



## REQUEST FOR PROPOSAL

### Transportation Services Long Term Agreement - Yemen

To: Bidder

From: ARK Group DMCC

RFP Reference: RFP-LTA-23-ARKYE0118

RFP Issue Date: 01 March 2023

RFP Closing Date: 16 March 2023

RFP Closing Time: 14:00 (Local – Aden, Yemen)

#### 1. Purpose

**ARK Group DMCC** (hereinafter referred to as “ARK”) is seeking to enter into a Long-Term Agreement (LTA) with a transportation service provider to drive ARK project personnel, in and outside Aden governorate, between March 2023 and March 2024. Further details are provided in the Statement of Work (SOW) in Annex 1. Transportation services should include the cost of vehicles, fuel, drivers, and vehicle insurance.

This RFP may result in award of a single or multiple Long Term Agreements for one or more qualified service providers.

#### 2. Description of ARK

ARK is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research and capacity-building. Working with local communities, it seeks to understand and then mitigate the negative effects of conflict and instability, enhancing social cohesion and resilience whilst promoting human security, development and economic opportunity.

ARK is registered in the United Arab Emirates, with project offices in Jordan, Lebanon, Yemen and the UK. The services under this RFP are required for Aden-Yemen branch office.

#### 3. Instructions for Submitting Proposals

- a. This RFP consists of the following documents:
  - This RFP with submission instructions and evaluation criteria
  - Annex I: Statement of Work
  - Annex II: Proposal Declaration Form
- b. Proposals should be submitted via email to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com) adhering to the following instructions:



- Your proposal should be prepared in English.
- Your submission should comprise of the following documents:
  - Proposal Declaration Form
  - A copy of your company registration document(s)
  - Technical Proposal
  - Price Proposal
- **Technical and price proposals must be submitted in separate emails.** The first email shall be marked "[Your Company Name] - RFP-LTA-23-ARKYE0118 Technical Proposal" and contain the (1) Proposal Declaration Form, (2) A copy of your company registration certificate and (3) your Technical Proposal. The second email shall be marked "[Your Company Name] - RFP-LTA-23-ARKYE0118 Price Proposal" and include your Price Proposal only. The technical proposal must not make reference to cost or pricing information at any point. This will ensure the technical evaluation is conducted on the basis of technical merit.

**Failure to agree and comply with any of the above specifications will result in the bidder being considered unresponsive and the proposal may be rejected.**

- c. Proposals must be received by ARK no later than **16 March 2023, 14:00 (Local - Aden, Yemen)**. Any proposal received after this date will be rejected. ARK may, at its discretion, extend the deadline, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the bid documents prepared by ARK at its own initiative or in response to a clarification requested by a bidder.
- d. Requests for clarification should be sent via email to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com). Clarification questions may be sent until **08 March 2023**. The RFP number should be quoted in all correspondence. Any written reply to a particular question may be shared with all other bidders who have expressed an interest. If you wish to receive answers to clarification questions sent by other bidders or updates to this RFP, please send an expression of interest to [procurement@arkgroupdmcc.com](mailto:procurement@arkgroupdmcc.com). Although an expression of interest is encouraged it is not a requirement to participate in the RFP.
- e. Discussions may be held to clarify proposals. If any such discussions are held, bidders will be notified that a best and final offer may be submitted by a revised deadline. The best and final offer provides the opportunity for bidders to revise their proposals based on additional information gathered during discussions. If a best and final offer is not submitted, the previous offer will be considered as the best and final offer.
- f. ARK reserves the right to reject any and all proposals submitted and to request additional information from bidders.
- g. ARK is not committed to select any company that submits a proposal, and this RFP is not to be construed in any way as an offer of contract. This RFP may also result in LTAs with several companies based on the outcome of the evaluation.

#### **4. Technical Proposal Format**



All bidders must submit the following:

**a. Bidder Information**

Each proposal must contain a bidder information page that identifies the RFP number and subject and provides at the minimum the following information:

<b>Full Company Name *</b>	
<b>Trading name (if different from registered company name)</b>	
<b>Registered company address</b>	
<b>Website address</b>	

\* As per company registration document.

**RFP CONTACT DETAILS**

<b>Contact name and title</b>	
<b>Email</b>	
<b>Phone</b>	

**COMPANY REGISTRATION DETAILS**

<b>Trading Status</b>	Public limited company <input type="checkbox"/> Limited Company <input type="checkbox"/> Limited liability partnership <input type="checkbox"/> Sole Trader <input type="checkbox"/> Third Sector <input type="checkbox"/> Other. Please specify <input type="checkbox"/>
<b>Registration date</b>	
<b>Registration number</b>	
<b>Trade license number</b>	
<b>VAT number</b>	



<b>Are you a Small, Medium or Micro Enterprise **</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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\*\* See EU definition of SME [https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\\_en](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en)

Relevant company registration documents should be attached as an annex to the RFP.

**b. Bidder Profile**

Company profile and qualifications:

- Company registration certificate and details on company ownership.
- Statement on the structure and size of the company.
- Details on company’s experience in providing similar services in Yemen including a list of previous clients.
- List of available vehicles for transportation.
- Contact details for a minimum of three referees who can comment on bidder’s past performance of related services.

**5. Price Proposal Format**

All Bidders must submit a price proposal in a separate email clearly stating ‘Price Proposal’ in the subject field of the email along with the RFP reference number. Price proposal should be submitted following the below format:

Transportation services inside Aden governorate:

Vehicle Type/Model (Year)	Transportation services inside Aden governorate including driver and fuel		
	Price Per Day (USD)	Price per Week (USD)	Price per Month (USD)

Daily surcharge for transportation services outside Aden to Lahj, Abyan, and Hadhramawt governorates:

Vehicle Type/Model (Year)	Daily surcharge to cover driver and fuel for round trip (Aden-Lahj-Aden) - Price per trip (USD)	Daily surcharge to cover driver and fuel for round trip (Aden-Abyan-Aden)- Price per trip (USD)	Daily surcharge to cover driver and fuel for round trip (Aden-Hadhramawt-Aden)- Price per trip (USD)



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Bidders may add any additional costs to the above tables, as required.

The tender quotation for transportation services must incorporate the cost of vehicle, fuel, driver, and vehicle insurance.

The tender quotation must be signed and stamped.

Bidders should note the services requirements are between March 2023 and March 2024. However, subject to mutual agreement the LTA could be extended for a further 12-months. Therefore, bidders are invited to offer additional discounts for longer term service provision in consecutive months.

Services will be requested as and when required and no volume of orders is guaranteed.

Requests for services will be made to selected suppliers through call down orders.

## 6. Evaluation Criteria

A points formula will be used during the review process to score proposals. If several proposals are closely ranked, ARK may arrange discussions with the bidders to assist in the selection process. Proposals will be evaluated and scored for both technical and price criteria. The maximum score for the technical and price proposal is 100.

The evaluation criteria are as follows:

### a. **Mandatory Criteria** (Proposals failing to meet the mandatory requirements will not be considered).

- Company Registration Certificate and/or related documentation to demonstrate authority to provide transportation services.
- Capability to supply vehicles during the period March 2023 and March 2024.

### b. **Technical Criteria (maximum 60 points)**

- The ability to supply both standard (Sedan) and 4X4 utility type vehicles (seven-seater), with models that are not older than 2020. A list of available vehicles and models must be included in the proposal. (10 points).
- Company profile and experience: Provide details about your company and experience in providing relevant transportation services in Yemen, including a list of previous/current clients (international organisations if any). (30 points).
- References: Provide a minimum of three clients (past or current) who will provide a reference on your behalf. Although it is preferable to provide NGOs and companies similar to ARK, the main focus is on high levels of professionalism, service, and customer satisfaction. (20 points).

### c. **Price Criteria (maximum 40 points)**



Only bidders meeting the minimum threshold of 40 points in the technical evaluation will be taken forward to the price evaluation. The maximum number of points for the Price Proposal is 40. The maximum score for price will be assigned to the bidder offering the lowest price and proportional scores will be assigned to the other proposals.

We look forward to receiving your proposal.

Yours faithfully,

ARK Group DMCC



## **Annex I: Statement of Work**

### **Transportation Services Long Term Agreement – Yemen**

#### **1. Background**

ARK Group DMCC (hereinafter referred to as “ARK”) is a stabilisation and development company committed to empowering local communities and beneficiaries in conflict, post-conflict, and fragile areas through the provision of evidence-based programmatic interventions, policy recommendations, research, and capacity-building. ARK is registered in the Dubai, United Arab Emirates, with project offices in Jordan, Lebanon, Yemen and the UK. The services under this RFP are required for ARK Group Aden branch office.

To deliver project outputs in Yemen, ARK requires driver services for local project staff throughout Yemen, including but not limited to the governorates of Aden, Lahj, Abyan and Hadhramawt.

#### **2. Purpose**

ARK requires a driver-service to provide transportation to project personnel in and outside Aden governorate. The driver-service should include the cost of vehicles, fuel, driver, and vehicle insurance but may charge additional fees for trips outside of Aden to areas such as Lahj, Abyan and Hadhramawt. The driver should have expert local knowledge and secure the vehicle when not in use.

#### **3. Description of Services Required**

An Aden-based and registered vehicles lease supplier to provide the following services on an as and when required basis between March 2023 to March 2024:

- a. A driver and a standard Sedan type vehicle.
- b. A driver and a 4X4 seven-seater utility vehicle.
- c. Vehicles not older than 2020.
- d. Automatic transmission.
- e. Ideally vehicles will also have a satellite navigation device.

#### **4. Timeframe**

This service will be required between March 2023 and March 2024. Subject to satisfactory performance and mutual agreement the contract may be extended beyond March 2024.

#### **5. Milestones and Payment Schedule**

ARK does not guarantee or make any assurance that any, or any minimum or particular volume of services will be ordered under this Agreement.

Payments will be made to the service provider by bank transfer on a monthly basis, upon receiving an itemized invoice, log sheets, following successful delivery of services.

#### **6. Requirements and Qualifications**



- a. The service provider must be licensed to operate as a transportation services provider with a valid company registration.
- b. The service provider must have proven work experience.
- c. The service provider must ensure that all offered vehicles are registered and licensed, well-maintained, and meet all safety requirements.
- d. The service provider must ensure that all offered vehicles have full comprehensive insurance.
- e. The service provider must ensure that all offered vehicles have a regular emergency kit including but not limited to fire extinguisher, first aid kit, spare tires, and vehicle jack.
- f. The service provider must ensure that all drivers have valid driving license and are knowledgeable about Aden governorate's road network and traffic regulations.
- g. As part of ARK's objective to promote environmental responsibility beyond its offices, the service provider is committed to consider environmental sustainability in all its activities/services including but not limited to ensuring that all vehicles are well-maintained to reduce emissions resulting in reduction of air pollution.