

REQUEST FOR EXPRESSION OF INTEREST (EOI)

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Title of the EOI:

Ground transport service for the United Nations Verification Mission Personnel

Date of this EOI: 23 August 2018

Closing Date for Receipt of EOI: 7 September 2018

EOI Number: EOICOLOMBIA15441

Address EOI response by fax or e-mail to the Attention of: Sebastian.Zuluaga@Un.Org

Fax Number:

E-mail Address: sebastian.zuluaga@un.org

UNSPSC Code: 25101503

DESCRIPTION OF REQUIREMENTS

Introduction

The United Nations Verification Mission in Colombia (UNVMC) is seeking proposals from qualified companies to provide ground transportation services for his executive staff, within the city of Bogotá D.C and the department of Cundinamarca, Tolima and Meta regional offices in accordance with the terms and conditions of this Terms of Reference.

Terms of reference

The Terms of reference (TDR) consists of the list and description of services required to support the Mission's ground transport services with the provision of 2 shuttle bus routes morning and afternoon to transport staff members to and from the headquarters in Bogota D.C and taxi services to transport personnel as and when required to and from Headquarters and regional offices located in the departments of Tolima and Meta, when required.

The proposing company must designate in writing a bilingual (English/ Spanish) Project manager, who will be the company's representative to execute the tasks received/ cleared by the Mission's representative.

The Works are to be carried out within the Bogotá, Regional Offices and local sites as detailed in Annex B.

The vehicle / driver should wait for passengers for a minimum of fifteen minutes (15) past the time of requested services. The estimated waiting time would be communicated to the service provider should

there be a requirement for a longer waiting period.

Should services require all-day availability based on the needs of the individual requestor, the service provider will be informed at the time of the request and the vehicle to be put available as requested.

Airport Transfers, the vehicle / driver should monitor the passenger's arrival against the information or itinerary provided by the UNVMC coordinating officer and wait for the passenger's arrival. The driver must ensure he makes himself visible with a sign containing passengers name and the logo of UNVMC. The driver will be responsible for airport parking fees and factor the waiting period at the airport one hour (1) at no extra charge, time beyond the hour must be invoiced at rate.

Taxi services: The Mission does not commit and in no event, shall be required to purchase any minimum or maximum quantity of services, nor does it commit to procure services from the Proposer on an exclusive basis.

Shuttle service: The mission reserves the right to cancel the shuttle bus service when and if required, providing one month notice.

Experience: Each proposer documented experience, shall be considered as part of the Technical Evaluation of proposals. (E.g. number of years of experience and staff certificates of qualifications provided).

Changes: Without prejudice to the Mission's rights, changes to the Proposer's obligations as agreed upon award of the contract, can be made only with the mutual and written agreement of both parties.

The Mission reserves the right to reject and/or refuse payment for any service not done in compliance with the terms and conditions established herein, both in terms of quality and timely performance. The Proposer shall provide services to Mission on an 'as and when' required basis, through the process detailed in Annex F or his/her designated representative.

In addition to applications for transfer of personnel, the UNVMC may request services for transportation of documents, packages or as internal pouch inside the city of Bogotá, as also to the regional offices as per Annex B.

The service provider must submit its policy of quality in relation to the services provided, incorporating parameters and indicators of performance in different phases of provision of the service and management, establishing response times to queries and tolerance levels.

Expected turnover of the kind taxi service must be presented with a list that includes the passenger's name, date of travel, route, copy of the application's services duly authorized, and other documentation that coordinates with the UNVMC at the time of to start the execution of the contract.

Monthly statistical report: The contractor must carry statistical records of transactions with a mission. This record will allow to analyze costs and levels of service requests being made by destination. The mission will identify the personnel who can access this information.

Vehicle specifications

Sedan type 4 passengers plus driver

Mini Bus type vehicles 11 passengers (or similar) - indicate options

Mini Bus type vehicles -21 bus passengers (or similar) – indicate options

Bus type coach 30 to 40 passengers (or similar) – indicate options

Vehicles must have a maximum of five (5) year of use or less, and with no more than 100,000 kms. In the case of buses, they must not have a use of more than 4 years or 120,000 kms. In any case both physical and mechanical conditions of vehicles must be optimal conditions.

Vehicles must be white in color with white plates intact bodywork.

The UNVMC does not assume any commitment on the minimum number of trips to be perform or the type of vehicle used during the term of the contract.

Drivers specifications

Drivers must ensure the safe transportation of authorized personnel and, in the event of peace missions, for the transport of materials/supplies needed for transportation if required.

Drivers must be able to provide a respectful treatment towards UNVMC personnel and visitors and wear professional attire.

Drivers ensure vehicles are clean and in optimum conditions prior of collecting the requestor.

Driver must demonstrate a minimum of two (2) years of progressive responsibility in providing driving services with a history of safe driving and a valid driver's license.

Drivers must be able to travel long distance to with the Colombian territory if required and be willing to stay overnight if required.

In cases were the driver must stay overnight the proposer must ensure the advance payment of travel expenses.

Types of transfers

Transfers to different points within the city of Bogota and Cundinamarca department including transfers to and from the airport.

Transfers (shuttle bus) for personnel from Monday to Friday, between 07:00 am and 09:00 am and afternoon pickups from UNVMC headquarters between 05:00 pm and 06:00 pm. Changes in schedule may occur upon request depending on mission activity.

Transfers between the cities of Bogotá and the regional headquarters Villavicencio and local offices in Planadas and Icononzo as detailed in Annex B.

Duration of the contract

The initial contract period is one (1) year, with the Mission's option to extend the contract for one-year (1) extension. The option for extensions is solely at the discretion of the Mission starting on the day that the contract is signed by both parties. The duration of the contract is subject to availability of funds and the satisfactory performance of the Proposer.

Proposer Responsibilities

The proposer shall provide the services listed in para 5 in consistence with the highest quality of workmanship.

The proposer shall guarantee the availability of services required in accordance with paragraph 8, service availability.

The Proposer will be responsible for meeting all obligations as set out in this SOW, the subsequent contract and as required by National and Municipal laws and regulations valid in the territory of the Republic of Colombia.

The staff, work force and operatives employed by the Proposer and any sub-contractor or agents must be sufficient in number and each must have the appropriate qualifications/or skills and experience to ensure due progress and satisfactory execution of works in conformity with the standards expressed in this

document.

Mission staff will not be responsible for the supervision of the Proposer's personnel present in UN premises; nonetheless, the Proposer will remain accountable for the behavior and actions of his/ her personnel.

The contractor must indicate the time of notice required for personnel transfers, as well as also the shortest possible transfers for which there would be no advance planning or transfers of an urgent nature.

The selected company will be responsible for fuel, maintenance and repair or replacement of the vehicle if necessary. Also, it will be the recruitment of personnel, payment of wages and other benefits in strict compliance with Colombian law. As well as also the company of having a plan of recovery or immediate replacement in the event of accidents or mechanical failures.

The company must have a contingency plan in the event of mechanical damage during the provision of the service, that facilitate the transport of passengers to destination.

Requirements or request for official transfers will be performed by designated staff of the MNUC. The mission does not assume any responsibility for the cost of any management journey of personal nature of its officers and/or dependents who are not previously authorized.

Service Availability

The proposer shall provide all services a minimum of five (5 days per week, from 08:30 hrs. to 17:30 hrs). The service hours and days of each bidding company should be specified in the Qualification Questionnaire attached to the SOW as Annex C.

The proposer shall provide a contact phone which should be reachable 24/7 for emergency calls. The person answering this phone should have immediate access to the proposer's resources to take swift action and must have the capacity to contact insurance company and medical emergencies in each of the regions where the Mission is currently operating.

The proposer shall make sure that the project manager or the operations officer will be available from Monday to Friday from 8:30 to 17:30 Hours.

Service Schedule

The contractor shall designate one or more members of your staff who can be contacted 24 hours a day, 7 days a week, to provide regular services or in cases of emergency, after hours of work, weekends, holidays or while the offices service provider remain closed. For this purpose, the contractor must have accessible means of communication (telephone, e-mail, instant communication tool line). This information should be regularly updated any time changes are made.

The ground transportation service provider will deliver to the UNVMC a list of names, addresses and telephone numbers of the personnel assigned to the contract. The service provider must explain in its proposal the methodology and inspections followed for the recruitment of personnel who will provide services of transportation taxi type.

Proposer Performance Requirements & Measures

In addition to the general terms of reference, the Proposers performance will be monitored in accordance with the MISSION Key Performance Indicators (KPIs) described in schedule 1:

Guarantee all work for one (1) year from the time the work is completed and accepted by MISSION.

Maintain accessibility to the maintenance facility pursuant to the requirements of the contract and this SOW.

Maintain the same level of performance as stated in the proposal throughout the term of the contract.

Maintain all vehicles per the manufacturer suggested service intervals using only factory recommended parts and products.

Have all mechanics Automotive Mechanic certified.

Contract Management

The Contract administrator shall have overall responsibility for the management of the Contract.. The contract administrator shall be the focal point of contact between the Proposer and the Mission for all matters of day to day administration. The MDO shall assign support staff to perform the day-to-day inspection and control functions required under the Contract.

The Proposer shall designate a contract manager to act on behalf of the company to carry out the day-to-day activities and to be the focal point for immediate Mission's requests.

Monthly reports of service provision and other statistical reports at the request of the focal points of the mission will be presented.

The ground transportation service provider shall be subject to regular assessments of performance by the UNVMC.

The contract manager's CV should be included in the proposal. The contract Manager must be qualified bilingual (Spanish/ English) and be able to coordinate and control the execution of all activities that vehicles require to ensure their operational readiness of the fleet and maximize the levels of availability. The following will be among the main functions of the Project Manager:

Coordinate routine vehicle reviews.

Coordinate the claims and claims that arise.

Present reports on the behavior of the fleet.

The proposing company must have the adequate web-based software to allow to collect and manage all the information of the fleet; To allow the user to have a description of the current fleet with each Vehicle's Life Sheet.

The system should also allow to produce reports tailored to the information requirements that are desired with the required periodicity. Among the main reports are: Reports of Costs of Preventive and Corrective Maintenance by order of service, month, license, activity, district, cost center, and / or internal nomenclature as designated by the Mission, as well as Monthly Savings Reports generated by management to Suppliers in the different maintenance activities.

All reports should be able to differentiate codes or concepts of maintenance, discrimination of spare parts, inputs, labor and external work.

The designated Mission's personnel must be granted access to the system in order to keep track of the fleet events and to produce its own reports.

The proposer shall offer full training sessions to the designated Mission staff members.

Insurance

The Proposer shall be liable for and shall indemnify the United Nations against, any expense, cost, liability, damage, loss, claim or proceedings in respect of any damage whatsoever caused to property of the United Nations whilst under the custody and/or control of the Proposer, and/or his servants, agents, sub-proposer etc., assigned duties in the performance of repairs and/or maintenance works to the Mission vehicles; within as well as without Mission premises.

The propose is expected to contract general insurance against all risks offered in the Colombian market: total and partial loss for theft, total and partial loss for damages, earthquake, tremor and / or volcanic eruption, asset protection for damages and Civil Liability For the damages that are caused to third persons.

The Insurance Policy and the mandatory issuance against traffic accident (SOAT), the proposer shall take care of monitoring and registration of the activities that are required by the designated Insurance Broker.

The selected company will exempt the UNVMC from any claim or liability in their services.

Transit habilitation for Ministry of transit

SPECIFIC REQUIREMENTS / INFORMATION (IF ANY)

NOTE

Information on tendering for the UN Procurement System is **available free of charge** at the following address: <https://www.ungm.org/Public/Notice>

Only the United Nations Global Marketplace (UNGM) has been authorised to collect a nominal fee from vendors that wish to receive automatically Procurement Notices or Requests for Expression Of Interest. Vendors interested in this Tender Alert Service are invited to subscribe on <http://www.ungm.org>

Vendors interested in participating in the planned solicitation process should complete/submit the Vendor Response Form of this EOI either electronically (through the link available on the next page) or send it via fax or e-mail to United Nations Verification Mission Colombia (Colombia) before the closing date set forth above.

VENDOR RESPONSE FORM

TO: Sebastian.Zuluaga@Un.Org

EOI Number: EOICOLOMBIA15441

Email: sebastian.zuluaga@un.org

FAX:

FROM:

SUBJECT: Ground transport service for the United Nations Verification Mission Personnel

NOTICE

- Companies can only participate in solicitations of the UN Secretariat after completing their registration (free of charge) at the United Nations Global Marketplace (www.ungm.org).
- As you express interest in the planned solicitation by submitting this response form, please verify that your company is registered under its **full legal** name on the United Nations Global Marketplace (www.ungm.org) and that your application has been submitted to the UN Secretariat.
- We strongly recommend all companies to register at least at **Level 1** under the United Nations Secretariat prior to participating in any solicitations.

PLEASE NOTE: You can express your interest to this REOI by filling out this form manually or electronically (recommended) at:

<https://www.un.org/Depts/ptd/node/add/interest-expressed?EOI=EOICOLOMBIA15441>

To be completed by the Vendor (All fields marked with an ‘’ are mandatory)*

COMPANY INFORMATION

UNGM Vendor ID Number*:

Legal Company Name (Not trade name or DBA name) *:

Company Contact *:

Address *:

City *:

State:

Postal Code * :

Country *:

Phone Number *:

Fax Number *:

Email Address *:

Company Website:

We declare that our company fully meets the prerequisites A, B, C, D, E and F, for eligibility to register with the United Nations as outlined in the paragraph 1 of the EOI INSTRUCTIONS page.

Signature : _____

Date: _____

Name and Title : _____

EOI INSTRUCTIONS

1) Registering as a Vendor with the United Nations

Vendors interested in fulfilling the requirement described above must be registered at the UN Global Marketplace (www.ungm.org) with the UN Secretariat in order to be eligible to participate in any solicitation. Information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>.

Prerequisites for Eligibility

In order to be eligible for UN registration, you must declare that:

- A. Your company (as well as any parent, subsidiary or affiliate companies) is not listed in, or associated with a company or individual listed in:
 - I. the Compendium of United Nations Security Council Sanctions Lists (<https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list>), or
 - II. the IIC Oil for Food List website or, if listed on either, this has been disclosed to the United Nations Procurement Division in writing.
- B. Your company (as well as any parent, subsidiary or affiliate companies) is not currently removed or suspended by the United Nations or any other UN organisation (including the World Bank);
- C. Your company (as well as any parent, subsidiary or affiliate companies) is not under formal investigation, nor have been sanctioned within the preceding three (3) years, by any national authority of a United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice;
- D. Your company has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against your company that could impair your company's operations in the foreseeable future;
- E. Your company does not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with the Vendor in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15).
- F. Your company undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN.

For Registered Vendors: Vendors already registered at the UN Global Marketplace with the UN Secretariat must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with their registration are up to date in UNGM. Please verify and ensure that your company is registered under its full legal name.

For Vendors Interested in Registration: Vendors not yet registered should apply for registration on the United Nations Global Marketplace (<http://www.ungm.org>); information on the registration process can be found at <https://www.un.org/Depts/ptd/vendors>. Vendors must complete the registration process prior to the closing date of the REOI. Vendors who have not completed the UNGM registration process with the UN Secretariat before the closing date of the REOI are not considered eligible to participate in solicitations of the UN Secretariat. We strongly recommend all companies to register at least at Level 1 under the UN Secretariat prior to participating in any solicitations.

IMPORTANT NOTICE: Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

2) EOI Process

Vendors interested in participating in the planned solicitation process should forward their expression of interest (EOI) to United Nations Verification Mission Colombia (Colombia) by the closing date set forth in this EOI. *Due to the high volume of communications Colombia is not in a position to issue confirmation of receipt of EOIs.*

Please note that no further details of the planned solicitation can be made available to the vendors prior to issuance of the solicitation documents.

This EOI is issued subject to the conditions contained in the EOI introductory page available at <https://www.un.org/Depts/ptd/eoi>.