

Request for Proposal

Vehicle operation leasing service

Location	Tirana
Type of Contract	Service Contract
Services Requested	Vehicle operation leasing service
Number of potential successful offeror	1
Deadline for submitting full proposals	14 April 2021, EOB
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at al.info@swisscontact.org by 06 April 2021, 17:00. Answers will be sent to all interested subjects by 07 April 2021, 17:00.
Estimated starting date	July 2021
Eligibility	Registered companies with at least 5 years of similar services experience.
Validity of Quotation	Minimum 2 months
Language of Quotation	English
Where to send applications	<p>All offers shall be submitted in one of the two forms:</p> <ol style="list-style-type: none"> 1. Via email to al.info@swisscontact.org. The application should be sent in signed and stamped electronic copies, pdf. format. Please specify in the email subject the title of the Request for Proposal. 2. Via the postal system or courier service to the Swisscontact postal address: P.O. Box 2891 Tiranë. Please specify in the envelope the title of the Request for Proposal.

BACKGROUND

Swisscontact is an independent Swiss foundation promoting economic, social, and environmental development. Swisscontact's objective is to open up pathways out of poverty for people in developing countries through broad-based economic development. In its various projects Swisscontact facilitates access to skills development programmes, fosters competitive entrepreneurship, creates access to local financial services, and promotes sustainable use of resources.

'Skills for Jobs' (S4J) is a project of the [Swiss Agency for Development and Cooperation \(SDC\)](#), implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2018-2021), with specific focus on promotion of employment opportunities and skills development.

The project focuses on 4 economy sectors with potential for growth and job creation in Albania: Tourism and Hospitality, Information and Communication Technology (ICT), Textile and Construction (with a focus on energy efficiency buildings). During the second phase the project will extend its support to other economy sectors with potential for growth and jobs.

The project is in its second phase, which started in May 2019 and will last until June 2023. During this phase, the project aims at supporting 10,000 students and 6,000 trainees.

'Skills for Jobs' (S4J) is designed with the aim to tackle major Vocational Education and Training (VET) system challenges, such as: low quality and status, insufficient financing, weak labour market orientation, poor private sector engagement and poor performance of graduates in the labour market. The project addresses these challenges by focusing on ensuring systemic change, capacity development and empowerment of key actors. Based on this approach, S4J Phase II supports partner VET providers in Albania in terms of:

- Employers' and partners relations,
- Diversification of VET offer,
- New Ways of Inclusive Learning,
- Work-Based Learning in cooperation with employers, and
- Organizational Development.

Work-based learning, the use of technology in the classroom, blended and individualized learning, making the VET offer relevant for students, trainings on industry standards and the application of a business mindset in the management of VET institutions are at the core of 'Skills for Jobs' (S4J) implementation.

Nine providers in the six selected regions benefit from the project: [the Vocational 'Hamdi Bushati' school in Shkodra](#), the [Vocational 'Kolin Gjoka' school in Lezha](#), the [Electro-technical 'Gjergj Canco' school, "SHTET" school in Tirana](#), the ['Ali Myftiu' school](#), the ['Salih Ceka' school in Elbasan](#), the [Vocational 'Kristo Isak' school in Berat](#) and the [Commercial school, the industrial 'Pavarësia' school](#) and the [Vocational Training Centre in Vlora](#).

1. Subject

Under this Request for Proposal, Swisscontact is looking for a suitably qualified and experienced companies that provide with Vehicle operation leasing service.

The Swisscontact in Albania would like to avail vehicle operational leasing service with one company for a duration of about 48 months with renewable possibilities based on satisfactory performance. The main objective of this call is to ensure efficient and cost-effective travel management services.

Swisscontact, invites interested candidates to bid for the realization of the procurement object, according to the specifications/requirements below.

2. Technical Requirements

The interested applicants should fulfill minimum technical requirements set in the following tables:

Vehicle Type Required	Minimum Requested Specifications		Details
Saloon FORD MONDEO	Fuel:	Diesel	1 Vehicle 7/24
	Engine capacity:	minimum from 2000 to 2500 cc	
	Transmission type:	FWD (Forward Wheel Drive)	
	Seat:	(4) excluding driver seat	
	Air bag for driver and all passenger		
	ABS		
	Regenerative Braking System (HEV)		
	Electronic Stability Control (ESP)		
	Adaptive Cruise Control		
	Automated Air conditioning		
	Tinted back seat windows		
	Front/Rear Parking assistant		
	Rear View Camera		
	Automated Parking System		
	Lane Keeping System Lane Assist		
	Road Sign Information (TSR)		
	Speed Limiter (ASLD)		

	All electric windows		
	Panoramic roof		
	Power steering:	Electric	
	Gearbox type:	Automatic	
	Color (preferred):	Magnetic / Black / Blue	
	Year of manufacture:	2021	
	Kilometers on odometer not to exceed (km) on delivery:	300	
	Yearly KM consumption:	25.000	
	Same day replacement of the vehicle with a similar category of car, during car service or in case of damage		
	Tires	New tires, Michelin / Bridgestone brand (Winter tires during the needed season)	
	Full casco Insurance		

Please ensure to confirm that rented vehicle will have below accessories and documents on board. This will be confirmed and checked at the receipt of the vehicle, during the contract, as well as in the case of the potential renewal of the contract.

No	The vehicle must come with following accessories & other documents
1	First aid kit x 2 pcs
2	Fire extinguisher
3	Jack
4	Car fluorescent vest safety x 2 pcs
5	Spare tire or tire repair set
6	Warning triangle
7	Vehicle Maintenance Logbook

The applicant must submit the technical proposal as per required table template in Annex 1 of this call.

If you are successful in terms of fulfilling the above required specification and providing best/lowest price, a technical team will visit your location to confirm availability and to conduct an inspection of your vehicles so as to determine the final physical quality, quantity and mechanical fitness of the vehicles to ensure that they meet the required standards.

3. Financial Proposal

The Financial Proposal should be submitted in CHF currency, VAT included. The applicant must submit the financial proposal as per required table template in Annex 2 of this call. The evaluation process of this bid may last 1-2 months. So, make sure that the financial proposal be valid up to 2 months from the date of submission.

4. Documents to be submitted

Applicants are required to have indicated and attached **mandatory** documents:

- **License and QKB extract:** The bidder must submit a copy of the activity license and extract of the company registration from the relevant bodies.
- **NUIS:** The bidder must submit a copy of the NUIS.
- **Personnel:** The applicant must declare that he has the necessary and qualified staff to provide the necessary support throughout the contract period .
- **Company Profile and Professional Experience:** Describe the company experiences, size and structure.
- **Technical and financial proposal:** The applicant must submit the technical and financial proposal as per requirements specified above and provided forms in Annex 1 and Annex 2.

The documents should be signed and sealed and delivered through mail or email. Cases of non-delivery of one of required document or fake and incorrect documents are considered as conditions for disqualification.

5. Communication with the bidders:

Any communication between SC-ALB and the bidders that might compromise the transparency and fairness of the bidding process must be avoided. Communication has to be documented in writing. The interested applicants can send their questions to al.info@swisscontact.org by *06 April 2021, 17:00*. The deadline for submitting responses will be *07 April, 17:00*. Responses to requests for clarification by one bidder must be shared with all bidders in BCC mode of email or the response to be uploaded in the website.

6. Eligibility:

This Request for Proposal is open for registered companies with **at least 5 years** of similar services experience.

7. Submission instruction:

The deadline of submission is **14 April 2021, EOB**. Please note that in case your offer will be sent later than the deadline for submission, Swisscontact may decide to disqualify your submission and not consider this eligible for further phases of evaluation. Please note that this is valid regardless of whether your submission has been sent physically or electronically as the deadline for submission will be the same.

The following submissions are requested to the applicants.

All offers shall be submitted in one of the two following forms:

7.1 Physical Submission

All physical bids need to be submitted by the deadline above mentioned in a **SEALED TENDER ENVELOPE** to the Swisscontact postal address: P.O. Box 2891 Tiranë. The outside of the envelope must clearly note the Request for Proposal title reference Vehicle operation leasing service. All documents should be duly filled, signed and stamped.

7.2 Electronic Submission

All electronic /email bids need to be submitted by the deadline above mentioned in signed and stamped electronic copy to al.info@swisscontact.org . All documents should be provided in pdf. format. The subject line of the e-mail should clearly note the Request for Proposal title reference, Vehicle operation leasing service. All applicants will be replied back for the confirmation of submission received.

8. Evaluation of RfQ

An evaluation panel, consisting of no less than 3 (three) members, will evaluate the applications as per the criteria informed in this tender document. Swisscontact Albania will evaluate the applications received within the two months after the deadline of application.

The offers will be evaluated according the the following conditions:

Criteria	Evaluation phase	Weight
Mandatory documentation- Bidders need to present requested documents to be submitted with the bids.	Eligibility Evaluation	Yes/No
Fulfill of Minimum Requested Specifications	Technical & Capability Evaluation	15%
Leasing service		15%
Company Profile and Professional Experience		10%
Price Competitiveness- Monthly rate	Financial Evaluation	60%

Swisscontact reserves the right to cancel a bidding process, accept or reject bids without notifying the reasons to the bidders. It also has the right to ask one or more of the bidding organizations to resubmit and/or revise its bid.

Annexes:

Annex 1: Technical proposal - To be completed by the bidder

Annex 2: Financial proposal - To be completed by the bidder

Annex 1: Technical offer-checklist

Please tick Yes/No for each requirement and provide proof where required. If response is No, provide comments accordingly.

Vehicle Type Required	Minimum Requested Specifications		Details	Yes/ No	Comment if No
Saloon FORD MONDEO	Fuel:	Diesel	1 Vehicle 7/24		
	Engine capacity:	minimum from 2000 to 2500 cc			
	Transmission type:	FWD (Forward Wheel Drive)			
	Seat:	(4) excluding driver seat			
	Air bag for driver and all passengers				
	ABS				
	Regenerative Braking System (HEV)				
	Electronic Stability Control (ESP)				
	Adaptive Cruise Control				
	Automated Air conditioning				
	Tinted back seat windows				
	Front/Rear Parking assistant				
	Rear View Camera				
	Automated Parking System				
	Lane Keeping System Lane Assist				
	Road Sign Information (TSR)				
	Speed Limiter (ASLD)				
	All electric windows				
	Panoramic roof				
	Power steering:	Electric			
	Gearbox type:	Automatic			
	Color (preferred):	Color: Magnetic / Black / Blue			
	Year of manufacture:	2021			
	Kilometers on odometer not to exceed (km) on delivery:	300			

	Yearly KM consumption:	25.000			
	Same day replacement of the vehicle with a similar category of car, during car service or in case of damage				
	Tires	New tires, Michelin / Bridgestone brand (Winter tires during the needed season)			
	Full casco insurance				
	*Other leasing service (*Please add information / details if other leasing service options will be offered)				

Please confirm that all equipment & documents will be provided at the time of receipt of the vehicle during the contract.

No	The vehicle must come with following accessories & other documents
1	First aid kit x 2 pcs
2	Fire extinguisher
3	Jack
4	Car fluorescent vest safety x 2 pcs
5	Spare tire or tire repair set
6	Warning triangle
7	Vehicle Maintenance Logbook

Signature / Acknowledgment	
Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	

Annex 2 - Financial offer

Please provide with the financial offer as per following:

Vehicle Type	Qty	Monthly Rate (CHF)	VAT	Total Monthly rate (VAT included)
Saloon FORD MONDEO	1			

Please confirm that your price will remain fix for the whole period of the contract.

Signature / Acknowledgment	
Company Name:	
Name and Surname of representative:	
Email adress and mobile number:	
Date:	
Signature:	
Company seal:	