

TERMS OF REFERENCE

Secretariat of the International Renewable Energy Agency (IRENA) Administration and Management Services (AMS)

Provision of transportation services for IRENA Staff

I. Background

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation mandated by member states to promote the widespread and increased adoption and sustainable use of all forms of renewable energy. IRENA supports countries' capacity to design long-term enabling policy frameworks through providing analyses of policies and measures, including trends in their adoption, and best practices and lessons learnt in their design and adaptation.

II. Objectives

IRENA would like to seek professional services pertaining to the transportation of its staff to and from the Headquarters located in Masdar City, Abu Dhabi. Services shall take place in the morning and evening of each working day and include two (2) bus vehicles in a well maintained condition ready and able to transport staff. In addition, the contractor shall provide two (2) drivers with valid driver's licenses and a driving record free from any violations. In order to facilitate IRENA's staff, the contractor shall accommodate working hours of the Agency as per the schedule in section V below. The contract shall run for a period of one (1) year from the date of signing with possible annual extensions, subject to IRENA's approval.

III. Scope of work

The contractor shall adhere to the mandatory requirements identified in section IV below. To be considered technically capable and qualified, the contractor shall meet all mandatory specifications outlined in the table. IRENA requires two (2) buses running in parallel each working morning for staff transportation, and two (2) buses running an hour apart after working hours (see schedule in section V). The two buses used for transporting staff in the evening shall alternate the assigned routes on weekly basis.

IV. Technical Requirements

Terms of Reference		
No.	Description	Condition
1	Year of the vehicle	Not older than 2017
2	AC included	Mandatory
3	Well maintained bus interior and exterior and personnel hygiene	Mandatory
4	Number of seats (27-30 seats)	Mandatory
5	Seatbelts	Mandatory
6	Windows which can be opened	Mandatory
7	Curtains	Mandatory
8	Cleaning of Curtains (monthly cleaning and to submit proof)	Mandatory

9	Cleaning of the Bus (Weekly cleaning and to submit proof)	Mandatory
10	Fire extinguisher	Mandatory
11	First Aid Kit	Mandatory
12	Number of drivers required	2 (one per each bus)
13	Experience of drivers	5 years minimum
14	Reliever of driver (should be in the same qualification)	Mandatory
15	Uniform for the drivers	Mandatory
16	Drivers' sponsorship should be of the service provider	Mandatory
17	Insurance – must have third party liability insurance. Please indicate the threshold.	Mandatory
18	Other insurance i.e. passenger insurance	Please specify
19	Fleet capacity of company (minimum of 10 buses)	Mandatory
20	Maintenance program (52 weeks plan- agency checked for safety)	Mandatory
21	Back-up plan to be provided in case of breakdown + insurance	Mandatory
22	Bus WIFI services	Optional/Preferred

V. Deliverables - Route Schedule

<u>Morning</u>					
<u>Bus 1</u>	8:00am	8:10am	8:20am	9:00am	
HQ	Khalidiya Palace / Etihad Tower	CI Tower	Sofitel	HQ -Thru Salam Street	
<u>Bus 2</u>	8:00am	8:10am	8:20am	9:00am	
HQ	Al Wahda Mall	WTC Mall	Capital Garden	HQ -Thru Salam Street	
<u>Evening Bus (5:30pm) - This Schedule Alternates per week</u>					
HQ	CI Tower	Khalidiya Palace	WTC Mall & Capital Garden	Sofitel Corniche	Al Wahda Mall
<u>Evening Bus (6:30pm) - This Schedule Alternates per week</u>					
HQ	Al Wahda Mall	WTC Mall & Capital Garden	Sofitel Corniche	CI Tower	Khalidiya Palace