



**USAID**  
FROM THE AMERICAN PEOPLE

**ASIA**

## REQUEST FOR PROPOSAL

<b>A. RFP no. and Date</b>	<b>010/2014, August 4, 2014</b>
<b>B. Subject:</b>	<b>Transportation Services (vehicles with drivers) for USAID/RDMA (1 year contract)</b>
<b>C. Issuing Office/Section:</b>	<b>USAID/RDMA, Executive Office Athenee Tower, 25th Floor 63 Wireless Road, Bangkok 10330, Thailand</b>
<b>D. Closing date for receipt of question:</b>	<b>August 21, 2014 – (5pm, Bangkok Time)</b>
<b>Closing date for receipt of proposal:</b>	<b>August 28, 2014 – (5pm, Bangkok Time)</b>
<b>E. Type of Award:</b>	<b>Fixed Price</b>
<b>F. Basis for Award:</b>	<b>Soliciting competition, evaluation of quotations or offers, award and documentation (FAR Part 13.106)</b>

### Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit proposals to provide dedicated transportation services (vehicles with drivers) to perform day-to-day transportation services for mission personnel and to meet the ad-hoc needs for high level visits and for other purposes. This is to support the operation of USAID Regional Development Mission Asia.

Under the guidance and supervision of the Executive Office, the company/individual will operate dedicated vehicles with drivers to provide transportation services to/from destinations within Thailand. The company/individual will provide one sedan and one passenger van capable of transporting boxes and light cargo when/if seats are removed. The company/individual will provide dedicated transportation services to include all drivers, insurance, maintenance and administrative support. Vehicles should come with **Global Positioning System (GPS)** navigation system installed.

Question and proposal submissions under this RFP shall be only via email to [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov) by the date and time specified above. Your proposal must be accompanied by a copy of your business license, taxation registration and brief introduction letter about your company.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal.

**DESIGNATED OFFICE:**

Executive Office  
USAID/RDMA  
Athenee Tower, 25<sup>th</sup> Floor  
63 Wireless Road  
Bangkok 10330, Thailand  
Attn: Suwaphit Poomtong, Acquisition Specialist  
E-mail: [spoomtong@usaid.gov](mailto:spoomtong@usaid.gov)

**Description of the scope of services**

The carrier should provide transportation services to include all labor, material and administrative support consisting of, but not limited to, the following:

**Schedule maintenance Cost:** The carrier shall keep the vehicles in good and safe operating condition and shall bear all costs associated in provision of fuel, security measures, lubrications and consumables items.

**Insurance/Liability:** The carrier shall provide third party liability insurance covering the operation of the vehicles for purposes of provision of transportation services and shall process any claims in accordance with the insurance procedures.

**Drivers:** the carrier shall supply qualified drivers with valid National Drivers Licenses for each vehicle and the drivers shall be employed under Thai Labor Protection Act of 1998. Regular (dedicated) drivers must pass USG security and health clearances.

**Working days:** Working days shall be from Monday to Friday.  
Normal working hours shall be from 08:00 am to 05:00 pm or as otherwise indicated but generally 8 hours with one hour lunch.

**Key responsibilities:**

Perform day-to-day transportation to service mission personnel and VIPs visitors to and from various destinations within Thailand

**Additional responsibilities include:**

- Assist in pick up and delivery mails from/to embassy mailrooms on a daily basis
- Pay monthly water, electricity and television cable bill
- Deliver/Pick up confidential/important/sensitive documents between government department

**Knowledge, skills and abilities:**

- Ability to understand and follow oral and written instructions in English.
- Working knowledge of the rules and regulations involved in the safe and efficient operation of automotive equipment.
- Knowledge of basic automotive maintenance procedures.

**Please note the following:**

- Drivers shall have the ability to communicate at all times while on the road via RDMA issued cell phones
- Drivers shall record details of passengers, their destination, mileage and expenses incurred during driving duties
- During the term of this contract, the carrier shall ensure that all vehicles are legally registered in accordance with the law and regulations of the Thai, and shall ensure that all mechanical and other certifications are valid.
- The carrier shall notify RDMA focal person immediately in the event that a vehicle is damaged or not operational, and upon which the carrier is to then provide a suitable replacement vehicle, before the start of the next day's operations for the completion of the Transportation Services.