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UNDP Cambodia

Pre-Bid Briefing
Provision of Travel Services for UN Agencies in Cambodia

Date: August 5, 2015 @ 9:00 a.m.
LAD Conference Room, UNDP Building 5

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Instruction to Bidder

- Deadline for proposal submission: 19 Aug, 2015 by 11:00 a.m., local time.
- Public Bids Opening: same as deadline date at 2:00 p.m.
- Manner of Submitting Bid: Courier/Hand Delivery
- Any amendment or withdrawal must be done prior to the deadline. No change allowed after the closing date.
- All bidders must carefully read all instructions provided.
- Bid Validity: 120 days commencing on the submission date.
- Language of the Bid: English
- Conditions for Submitting Alternative Bid: Shall not be considered
- Preferred Currency of Bid and Method for Currency conversion: US$
- UNDP will award the contract to: One or two bidders only
- Questions or clarification required should be submitted in writing or by email to procurement.kh@undp.org at least 5 days before deadline
- Queries and Answers: will be posted on UNDP Cambodia website at http://procurement-notices.undp.org/view_notice.cfm?notice_id=24154

Scope of Requirement

- Providing Car Rental and Driver Services for UN Agencies and its Projects under Long-Term Agreement
- Contract period is one year
- Lot I: Car Rental and driver services within Phnom Penh City
- Lot II: Car Rental and driver services from Phnom Penh to Province and Province to Province
- Bidders have option to bid for one or more lots as below and the contract awarded will be done based on Lot-by-Lot basis

Required Car Rental Specifications

Required and acceptable car's models under the contract shall be of 2009 and onward with minimum specifications as below:

Minimum car types, specifications, and numbers within Phnom Penh (Lot I)

No.	Type of cars	Minimum Specifications	Minimum Number of Cars
1	Station Wagon	- Engine Capacity: At least 3000 cc - 4-wheel drive - Left hand drive (LHD) - ABS break - Front passenger airbag - Seating Capacity: min. 5 persons - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Mode: 2009 onward - Mileage: Below 100,00 KM	At least 2 units
2	Sedan	- Engine Capacity: At least 1400 cc - Left hand drive (LHD) - ABS break - Front passenger airbag - Seating Capacity: 5 persons - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Model: 2009 onward - Mileage: Below 100,00 KM	At least 2 units
3	Van (min. 15 seats)	- Engine Capacity: At least 2400 cc - Left hand drive (LHD) - Front passenger airbag - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Model: 2009 onward - Mileage: Below 100,00 KM	At least 1 units

Minimum car types, specifications, and numbers from Phnom Penh to Province and Province to Province (Lot II)

No.	Type of Cars	Minimum Specifications	Minimum Number of Cars
1	Station Wagon	- Engine Capacity: At least 3000 cc - 4-wheel drive - Left hand drive (LHD) - ABS break - Front passenger airbag - Seating Capacity: min. 5 persons - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Mode: 2009 onward - Mileage: Below 100,00 KM	At least 5 units
2	Sedan	- Engine Capacity: At least 1400 cc - Left hand drive (LHD) - ABS break - Front passenger airbag - Seating Capacity: 5 persons - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Model: 2009 onward - Mileage: Below 100,00 KM	At least 5 units
3	Van (min. 15 seats)	- Engine Capacity: At least 2400 cc - Left hand drive (LHD) - Front passenger airbag - Seat belt: all passengers - Speedometer and odometer: are well functioned - Air-conditioning: well-functioning and less environment polluted gas - Model: 2009 onward	At least 3 units

Previous volume of kilometers travelled by UN Agencies

Below is the estimated kilometers traveled to the provinces and number of trips in Phnom Penh for your information. This figure is just statistical information and does not entail any commitment for future purchases. The contract shall not impose a minimum guarantee on volume on the part of the UN Agencies.

Total estimated volume and cost of transaction based on 1-year data (2014-2015) of UN Agencies

No.	Locations	Amount (USD)	%
1	Traveling within Phnom Penh (Lot I)	14,000	15%
2	Traveling from Phnom Penh to Province and Province to Province (Lot II)	77,000	85%
	TOTAL	91,000	100%

Below is info related to trip within Phnom Penh (Lot I):

No.	Vehicles travelled in Phnom Penh	Estimate Number of Day Travelling in Phnom Penh	Estimate KM travelling in Phnom Penh (In case of >30KM)
1	Station Wagon	45	150
2	Sedan	119	900
3	Van	17	150
	Total	181	1,200

Below is info related to trip from Phnom Penh to Province and Province to Province (Lot II):

No.	Vehicles travelled to provinces	Estimate KM travelling to provinces	Estimate Number of Stand-by Day (for traveling in the province <30KM)
1	Station Wagon	79,500	248
2	Sedan	5,300	16
3	Van (15 seats)	21,200	66
	TOTAL	106,000	330

Qualification of Bidder

Bidders shall meet below minimum criteria to be eligible for price evaluation. Contract will be awarded to the lowest-priced among those who will be determined compliant/responsive to these minimum requirements provided as below:

No	Qualification Criteria	Required documents for submission and bidder's confirmation
1	• Properly registered company with license to operate the business • Minimum 2 year providing car rental services • Financial stability.	i) Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Bidder is not a corporation ii) Brief description of company profile and business activities: Company Profile, which should not exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured iii) Company qualification record on the work experience within the last 2 years including ongoing project. The table shall detail project name, description of work, contract amount, completion period, and contact of focal person iv) Latest Financial Statement (Income Statement and Balance Sheet) for the past 2 years
2	Conformity to the minimum specifications and number of required vehicles	v) List of proposed vehicles and year of productions for all types of vehicles that meet the minimum requirements in Clause 3 of Section 3
3	Conformity to the minimum qualifications requirement for proposed drivers	vi) List of drivers according to number of required vehicles with copy of valid driving license and office staff, including CVs providing brief description of their education background, experience and language
4	Acceptance of all conditions under Clause 6 of Section 3 "Conditions for Providing Car Rental and Driver Services"	This confirmation on the acceptability is provided in the Form of "Bid Submission Form" Section 4
5	Acceptance of all provisions of the UNDP General Terms and Conditions in Section 7	This confirmation on the acceptability is provided in the Form of "Bid Submission Form" Section 4

Document to be submitted

- Bid Submission Form – Section 4 of ITB
- Document of Eligibility and Qualification of Bidder - Section 5 of ITB
- Price Schedule Form 0 Section 6 of ITB

Conditions for Providing Car Rental Services:

I. Terms of Price Submission:

<u>Lot I: Within Phnom Penh</u>

- Bidders are required to submit **price for car rental and driver service for travelling** within Phnom Penh fixed for less than 30km per day. In case the mileage exceeds 30km, the surplus mileage (from 31 km) the quoted rate per km shall be applied.

<u>Lot II: Phnom Penh to Province, and Province to Province</u>

- Bidders are required to submit price using the above table **per kilometer** for two-way trip (from Phnom Penh to Province, Province to Province, and Province to Phnom Penh). **In case the car going to pick up traveler or return with no traveler, 75% of total trip (counting from departure location to final destination) is provided.**
- Bidders are required to submit **price for car rental and driver service for travelling** within province fixed for less than 30km for subsequent days at the destination. In case the mileage exceeds 30km, the surplus mileage (from 31 km) the quoted rate per km shall be applied.
- Company shall ensure that driver is provided with meals and accommodation for travelling to the province.

General Terms

- The company is required to submit an inventory list of vehicles, registration number, name of car owner under the name of the company, model, and year of car and list of drivers with academic background, date of birth, and attach valid driving licenses.
- All cars must be insured covering driver, passenger and third party liability. Copies of insurance are required before signing of contract.
- Full working day is from 6:00 a.m. to 6:00 p.m., half day from 6:00 a.m. to 12:00 p.m. and from 12:00 p.m. to 6:00 p.m. Lunch or dinner time is included in these working hours.
- Overtime after 6:00 p.m. will be provided at US$ 4/hour.
- Company shall ensure to follow UN Staff Rules for Travelling. Max speed is 80 km per hour.

II. Booking Arrangement:

- Booking of vehicles will be made through email and follow-up by phone call (for urgent need of the vehicles). Company shall ensure that response is provided within one hour after receipt of UN email during working hours with details of available vehicle, name and telephone of driver.
- Company shall assign a minimum of 2 focal persons for booking the vehicles. These focal persons shall be provided with phone numbers that can be reached in case of emergency, outside working hours, holiday, and weekends.
- In the absence of focal staffs, an alternate staff shall be provided and informed to all UN agencies.

III. Cancellation of Trip:

Booking shall be made by UN Agencies via email to the two focal points assigned by the company. Upon receipt of e-mail from UN agencies, company shall provide the quotation estimated based on Price Schedule in the contract. Booking confirmation shall be done with the minimum of 2 working days before the departure date.

- Any cancellation with written notice by email or phone call (in case of urgency) within **2 days** before departure date will not incur any charge.
- Any cancellation with written notice by email or phone calls (in case of urgency) **one day** before departure date, a penalty 5% of the total estimated quotation shall be applied.
- Any cancellation with written notice by email or phone call (in case of urgency) **on the departure date**, a penalty 15% of total estimated quotation shall be applied.
- Any postponement with written notice by email or phone call (in case of urgency) within 48 hours before scheduled trip (departure) will not incur any charge. UN Agencies shall resume its trip within 15 days from the date of postponed notice. If not, the above cancellation rates (one day or one the departure date) will be applied.

IV. Daily log and Receipt of Travel:

- The driver should use the daily log book to be provided by UNDP to record its services and mileage at the start/end of the trip and this will be signed off by the passenger and driver.

- Before starting the trip, passenger(s) will review the odometer and signed off at the end of each trip. One copy of mileage receipt shall be provided to passenger at the end of the trip. The contractor shall ensure that all vehicles are installed with an accurate odometer.

- In case of receipt of complaints regarding to the inaccuracy of odometer, quality of driver service, vehicle condition, etc., UNDP and other UN Agency reserve the right to study the complaint by undertaking all necessary steps including random inspection on the vehicles.

V. Vehicle Inspection:

- The driver should make sure that the vehicle has enough fuel and in good condition and installed with first aid kid, tools, necessary spare parts and fire extinguisher in compliance with UNDP's MOSS (Minimum Operational Security Standard) before traveling.
- Vehicles are subject to the inspection made by Administrative Unit for every six months or at any time upon request. A company is required to submit a list of vehicles assigned to UNDP and other UN agencies for inspection. Should the list is changed, a revised list must be submitted to UNDP for inspection.

VI. Payment Terms:

- Bidder shall submit monthly invoice on the first week of following month. Invoicing process must also be done on a per-UN agency basis. Payments shall be made by the UN on a monthly basis within four (4) weeks of the submission of an invoice by the supplier.
- Invoice shall be supported with a copy of travel receipt signed off by driver and traveler within a month and report of monthly rental. Template of monthly report will be provided by UNDP before signing of contract.

VII. Incident:

- In the event of accident, the driver should inform UNDP and his/her company immediately. Arrangement for a replacement of vehicle should be made immediately.

VIII. Report

- Contractor is required to submit monthly report of trip used by UN Agencies to Procurement Unit, UNDP Country Office, or at any time as requested by UNDP.

ix. Terms of Reference for Drivers:

The driver will perform the following functions and duties:

- Ensures provision of reliable and safe driving services
- Ensures proper maintenance and cleanliness of vehicle and accurate trip record.
- In the event of accident, abide with all rules and regulations.
- Ensures the car has the required documents/supplies including tissue, vehicle log book, map of the city/country, first aid kit, fire extinguisher and basic tools.
- The Supplier shall ensure that all drivers wear a company uniform and wear/display an identification badge/name plate that displays the Supplier's name, employee name and picture of the employee.
- The driver shall provide assistance to persons being transported while entering and exiting the rented vehicle if required.
- The driver should be provided with a mobile telephone with air time for communication in case of a breakdown or emergency. Nevertheless Drivers must not speak on mobile phones while the vehicle is in motion. The drivers must respect to driving rule and not drink alcohol and smoke during driving.
- The driver should not share the passenger's schedule for security purpose.

Minimum Qualification requirements:

- Completed lower secondary education
- Hold valid driving license
- At least 5 years of experience as a driver with a safe driving record
- All drivers should be certified in First Aid and be able to use the First Aid kit available in the vehicle
- Fluency in Khmer and be able to understand and speak some English.

Thank you☺