



CALL FOR PROPOSALS (CFP)

Invitation to tender. Provision of logistics services.

Date: 01 June 2022

The Eurasian Women's Network on AIDS (EWNA) invites interested tenderers to submit a tender proposal for provision of logistic services, hereinafter referred to as "Services".

Scope of procurement:

Services to be provided on the territory of Georgia. The range of services includes:

- accommodation services;
- transportation services by public transport (air, train);
- transportation services (transfer);
- catering services;
- premises for events, including equipment.

Price:

The service fee rate should be set as a percentage of the cost of actually provided services. Tenderer may offer different service fee rates for each type of services.

Submission of tenders:

Tenders shall be submitted electronically not later than **15 June 2022 6 p.m. Tbilisi time** to Lyubov Vorontsova vorontsova.kz13@gmail.com copied to Nataliia Gerasymchuk gerasymchuk.nataliia@gmail.com

Detailed Terms of reference you can find in Annex 2 to the CFP.

1. Background

Eurasian Women's Network on AIDS (EWNA) is a non-for-profit charitable membership-based organisation, registered by women's activists and organisations from Eastern Europe and Central Asia (EECA) in May 2015.

Before submitting the proposal, please read about EWNA at <http://www.ewna.org/>

2. Description of the procurement

2.1. Scope of procurement

EWNA invites interested tenderers to submit a tender proposal for provision of the logistic services (hereinafter referred to as "Services").

Services to be purchased under this tender include, but not limited to:

- Transportation services by public transport: provision of travelers with bus, taxi, train, airplane tickets;
- Transportation services by transfer: provision of transfer by car, minivan, minibus or bus throughout the EECA countries;
- Accommodation services: booking of hotel rooms / apartments throughout the territory of selected country;

- Catering services during business trips or events (general assembly meetings, trainings, seminars, etc.);
- Provision of premises for project events, including equipment;
- Assistance in compliance with the travel rules amid COVID-19 pandemic.

Services to be provided on the territory of Georgia.

Related services include, but not limited to:

- elaboration of routes and detailed description of services to be provided for each logistic request;
- development of itinerary for each traveler;
- provision of support to EWNA and/or travelers during a period of service provision.

2.2. Contract period

The contract period runs for 2 calendar months. EWNA is entitled (though not obligated) to extend the contract once or twice with 6 calendar months respectively, with unaltered terms and conditions. The contract start date is estimated at: 20 June 2022.

2.3 Volumes

During the contract period, the estimated value is approximately 18 000 USD. No guarantee of obtaining a certain volume is provided.

2.4. The language of the tender

The tender shall be written in English. However, the following may be provided in Georgian, Ukrainian or Russian:

- Curriculum Vitae (CV)
- Financial statements
- Bank accounts information
- Statute
- Registration documents
- Reference letters
- Testimonials, certifications, or certificates issued by a party other than the tenderer
- Documents issued by parties other than the tenderer, such as technical specifications, product information, or similar information and documents.

3. Selection

The company will be selected through Least-Cost Selection (LCS) in accordance with EWNA procurement policies. Selection criteria and process are described in Annex 1 to the CFP.

Annex 1. Selection criteria

1. Introduction

EWNA will select a company in accordance with the selection procedure established below.

Logistics Companies are invited to submit Technical and Financial proposals for logistics services listed in the ToRs (Annex 2).

The proposal will be the starting point for negotiations and, eventually, for drafting the Agreement to be entered into with the selected company. Company shall bear the expenses in connection with their preparation and submission of the proposals and negotiation of the Agreement. EWNA shall be under no obligation to accept any proposals and shall reserve the right to withdraw the CFP at any time prior to the conclusion of the Agreement, and the Company shall bear no liability or obligations in such case.

2. Selection Criteria

The Company will be selected based on Least-Cost Selection in two stages: on the first stage all candidates will be evaluated on technical criteria. Companies who pass the minimum score for the technical offers set will compete only by price.

The proposals will be evaluated by Evaluation Committee. During the evaluation procedure the Evaluation Committee may, if necessary, contact the Companies for explanations/clarification regarding the proposal they submitted. For this reason, every proposal shall contain contact information for persons whom such requests shall be addressed to.

3. Requirements

The Tenderer must:

- Be professionally competent and have experience in planning and conducting events;
- Be eligible to practice as Logistics provider and work in compliance with the laws, rules and other requirements of the country where the EWNA event is implemented;
- Be unaffiliated with Aidsfonds, EWNA, the Consortium Partners (EHRA, SWAN, Teenergiser and ECOM) and any EWNA governance bodies.

4. The technical criteria will include the following:

Criteria	Points
Eligibility – Tenderer must satisfy the general and specific requirements defined in ToR for provision of logistics services (Annex 2)	20
Experience of your firm in relation to the scope of logistic services for non-profit organisation funded by international donors not less than 3 years. <i>Please provide a list of similar non-profit organisations with international funding served by your firm.</i>	40
Staff qualification - your staff assignments and availability to complete the logistics services on a timely basis. Participation of senior personnel assigned to the engagement. Knowledge of English, Georgian and Russian (spoken and written). <i>Please provide CVs for all staff to be assigned for the EWNA logistics services provision.</i>	40

5. The Minimum Technical Score required to pass is 75.

The Companies obtaining the minimum score for the technical offers set (75 points) will compete only by price.

6. Proposal Submission Procedure

The proposal shall include the following documents:

1. Technical proposal;
2. Financial proposal.

7. Information to be submitted

Information in your proposal must be in the following order:

1. Name of your company, address, name and telephone of the authorised person;
2. Copy of the document confirming the legal status of the company;
3. Brief description of the company's activities for the last 5 years, including a list of similar non-profit organisations or similar projects served by your firm;
4. CVs of all assigned staff, including short description of experience in logistics provision for similar projects or not-for-profit organisations with international funding;
5. Detailed service provision plan/methodology including your approach to risk and fraud detection;
6. Proposed fee.

Deadline for submission Proposals: 15 June 2022 (6 p.m. Tbilisi time)

If you need more information or have any specific questions, please refer them to Lyubov Vorontsova vorontsova.kz13@gmail.com and copied to Nataliia Gerasymchuk gerasymchuk.nataliia@gmail.com with remark “**Logistics services competition**”.

Selection process and awarding of contract will be done by 20 June 2022.

Annex 2. Terms of Reference for provision of logistics services

Event Title: EWNA General Assembly meeting

Country: Georgia

Date: 19-21 July, 2022

Estimated number of participants: 15

Participants countries: Armenia, Belarus, Estonia, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Ukraine, Uzbekistan.

1. Background

EWNA General Assembly meeting is co-funded by three projects:

1. In 2021 five regional networks: the Eurasian Harm Reduction Association (EHRA), the Eurasian Coalition for Health, Rights, Gender and Sexual Diversity (ECOM), the Eurasian Women's Network on AIDS (EWNA), the Eurasian Union of Adolescents and Youth "Teenergizer" (Teenergizer), the Sex Workers' Rights Advocacy Network in Central, Eastern Europe and Central Asia (SWAN) under the leadership of EHRA submitted a proposal and got an approval for funding a new project named "Moving Together Towards Quality and Equality" supported by the Robert Carr Fund.
2. The Project "Meaningful participation of women in Global Fund processes in the EECA region" supported by the Regional Platform of the Community, Rights and Gender Strategic Initiative in EECA for 2021-2023, implemented by the Eurasian Harm Reduction Association (EHRA) with the financial support of the Global Fund to Fight AIDS, Tuberculosis and Malaria.
3. Eurasian Women's Network on AIDS (EWNA) is implementing partner of the United Nations Population Fund (UNFPA) for 2022–2025. UNFPA supports EWNA activity on capacity building according to EWNA strategic and operational plan.

2. General requirements:

- Offered services must meet all quality requirements regardless of where they are provided.
- Tenderer must be ready to provide services countrywide according to logistic requests received from EWNA.
- Tenderer must be ready to handle logistic requests for at least 16 people per month and provide services according to them
- Tenderer must be ready to appoint a responsible manager for handling of each logistic request.
- Tenderer must be ready to use documents templates, meet all deadlines.
- Provision of services is accompanied by related services:
 - constant support to EWNA staff and/or travelers by phone or emails during a period of service provision;
 - elaboration of routes and service details for each logistic request;
 - preparation of itinerary for every traveler
- Services shall be provided considering cost limits indicated in table A1. If no limits are defined for services in the above-mentioned tables, the limits may be stated in the logistic request by EWNA.
- Services shall be provided according to the scope and range, indicated in the logistic request.
- Services shall be provided in time. Services provided with delay will not be accepted and paid by EWNA.

3. Specific requirements for Services

Specific requirements, depending on the type of services, are defined below.

3.1. Accommodation services

Accommodation services refers to the provision of overnight accommodation in appropriately equipped rooms.

Minimum quality requirements for accommodation:

- one room per person, i.e. no shared rooms (unless otherwise stated in the logistics request);
- availability of a single or double bed in the room;
- the room has its own bathroom (shower or bath) and toilet;
- availability of hot water in the bathroom;
- presence of a window in the room;
- availability of working heating (during the heating season) and air conditioning in the room;
- availability of a set of bedding and bed linen: mattress and mattress pad, pillow, blanket, extra blanket, bed cover, sheet, duvet cover, pillowcase; at least 2 towels per guest;
- clean rooms without a sharp unpleasant smell.

Restrictions:

- bookings in motels and hotels for truckers is not allowed.

3.2. Transportation services by public transport

Transportation services by public transport refers to booking and/or purchasing of tickets and their delivery to travelers.

Minimum quality requirements for transportation services by public transport:

- travel by land transport not higher than 2nd class should be used (other options should be always agreed with EWNA before booking/purchasing);
- only transport operators with appropriate license for passenger transportation services should be involved for services provision;
- the fastest route with not more than 2 changes;
- tickets booked/purchased should not include any additional services (as meals, drinks etc.). Bed linen in train tickets is an exemption;
- any third-party commission for tickets buying services cannot be included in price of tickets.

If possible, following options should be chosen:

- transport connection without night changes (24:00-05:00);
- transport connection with no more than one change;
- arrival to destination not later than 9 pm.

Other terms of transportation services by public transport provision:

- Contractor (hereinafter Contractor refers to Successful Tenderer who will be contracted to provide services under this Tender) may communicate with a traveler on travel options;
- all tickets available for online payment should be purchased;
- if some tickets are not available for online payment, travelers may purchase them on their own. Contractor is encouraged to provide at least booking of such tickets.
- if some tickets are not available for online payment or booking, Contractor should inform traveler about available travel options in the itinerary letter.

3.3. Transportation services by Transfer

Transfer refers to transportation services provided by individual vehicle with a driver according to the ordered route, or car rental.

Minimum quality requirements for transportation services by transfer:

- only operators with appropriate license for passenger transportation services can be involved for services provision;

- only drivers with valid driver licenses and other relevant documents can be involved;
- compulsory vehicle insurance and insurance of passengers in each vehicle must be valid during the period of service provision;
- only properly functioned vehicles can be used;
- vehicles shall be equipped with all necessary devices according to road rules and regulations of the country they will be used for travel;
- vehicles shall have functioning seatbelts in all seats;
- driver must wear seatbelt at all times when driving the car;
- drivers shall never exceed the speed limit;
- in case of technical malfunction of the vehicle another properly-functioned vehicle should be provided in the shortest period.

3.4. Catering services

Catering services refer to organisation of lunch or/and coffee-breaks or/and dinners according to logistic request.

Minimum quality requirements for catering services:

- only high-quality food products shall be used during catering;
- fresh food and freshly prepared dishes shall be offered during catering;
- all food provided during catering shall be produced, stored and served with observance of sanitary norms defined by the legislation;
- lunch can be served in cafe or other catering facility or delivered in lunch-boxes;
- menu for catering should be agreed with EWNA in advance (not later than 4 (four) days before start of event);
- when possible, catering facility should be located no more than a 15-minute walk away from the place of training delivery;
- the number of servings should correspond to the number of participants and trainers (according to logistic request);
- lunch in catering facility should include: starter, salad, main course, drinks (juice / compote / tea / coffee);
- lunch provided in lunch-boxes should include: salad, main course, drinks (juice / compote / tea / coffee);
- coffee-break should include at least two types of dessert/snacks/fruits, tea / coffee and water;
- during coffee-breaks and in case lunches are provided in lunch boxes, antiseptic for hands should be provided.

Requirements for the period when restriction and/or COVID-19 quarantine measures apply:

- desserts and snacks should be provided in individual packing;
- catering staff should wear face mask and have a sanitizer available during the whole time of catering;
- catering staff should employ proper hand hygiene (washing hands regularly with hot water and soap);
- safe distance between the catering representatives and the training participants should be ensured during catering (at least 1.5 meters);
- other safety measures (to be identified by EWNA).

3.5. Provision of premises for event

Provision of premises for event refers to rent of conference room or other premises according to the type of event.

Minimum quality requirements:

- premises should have enough space to ensure comfort and safe work of the number of people identified by the logistic request;
- premises should have enough natural and / or lamplight;
- premises should be equipped with furniture (chairs according to the number of participants), projector, screen, laptop, clicker, flipchart and flipchart paper, markers, and preferably with microphone and loudspeakers;
- premises should have free Wi-Fi network with internet connection;
- premises should have specific place for coffee-breaks;
- premises should be equipped with functioning heating and cooling equipment.

4. Business processes of services

Logistic services are provided based on logistic request. Logistic requests are prepared for each single event, organized by EWNA. Process of logistic service provision foresees close communication between EWNA and Contractor. List and contacts of logistic specialists involved in service provision should be provided to EWNA after contract signature. Any changes of logistic specialists involved in service provision should be agreed with EWNA.

Stages of logistic service provision:

1. Logistic request with a complete list of services to be provided is sent by EWNA not later than 25 (twenty-five) business days before service to be provided. Logistic request should include exhaustive data on scope, conditions and place of service provision.
2. Preliminary budget, menu (if applicable), draft of itinerary (if applicable) are sent to EWNA not later than 20 (twenty) business days before service to be provided. All the prices to be included to the preliminary budget should reflect the minimum prices available for the services.
3. During 2 (two) business days after preliminary budget with other documents are received, EWNA confirms or negotiates the budget and proposed services.
4. EWNA may change logistic request not later than 5 (five) business days before service is to be provided.
5. Final version of menu (if applicable) is sent to EWNA and/or traveler not later than 4 (four) business days before service to be provided.
6. Itinerary letter (if applicable) with all bookings, tickets etc., details of other services (if applicable) are sent to EWNA and/or traveler not later than 10 (ten) business days before service is to be provided.
7. Constant support is provided to EWNA and/or traveler during the service provision period.
8. Services could be prepaid against invoice within 10 (ten) business days before event dates in the amount not exceeding 25% of the contract value.
9. Invoice, act of acceptance of provided services, final budget with complete package of documents confirming service provision are provided to EWNA during 15 (fifteen) business days after services are provided/ event is finished.
10. EWNA reserves the right to check the quality and range of provided services in any possible way and neither to accept nor pay for services provided in violation of preliminary budget or/and quality criteria.
11. EWNA is checking documents provided by Contractor and either accepts services and signs the act of acceptance (in case complete package of documents is furnished, documents are without mistakes and reflect real services of proper quality provided) or provides reasonable refusal to accept services.
12. Services are paid against invoice within 15 (fifteen) business days after the act of acceptance is signed by EWNA.

13. Exchange of documents mentioned in this Chapter is carried out using e-mail communication. Originals and relevant copies of documents shall be provided to EWNA together with the act of acceptance of provided services.

Templates of documents (request for logistic services, budget, itinerary letter) to be used in service provision process are defined in the annexes to the contract. They may be modified at the contract signing stage without losing the content.

Table A1. Logistic services to be provided for event

Type of services	Upper limits
Transportation services (airplane)	Not higher than economy class
Transportation services (train)	Not higher than 2nd class
Transportation services – Transfers:	
Car (4 passenger seats)	0,3 USD per km
Minibus (minimum 8 seats)	0,4 USD per km
Waiting time	8 USD per hour
Accommodation	50 USD per night per pax
Catering services during event:	
Lunch	20 USD per pax. 1 lunch per training day
Coffee-break	5 USD per pax. 2 coffee breaks per meeting day
Dinner	20 USD per pax. 1 dinner per training day
Rent of premises for event	300 USD per meeting day (8 hours)
PCR test (COVID-19)	20 USD per pax. Services to be provided occasionally on demand