

**Date:** August 24, 2020

**To:** VENDOR and INDIVIDUAL DRIVERS

Contact Information:

**Subject:** Request for Quotations: ACDI/VOCA Kyrgyzstan Enterprise Competitiveness Project - Vehicle Services, Bishkek

RFQ Number:

ACDI/VOCA is seeking quotations for the vehicle services Bishkek office listed in the attached item description/specification table.

All quotes provided should meet the specification(s) listed, and include the following information for the criteria listed, which shall be used in evaluating the best offer. Selection criteria are listed below under “J2013-01”

## Other Requirements:

* Delivery To: 87/2 Zh.Pudovkin st., Bishkek, Kyrgyzstan
* Wire Banking Information: None

## Quote Submission Deadline:

**Date:** September 23, 2020 **Time:** 17:00

## Mode of Submission of Quote:

**Quote(s) shall be submitted in writing or electronically to:**

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| --- |
|  |
| Name: Emiliya Salieva |
| Address: 87/2 st., Bishkek, Kyrgyzstan |
| Email: [hr.ecpkg@gmail.com](mailto:hr.ecpkg@gmail.com) |
| Phone: + 996 770 962 000 |

## Special Conditions

### Source and Nationality Information

ACDI/VOCA retains the right to request an original certificate of source for any item being procured under this RFQ. No items may be provided from a prohibited source and must be available in country at the time of purchase.

### Validity of Quotes

Quotes submitted shall remain open for acceptance for a minimum of 10 days from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the amounts of goods requested at the quoted prices for the delivery/performance period specified in this RFQ.

### Basis of Selection

Bidders should provide their lowest competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A blanket purchase agreement and/or a Service Agreement will be issued to the responsible Bidder who is found to be most advantageous to ACDI/VOCA per the following selection criteria:

1. Driving experience and qualifications (see below)
2. Past performance of the driver (including professionalism, punctuality, and courteousness)
3. Vehicle Specifications (see below)
4. Availability/delivery
5. Cost

ACDI/VOCA may accept any item or group of items of a bid. ACDI/VOCA reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted.

ACDI/VOCA may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFQ. ACDI/VOCA may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate ACDI/VOCA to award a contract. ACDI/VOCA reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

## Response to Request for Quotes

|  |  |  |
| --- | --- | --- |
| Date | Click here to enter text. | |
| To: | ACDI/VOCA | HR Manager |
| From: | Click here to enter text. | |
| Subject: | Response to RFQ number: J2013-01 | ACDI/VOCA Kyrgyzstan Enterprise Competitiveness Project - Vehicle Service, Bishkek |

The following quote is submitted in response to the RFQ from ACDI/VOCA for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## ITEM DESCRIPTION

* ACDI/VOCA’s Enterprise Competitiveness Project in the Kyrgyz Republic, funded by USAID, is hiring vehicle services (drivers with vehicles) to support their offices in Bishkek. A total of one driver and vehicle is needed for Bishkek office. Driver and vehicle must be able to travel throughout Bishkek, Osh, Naryn, Jalalabad, and Batken oblasts, travel between Osh city, Naryn and Bishkek, and go on overnight trips as needed. Quotes must include the following costs:

|  |  |
| --- | --- |
| **Driver's Cost Proposal:** | **Cost (KGS)** |
| Driver's daily fee for regular work hours: |  |
| Airport to/from |  |
| Long Distance fee per km |  |
| **Total:** |  |

* Drivers are responsible for providing safe and reliable transportation of Enterprise Competitiveness Project staff, consultants, and ACDI/VOCA headquarters staff. Driver is also responsible for keeping the vehicle clean and maintained. Drivers are expected to be at the office and available to drive eight (8) hours per day during office hours (8:30am -5:30pm) and available outside of these hours as needed. Drivers must include a copy of their CV, valid driver’s license and passport/ID, and references. Drivers must meet the minimum qualifications listed below:

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| --- |
| **Driver Qualifications** |
| 1. Valid Driver’s License and at least 5-years of driving experience in an official capacity. 2. No driving violations within the previous 3 years 3. Punctuality, professionalism, and courteousness at all times 4. Basic knowledge of mechanical skills and small car repairing preferred 5. English language skills preferred (written and verbal) – preliminary level |

* Vehicles must be available at the office eight (8) hours per day during office hours (8:30am -5:30pm) and available outside of these hours as needed. Vehicles must meet the minimum detailed specifications listed below:

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| **Vehicle Specifications** |
| **4x4 SUV, 5 Door Vehicle with the following:**  Left-hand drive  Five(5) to Nine (9) person seating capacity, with seatbelts  4-wheel drive  5-speed automatic transmission  Gasoline  Engine: 4 cylinders in line  Ground clearance: 230 mm (+/-)  Air conditioner and heater  Airbags (D+P)  Suspension: Heavy Duty Suspension suitable for off-road use in rough terrain and wet conditions  AM/FM radio  Full-size spare tire and wheel  Toolkit and jack  Preference for U.S. Manufactured Goods:  In accordance with funding requirements, preference shall be given to U.S. manufactured/origin goods when available. Bidders shall identify the country of manufacture of the items to be supplied in their proposal and, if selected, must be capable of supplying certificates of origin for the items. ACDI/VOCA retains the right to request an original certificate of origin for any item procured under this RFQ. |

All items procured under this RFQ shall have their source and origin from Geographic Code 937 or 110 (United States, Kyrgyzstan, the independent states of the former Soviet Union, and developing countries other than advanced developing countries, and excluding prohibited sources).

## Anti-Terrorism Certification

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will

take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts.

The Bidder also verifies that it does not appear on 1) the website of the Excluded Party List: <https://www.sam.gov>; 2) the website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”): <http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml>, and 3) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <http://www.treasury.gov/ofac/downloads/t11sdn.pdf>

The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ document from ACDI/VOCA.\*

This quote is valid for [ 10 ] days.

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Printed Name Title Signature Date

\*This form is for the convenience of the Bidder. Should the Bidder choose to present this information in another format, this cover page must be presented and signed to signify consent as identified above.