with the following seating requirements:

* 1-3 passengers, within Chisinau municipality area;
* 4-7 passengers, within Chisinau municipality area;
* 8-20 passengers, within Chisinau municipality area;
* 21-45 passengers, within Chisinau municipality area;
* 1-3 passengers, outside Chisinau, within Moldova;
* 4-7 passengers, outside Chisinau, within Moldova;
* 8-20 passengers, outside Chisinau, within Moldova;
* 21-45 passengers, outside Chisinau, within Moldova;

Also, the company will ensure:

* Safely transport MRI team members to/from meetings, hotels, and other locations integral to the project.
* Obtain and submit all the necessary vehicle paperwork to the field team.
* Provided driver information to the MRI team to ensure all drivers are properly vetted.
* Other deliverables related to transportation services as needed per Task Order.
* Willingness to drive the team to other regions of Moldova
* Ability to respond to ad hoc changes in transportation schedules with little to no delay

Drivers:

* • Able to communicate in English (when requested in advance for specific cases);
* • Very good knowledge of the country and road networks;
* • Polite, courteous, and discreet; dress-code respected;
* • Alert always and able to be responsive to the road and driving conditions;
* • Always maintain a safe speed and follow the shortest route to their destination;
* • Non-smoking while driving;
* • No phone use during driving.

Fleet:

* • Vehicles are always well-maintained, safe, and roadworthy;
* • All seats equipped with safety belts;
* • Vehicles interior and exterior clean always when arriving to pick up the passengers;
* • Equipped with climate control or air conditioning;

**Reporting:**

The contractor will report to Jennifer Divis (jdivis@dexisonline.com) or her designee (s).

For the records and invoicing purposes, the service time and mileage will be computed as follows:

For trips within Chisinau the fees are applied on the hourly service rate.

The service time begins when the vehicle is provided at the pick-up point as required in the Order and ends when the passengers were discharged at the end of the trip point provided in the Service Order. No idle time is additionally computed for trips within Chisinau.

For invoicing purposes, service time from 1 min to 30 min is rounded to 0.5 hours. Service time from 31 min to 60 min is rounded to 1 full hour. Trips undertaken within the Chisinau city area limited by the " end of Chisinau locality" road signs are considered trips within Chisinau.

For trips outside Chisinau the per kilometer fees are applied. The mileage is calculated from the pick-up point to the subsequent destination point(s), up to the discharge point. For one-way trips, the return leg mileage is considered for invoicing as well.

Idle time is calculated as per the fee schedule. For invoicing purposes, idle time is rounded to the next 15-minute interval.

Also, another night rate should be provided by the offeror.

**Required Experience and Qualifications:**

*Minimum Requirements:*

* Good knowledge of English.
* Fluency in Romanian and Russian
* Based in Chisinau, Moldova
* Possession of a driver's permit
* Ability to provide a vehicle and backup vehicle.
* Ability to act in a professional manner
* Experience driving in Chisinau
* Willingness to drive the team to other regions of Moldova with possible overnight stays
* Ability to respond to ad hoc changes in transportation schedules with little to no delay

Requirements

 *This solicitation is governed by the USAID Geographic Code 935. Please see* [ADS Chapter 310](https://www.usaid.gov/sites/default/files/documents/1876/310.pdf) *for additional information.*

All responses must be in English. Offerors must submit the following in order to be considered responsive and eligible for an award:

1. A contact name, email address, and telephone number to facilitate communication between Dexis and the prospective contractor.
2. General information about the contractor’s history and experience.
3. A brief outline of the company, including:
4. Full legal name and address of the company;
5. Corporate and tax registration documents;
6. Full name of the legal representative (president or managing director) of the company;
7. Year business was started or established;
8. The prospective contractor must disclose in writing with its Response any subcontracting that will take place under an award. Failure to disclose subcontracting relationships will result in the prospective contractor’s offer being removed from consideration. (if permitted by the solicitation). / No subcontracting is allowed under this solicitation.
9. Dexis requests quotations for the above listed services on an hourly/km-based fee.
10. Contain detailed cost in MDL, with all applicable taxes/charges clearly identified, provided against each of the categories of services described in this request.
11. Description of past experiences providing similar services.
12. Names, addresses, and telephone numbers of three business references, and approval to contact the listed references.
13. Prospective contractor must be legally registered under the Moldova law and possess all licenses, permits and government approvals necessary for performance of the work.
	1. Contractors must submit copies of relevant damage, injury, and liability insurance policies (for vehicles and passengers/passenger and luggage insurance)
14. Dexis requests that prospective contractors submit copies of national IDs for the company legal representative and fleet of drivers

Evaluation

Dexis will evaluate bids based on the following criteria:

* + - 1. AVAILABITY; 25%
			2. PAST EXPERIENCE; 20%
			3. QUALITY; 10%
			4. PRICE 45%

Schedule of Events

Release of RFQ 03.06.2022

Questions Due 11.06.2022

Answers from Dexis 15.06.2022

RFQ Closes – Responses Due 18.06.2022

Estimated Date of Award 23.06.2022

The schedule noted above may be changed at any time in the sole discretion of Dexis. All communication must adhere to this schedule and shall be to the attention of mriprocurement@dexisonline.com.

All questions or clarifications regarding this RFQ must be in writing and submitted to the attention of: mriprocurement@dexisonline.com

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Only written answers from Dexis will be considered official and carry weight in the RFQ process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Dexis, will not be considered official responses regarding this RFQ.

Submission Instructions

Bids must be received via email by **18.06.2022**. Offerors should send their bids (Completed Annex 1) by email to the individuals identified above (10 MB limit per email).

Offers must be on company letterhead with the company’s contact name and address and or IC details. The subject line of the offer transmission email must identify the RFQ reference number (22-RFQ-02) and the Offeror’s name.

General Terms and Conditions

1. Dexis 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 till 31 March 2023.
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. Dexis reserves the right to accept or reject any quotation or stop the procurement process at any time, without assigning any reason or liability.
6. Dexis reserves the right to accept all or part of the quotation when awarding the contract.
7. All information provided by Dexis in this RFQ is subject to change at any time. Dexis 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.
8. Dexis reserves the right to require any prospective contractor to enter into a non-disclosure agreement.
9. The RFQ does not oblige Dexis 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 Dexis.

**Dexis 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 Dexis projects, contracts, or activities, please visit** [**https://www.lighthouse-services.com/index.html**](https://www.lighthouse-services.com/index.html)**.**

Annex 1: Offeror Price Quotation

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| --- | --- | --- | --- | --- | --- |
| No. of Passengers | Type of car | Price per km in Chisinau | Price per km outside Chisinau | Price for overnight stay outside Chisinau | Additional services: Pickup documents/goods as requested YES/NO |
| 1-3 passengers |  |  |  |  |  |
| 4-7 passengers |  |  |  |  |  |
| 8-20 passengers |  |  |  |  |  |
| 21-45 passengers |  |  |  |  |  |