Tirana, 23 December 2020

**SERVICE CONTRACT NOTICE**

**1. Procedure:** *Simplified procedure.*

**2. Contract title: “***For the provision of taxi services for the Regional Youth Cooperation Office (RYCO) Head Office”.*

**3. Financed from:** *Regional Youth Cooperation Office (RYCO).*

**4. Contracting authority:** Regional Youth Cooperation Office (RYCO).

**CONTRACT SPECIFICATION**

**5. Nature of contract:**  Fee – based (on monthly basis)

**6. Contract description:** RYCO is seeking to contract a qualified national service provider (Company) for the provision of taxi services. The execution of the taxi services will be on a “w*hen needed*” basis. The selected Service provider will be invited to sign a framework contract with fixed unit/route prices. It is the intent of this call to solicit proposals from all interested companies possessing expertise and capability to provide taxi services, airport transfers and related services (detailed description is provided in the Terms of Reference, part D of the tender dossier).

**7. Number and titles of lots:**  Sole lot

**CONDITIONS OF PARTICIPATION**

**10. Eligibility:** Participation in this tender procedure is open to all legal persons (Companies), that are duly registered and perform this type of activity in Albania.

**11. Number of tenders**: No more than one tender can be submitted by an Economic Operator.

In the event that an Economic Operator submits more than one tender, all tenders in which that person has participated will be excluded.

**12. Sub-contracting:**  Sub – contracting is not allowed.

**13. Grounds for exclusion**: As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the listed exclusion situations.

**PROVISIONAL TIMETABLE**

**14. Provisional commencement of the contract:**  End of January 2021.

**15. Implementation period of the tasks**: End of January 2021 – 31st December 2021

***NOTE: Due to the ongoing situation regarding COVID 19 the above given commencement date as well as implementation period are closely dependant on the latter.***

**SELECTION AND AWARD CRITERIA**

**16. Selection criteria**

The following selection criteria will be applied to the tenderers.

1. **Qualification and professional experience of the tenderers.**

The objective of this criteria is to examine whether or not the tenderer:

* Has the professional qualification, experience, and human capacities appropriate to this contract as per the qualification and experience requirements set in the TORs as follows:

The service provider should:

1. Be a duly registered Company
2. Have minimum experience of three years in the provision of taxi service;
3. Have at least 30 cars in their fleet;
4. Make available drivers with good command of English as well Operators
5. Should have ability for immediate response to the call-up Taxi service.
6. Make sure and guarantee that all the drivers that will offer service for RYCO have: a) valid driving license; b) good command of conduct and without any adverse legal records (except minor motor vehicle-related incidents); c) experienced as driver.
7. Ensure that all cars are insured as public service vehicles.
8. Should Ensure that the cars are clean, safe and roadworthy
9. Acknowledge immediately any complaints and disputes which arise and resolve them within ten (10) working days.
10. Assign a contact person with very good command of English to oversee the services provided to RYCO;
11. Be financially stable.
12. ***Financial offer***

* *The objective of this criterion is to identify the Economic Operator who in compliance with the technical requirements offers the lowest price (sum of unit/route prices).*

**17. Award criteria:**  The award criterion will be the price. The contract will be awarded to the lowest price (sum of unit/route prices) among technically compliant tenderers.

**TENDERING**

**17. Deadline for receipt of tenders: 12.01.2021, 17h00.**

**18. Tender format and details to be provided:**  Tenders must be submitted using the standard tender form provided in this tender dossier. To prepare their tender, Tenderers must strictly follow all the instructions indicated at “*Instructions to Tender*” and “Terms

of References” including the annexes, part of this tender dossier.

**18. How tenders may be submitted:** Tenders must be submitted in English exclusively to the contracting authority: **Regional Youth Cooperation Office (RYCO)** and be sent to the following email address:

[procurement@rycowb.org](mailto:procurement@rycowb.org)

Tenders submitted by any other means will not be considered.

By submitting a tender tenderers accept to receive notification of the outcome of the procedure by electronic means.

**19. Operational language:** All written communications for this tender procedure and contract must be in English.

**20**. **Alteration or withdrawal of tenders:** Tenderers may alter or withdraw their tenders by electronic notification sent in the same email address mentioned in point 18 prior to the deadline for submission of tenders. No tender may be altered after this deadline.

**21. Legal basis:**

**-** RYCO’s Rules for Procurement

- Statute of the Regional Youth Cooperation Office

Head of Contracting Authority

Djuro Blanusa

Secretary General