

Call for Service Transportation

FSM-2024-02-14

**The initiative is co-financed by the European Union.*

Solidarity Fund PL in Georgia is looking for a company to provide transportation service (taxi service) in Tbilisi and beyond for individuals and small groups as a part of Solidarity Fund PL field activities in Georgia.

Service requested - local transportation service in Georgia, within boundaries of Tbilisi capital city and beyond (on the territory of Georgia) for individuals and small groups.

- 1. The tasks under planned assignment are as follows:** (candidate's profile that is based on the nature of the tasks, the level of responsibility, as well as other requirements related to the job position)

Selected service provider shall provide the transportation service (including taxi) upon the Solidarity Fund PL in Georgia request, throughout Georgia and within capital city boundaries (Tbilisi), encompassing the following:

- 1.1. Transportation within the capital city boundaries (Tbilisi) by taxi.
- 1.2. Transportation throughout Georgia (outside Tbilisi) by taxi.
- 1.3. Courier service within the capital city boundaries (Tbilisi).
- 1.4. Airport taxi transfer within capital city boundaries (Tbilisi) including meeting internationals at the airport.

**The service providers will be selected separately for each of the categories indicated above.*

- 2. Duration of the assignment:**

Upon request during the year of 2024, December 31st (including), including with possible term of extension, subject to terms and conditions of the agreement to be signed between parties.

- 3. Place(s) of Assignment**

Throughout Georgia and within capital city boundaries (Tbilisi).

- 4. Minimum requirements:**

- 4.1. The fleet should not be older than 12 years of age.
- 4.2. The fleet must be available at 48-hour notice.
- 4.3. There should be no gas or alternative fuel installed in vehicles.
- 4.4. All drivers should have driving licence active for at least 3 or more years.

4.5 Pictures of the vehicle must be provided, and the contract will be signed for a specific vehicle.

4.6 The car must have technical inspection.

** Offers from service providers that do not meet the minimum criteria will be rejected for formal reasons.*

5. General provisions:

5.1 All vehicles intended for service must be made available for inspection by the Solidarity Fund PL representatives at appointed date and time, whereas the following will be checked:

5.1.a All vehicles must be clean and in proper working condition.

5.1.b All vehicles must be equipped with up and running seat belt fastening system for each driver and each passenger.

5.1.c All vehicles should always be on the start point at least 30 minutes before agreed departure time.

5.1.d All vehicles should have enough space to accommodate at least one cabin luggage per passenger.

5.1.e Drivers should speak any of the foreign language communicatively - Polish, English or Russian upon request.

5.1.f A vehicle is covered by the insurance.

5.2. Response time for change of vehicle in case of mechanical problem should be not more than 30 minutes within the capital city boundaries, and adequate time depending on vehicle location throughout Georgia.

5.3. The meals for the driver and personnel are the sole responsibility of the company.

6. Criteria for selection of the Applicant (max. 100 points) for a short list.

6.1. Year of production (10 points)

6.1.a – The vehicle(s) is not older than 5 years (since the production date) → 10 points

6.1.b – The vehicle(s) is of 6-12 years old (since the production date) → 5 points

6.1.c - The vehicle(S) is older than 12 years (since the production date) → rejection of the offer for formal reason

6.2. Technical inspection by Solidarity Fund PL in Georgia (30 points)

6.2.a – The vehicle meets all general provisions listed in general provisions section (p.5), with a particular attention to p. 5.1.a-5.1.f → 30 points

6.2.b – The vehicle meets some, but not all general provisions listed in general provisions section (p.5), with a particular attention to p. 5.1.a-5.1.f → 5-25 points

6.2.c – The vehicle meets less than 1 general provision listed in general provisions section (p.5), with a particular attention to p. 5.1.a-5.1.f → 0 points

6.3. Price - 60 points

Assessment under the criterion „price” will be based on the following formula for each category:

$$P = P_{\min} / P_{\text{of}} \times 60 \text{ points}$$

where:

Pmin - the lowest proposed price

Pof – price presented in the examined offer

P – the number of points awarded to the examined offer under the price criterion, rounded to the full number.

*Comparison of weight of Price and other criteria (p6.1- p6.2) is 60%

7. Information about price:

7.1. The price should be specified in GEL. The price should be given in the following values:

a) 1 km rate within the capital city boundaries.

b) 1 km rate throughout Georgia.

c) 1 km rate courier service.

d) fixed price for one way airport transfer.

7.2. The price should include all costs incurred by the Contracting Authority as part of the service provided by the Contractor (taxes, compulsory social security, health and retirement contributions), as well as the costs of accommodation in Georgia, food, insurance, local travel (unless travel is ordered separately by Contracting Authority), computer equipment, cellular communication and software (word processor / spreadsheet / power point).

7.3. Settlements between the Contracting Authority and the Contractor will be conducted in GEL depending on the Contractor's place of tax residence and in relation to the current Euro exchange rate of the National Bank of Georgia.

8. The application must contain Application FORM (templates attached), signed and scanned in PDF format

9. SUBMISSION

Application must be submitted by March 3rd 2024, 24:00 Tbilisi time to the address: georgiarep@solidarityfund.pl

10. Information on the outcome of the procedure will be sent to the e-mail address indicated by the applicant and will be published on Solidarity Fund PL_GEO Facebook <https://www.facebook.com/solidarityfund.ge> and <https://participatoryhub.ge/>

11. Please be advised that by applying you agree to share the content of the application with other applicants who could submit an appropriate request to the SF PL (except for personal data, which will be anonymized).

12. Solidarity Fund PL provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, colour, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.

13. Please be advised that the administrator of personal data contained in the submitted applications is the Solidarity Fund PL with headquarters in Warsaw, ul. Mysłowicka 4, 01-612 Warsaw. The data will be processed on the basis of art. 6 clause 1 point. c of the Polish law on personal data protection for the purpose related to public procurement procedure. You have the right to access the personal data provided, the right to rectify personal data and the right to request the administrator to limit the processing of personal data, subject to the cases referred to in art. 18 clause 2 of the law. You have the right to lodge a complaint with the President of the Office for Personal Data Protection. The data controller is Solidarity Fund PL in Georgia, 20 Chavchavadze Avenue, Apartment #3, floor 2, 0179 Tbilisi, Georgia. To exercise your rights, please contact the SFPL in Georgia directly at georgiarep@solidarityfund.pl – we are committed to protecting your rights to the best of our ability.