

**REQUEST FOR QUOTATION (RFQ)**  
**RFQ/2019/004**

Provision of transportation and shuttle bus services for IRENA employees from Abu Dhabi City to IRENA HQ-Masdar City and back	DATE: 14 February 2019
	IRENA REFERENCE: RFQ/2018/004

Dear Sir / Madam:

The International Renewable Energy Agency (IRENA) hereby invites you to submit a quotation to this Request for Quotation (RFQ) for the Provision of Transportation Services for IRENA employees. The contract shall be a Long-Term Agreement (LTA) for one year, extendable for up to four years subject to satisfactory performance as confirmed by an annual evaluation and unless terminated earlier subject to the General Terms and Conditions for Professional Services of IRENA.

Quotations shall be submitted on **26 February 2019 at 14.00 hrs. Abu Dhabi time** only to the following email address: [procurement@irena.org](mailto:procurement@irena.org) and the subject line of the email must read: RFQ/2019/004 "Provision of transportation and shuttle bus services for IRENA employees from Abu Dhabi City to IRENA HQ-Masdar City and back"

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by IRENA after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format.

Please take note of the following additional requirements and conditions pertaining to the supply of the abovementioned good/s or services:

Delivery Address / Location	Abu Dhabi City- Masdar City-IRENA HQ-Abu Dhabi City
Pre-bid meeting: yes	<p><b>Location: IRENA HQ in Masdar City</b>  <b>Date and time: Tuesday 19 February 2019 at 12.00 noon time.</b>  Please confirm to Procurement if you will attend or not. Only two representative per company can attend.</p>
Method of RFQ Submission:	<p>Electronically only to: <a href="mailto:procurement@irena.org">procurement@irena.org</a>  2 separate files to indicate the proposals as follows:  File 1 “Technical Proposal”  File 2 “Financial Proposal”</p>
Delivery Date	In March 2019
Currency of Quotation	<input type="checkbox"/> AED
Tax on Price Quotation	Indicate VAT
Payment Terms	Payment shall be made within thirty on a monthly basis within (30) days of receipt of the Contractor’s invoice which is issued only upon IRENA’s acceptance of the Services as per IRENA’s working days.
Deadline for the Submission of Quotation	<b>26 February 2018, by 14:00 UAE time</b>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input type="checkbox"/> English

Additional documents to submit	<input type="checkbox"/> Valid certificate of registration of your company; <input type="checkbox"/> Company profile indicating experience in transportation; <input type="checkbox"/> CVs of drivers to be engaged in this service <input type="checkbox"/> UAE valid drivers' license for each proposed driver <input type="checkbox"/> Quality certificates (ISO, etc.), if applicable,
Period of Validity of Quotes starting the Submission Date	<input type="checkbox"/> 60 days
Evaluation method to be used in selecting the most responsive Proposal	<p>The Technical evaluation will consist of two stages:</p> <p>1. Stage 1: as indicated in (table A): ‘Mandatory Technical Requirements’ will be considered on a Pass or Fail basis – i.e. failure to comply with all these points will disqualify the bidder for Stage 2 of financial evaluation.</p> <p>2. Stage 2: bidders who pass stage 1 shall have their financial proposals open.</p> <p>The lowest financial offer/price of technically qualified Proposals meeting the mandatory requirements will be awarded the contract.</p> <p>*IRENA reserves the right to negotiate rates and fees to reach to an agreement.</p>
Annexes to this RFQ	<ol style="list-style-type: none"> <li>1. Terms of References (TOR) (Annex 1)</li> <li>2. Form for Submission of Quotation (Annex 2)</li> <li>3. General Terms and Conditions for Professional Services (GTC) (Annex 3).</li> </ol> <p>Non-acceptance of the terms of the General Terms and Conditions may be grounds for disqualification from this bidding process.</p>
Contact Person at IRENA for Inquiries	<p>Luay Naim Shalkhoub          Chief, Procurement Officer  <a href="mailto:Lshalkhoub@irena.org">Lshalkhoub@irena.org</a></p>

- a. Goods / Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the Terms of Reference / Scope of Work (TOR/SOW) above and or any other annexes providing details of IRENA’s requirements. The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other criteria indicated, shall be selected. Any offer that does not meet the minimum mandatory requirements specified, shall be rejected.
- b. For tenders pertaining to the procurement of goods, the quotation that complies with all of the specifications (TOR evaluation criteria) and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.

- c. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by IRENA. The unit price shall prevail and the total price shall be corrected. If the vendor does not accept the final price based on IRENA's re-computation and correction of errors, its quotation will be rejected.
- d. At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by IRENA after it has received the quotation.
- e. Any Purchase Order that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
- f. IRENA is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- g. IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.
- h. Prior to the expiration of proposal validity, the contract may be awarded to the Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing IRENA procurement activities.
- i. At the time of award of Contract or Purchase Order (PO), IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum.
- j. IRENA implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against IRENA, as well as third parties involved in IRENA activities.
- k. Should any documents be missing from this submission, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

Sincerely yours,

Luay Shalkhoub  
Chief Procurement Officer  
IRENA

## Annex 1

### 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

To provide bus service transportation for staff from Abu Dhabi City to IRENA HQ in Masdar City, and back to Abu Dhabi City. (Service will include pick up and drop off only)

#### III. Scope of work

There are several mandatory requirements to be attended to by the potential service provider to meet as indicated hereunder:

#### IV. Technical Requirements

No.	Description	Comments	Comply	Not comply
1	Year of the bus manufacturing should be 2017 and above	Mandatory		
2	AC included	Mandatory		
3	Well maintained interior and hygiene (Personnel & Environment).	Mandatory		
4	Mitsubishi Rosa or similar - 25 seats + driver (as per UAE Law)	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 for each bus	Mandatory		
13	Experience of drivers – 5 years minimum	Mandatory		
14	Uniform for the Drivers	Mandatory		

15	Drivers' Sponsorship should be of the service provider	Mandatory		
16	Reliever of driver (should be in the same qualification)	Mandatory		
17	Insurance – must have third party liability. Please indicate the threshold and if Passenger Insurance is included	Mandatory		
18	Fleet Capacity of Company (Minimum of 10 Buses)	Mandatory		
19	Maintenance Program (52 weeks plan- agency checked for Safety)	Mandatory		
20	Back-up plan needs to be provided in case of Breakdown	Mandatory		
21	Service will include pick up and drop off only	Mandatory		
23	Maintain the prices for one year for Long Term Agreement	Mandatory		
22	Bus WIFI services	Optional		

#### V. Deliverables – Bus Route Schedule

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

General info on the quotation below

1. Return below format as your financial proposal.
2. Do not use any other format in prices. Do not give other options than what is required.
3. Prices shall include the cost of the driver, the cost of the fuel, the insurance and any other costs attributed to the transportation services.
4. Bidders shall use the route schedule shown in the table below as an estimated measure of kilometers travelled to and from IRENA premises.

**Annex 2**  
**SUPPLIER'S QUOTATION**

We, the undersigned, offer to supply the items listed below in conformity with the RFQ specification, terms and conditions:

<b>Item No.</b>	<b>Description/Specification of services</b>	<b>Qty</b>	<b>Unit</b>	<b>Cost per day for 2-ways in AED Excluding VAT</b>
1.	<b>Bus 1</b> cost per IRENA working day (2-way shuttle service) * as per below route schedule.	1	IRENA working Day	
2.	<b>Bus 2</b> cost per IRENA working day (2-way shuttle service) * as per below route schedule.	1	IRENA working Day	

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

*[Name and Signature of the Supplier's Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**  
**General Terms and Conditions for Professional Services**  
**Attached herewith**  
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