
Transportation Service - Airport shuttle

**Project number/
cost centre:**

P.03.9207.6-005.00

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development with around 24.000 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, GIZ supports the German Government public and private sectors clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

The GIZ country office Tbilisi and GIZ projects are operating in different districts and municipalities in Georgia. The GIZ country office in Tbilisi wishes to enter into long term agreement with one transportation company for its transportation service in Tbilisi, in particular transportation from the international airport to the municipality area of Tbilisi and vice versa.

2. Contract Duration

The initial duration of the service agreement will be for one year with the possibility of GIZ to extend two times for another one year.

Period of assignment: from 14/09/2023 until 13/09/2024.

3. Scope of Work

3.1 General:

The contractor is required to provide transportation services between Tbilisi and the Tbilisi International Airport and vice versa for GIZ staff and consultants if requested by GIZ. These transportation services include trips throughout the Tbilisi metropolitan area. An overview of the individual districts is given in the annex. The price for the transportation services shall be based on a one-way trip between the a) airport and the district and b) district to airport.

Due to the early departure and arrival times at the airport, the majority of service requests will occur between 01:00 am - 09:00 am, but are not limited to those hours. These trips will take place during weekends and on holidays as well.

In addition to transportation, the contractor is required to maintain professionalism, provides adequate technical capacity, and maintain insurance and logistical support for all vehicles (including fuel and maintenance).

The contractor is responsible for background check of the drivers and takes full responsibilities for the hired staff's behaviour, misconduct, illegal activities or connections.

It is the responsibility of the contractor to provide all benefits applicable as insurance, leave, gratuity, workmen's compensation, etc.

The contractor must ensure that the services are in line with the existing national labour laws.

The contractor shall further always assume such full responsibility for its staff as injury, bodily dismemberment, or death during the performance of the duties and shall keep GIZ, free or harmless of any such occurrence.

GIZ does not guarantee any minimum volume of passengers and trips. Based on internal calculations the number of trips going to the airport and return is around 25 per month. Seasonal fluctuation can be expected.

3.2. Services:

The contractor is responsible for providing the following services:

- Provide transportation for between the Tbilisi International Airport and the Tbilisi metropolitan area for GIZ staff and consultants (see Annex).
- Provide vehicles driven by Georgian drivers to meet GIZ transportation's needs.
- Ensure that all vehicles are operational and ready for use by creating regular check and maintenance schedule.
- Provides vehicle replacement in-case of an accident or break down.
- Assign a point of contact for logistical needs. The contact point of the contractor must be fluent in English, in case of clarifications on drop off, pick up locations.
- Manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

3.3. Vehicles:

The contractor is responsible for providing up to 3 vehicles:

- Vehicle type should be a conventional sedan four-door passenger car with a 3-box design with separate areas for the engine, passenger and cargo.
- The vehicles should be no older than 2018 in good running condition, clean interior, non-smoking and with proven accident-free track record.
- The vehicles need to be equipped with general safety requirements (first aid kit, warning triangle and high visibility jacket, spare tire, toolbox, jumping cable, torch, fire extinguisher and towing cable).
- Regular vehicles maintenance & periodic routine check.
 - Daily check by drivers to ensure that the vehicle is ready for operations (this including checking gas, front and back lights, fluid and water levels, tires condition and air pressure and windshield wipers.
 - Monthly check by drivers to ensure that engine, transmission, and brakes fluids are in good condition as well as air and fluid filters, front and rear suspension systems and air-bag system.
- The vehicles must have a comprehensive, valid insurance to cover their operations according to the Georgian law.
- All vehicles used are compliant with the Georgian transport safety authority requirements.
- GIZ reserves the right to undertake periodical check-ups of the vehicles to check the overall condition and fulfilment of safety requirements.

3.4. Drivers:

The contractor is responsible for providing the following drivers:

- Drivers must comply with the Georgian traffic laws and regulations.
- The contractor shall ensure that all drivers are qualified and have valid driver's licenses, clear and updated criminal record as well as all other necessary permits as required by the laws existing in Georgia.
- Specific professional experience: Minimum 3 years of driving experience.
- Drivers should speak English and any other language as an advantage.
- Drivers must report to GIZ any accident immediately.
- Driver must welcome passengers at the airport in the arrivals area with a GIZ sign.

3.5 Other:

- The contractor maintains on call service 24h in case of flight delays or cancellations.
- Information about arrival or pickup times will be shared with the contractor 24h before arrival/departure.
- The contractor shall provide GIZ with copies of driver's licenses and insurance for all vehicles.

4. Payment System:

The Contractor shall prepare monthly statements/invoices for all individual trips and services conducted in accordance with GIZ's voucher system.

The invoice shall include the serial number for each trip, pick-up point, destination, date of service, driver name, and trip cost as well as including type of vehicle used.

A monthly overview of all trips with all information as per invoice and additional information on the project (name, project number that receives the individual service) has to be provide in an Excel file.

The contractor shall be responsible for the payment of all taxes, duties, levies, and charges in connection with this agreement.

5. Concept of the offer

The tenderer is required to show how the tasks defined above are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). The Travel Agency must describe the personal structure and the car fleet for service provision.

The purchaser reserves the right to accept or reject any quotation, to annul the solicitation process, and reject all quotations at any time before the award of the contract, without thereby incurring any liability to the affected bidder(s) or any obligation to provide information on the grounds for the purchaser's action.

6. Format of the offer

The tenderer is asked to submit a financial offer and a technical-methodological offer.

Financial offer:

The tenderer is required to provide a financial offer based on the airport shuttle trips outlined in annex A and B. The cost per trip should be filled out in the GEL. Format: PDF.

Technical-methodological offer:

In the tender, the tenderer is required to explain how the objectives defined in chapter 3. "Scope of Work" are to be achieved. The contractor is required to describe its approach for coordination with GIZ.

1. Technical-methodological design

Up to 2 pages. Format: PDF. Following the given structure:

Strategy:

1.1.1.: Description and justification of the contractor's strategy for delivering the services put out to tender

Processes:

1.1.4.: Presentation and explanation of the implementation plan: work steps, milestones, schedule

Project management of the tenderer:

1.1.6.: Approach and procedure for coordination with/in GIZ project

2. Personnel concept

The CVs shall not exceed 4 pages each. They must clearly show the position and job the proposed person held in the reference project and for how long. The CVs are to be submitted in English (language). Format: PDF.

Point of contact for logistical needs:

Main contact and focal person for GIZ within the transportation provider. Principal service provider for the services described under paragraph 3.2.

- 2.1.1.: Education: Bachelor's degree in a relevant field (Business Administration, Management, Tourism or any other related field)
- 2.1.2.: Language:
 - C2-level language proficiency in Georgian (5 out of 10 points)
 - B2-level language proficiency in English (5 out of 10 points) according to CEFR -Common European Framework of Reference for Languages¹,
- 2.1.3.: General professional experience: 5 years of experience in ticketing / travel Management.
- 2.1.4.: Specific professional experience: 3 years of experience with service delivery to international and/or governmental organizations working in Georgia.

Drivers:

Listing of the intended drivers (at least 3 persons) and their qualifications and previous experience.

- 2.2.1.: Qualifications (min 3 years of driving experience), Description of previous work experiences (with references)
- 2.2.2.: Language skills (English)
- 2.2.3.: CVs per person (3)
- 2.2.4.: Copy of driver's licence. Format PDF.

3. Vehicle fleet

Listing of the intended vehicles and their characteristics. The vehicle features (Information on mileage, tyres, stains or tears) should be listed briefly in a word or PDF-format.

- 3.1.1.: Photos of the vehicles. Format: JPEG, PDF.
- 3.1.2.: Copy of the vehicle registration document. Format: PDF.
- 3.1.3.: Information on mileage. Format: Word/PDF
- 3.1.4.: Information on the type of tyres. Format: Word/PDF
- 3.1.5.: Information on stains or tears in the seats. Format: Word/PDF
- 3.1.6.: Proof of auto insurance. Format: PDF

For details, please refer to the tender announcement.

¹ Languages levels according to the Council of Europe available at <https://www.coe.int/en/web/common-european-framework-reference-languages/table-1-cefr-3.3-common-reference-levels-global-scale>

Annex – Financial offer

A) Transportation Airport – Tbilisi

Type	From Airport	To Tbilisi District	Costs GEL
Airport Shuttle	Tbilisi International Airport	Saburtalo District: Including Neighborhoods: Delisi, Vedzisi, Vashlijvari, Bakhtrioni, Khiliani, Didi Dighomi, Zurgovana	
Airport Shuttle	Tbilisi International Airport	Mtatsminda District: Including Neighborhoods: Mtatsminda, Sololaki, Vera, Kiketi, Kojori, Shindisi, Tsavkisi, Tabakhmela	
Airport Shuttle	Tbilisi International Airport	Vake District: Including Neighborhoods: Vake, Bagebi, Vazha Pshavela Quarters, Tskneti, Nutsubidze Plato	
Airport Shuttle	Tbilisi International Airport	Krtsanisi District: Including Neighborhoods: Kala, Ortachala, Ponichala	
Airport Shuttle	Tbilisi International Airport	Isani District: Including Neighborhoods: Avlabari, Navtlughi, Metromsheni, Vazisubani, Eighth Legioni	
Airport Shuttle	Tbilisi International Airport	Samgori District Including Neighborhoods: Varketili, , Orkhevi, Dampalo, Lilo, Lower Samgori	
Airport Shuttle	Tbilisi International Airport	Chughureti District Including Neighborhoods: Chughureti, Kukia, Svanetisubani	
Airport Shuttle	Tbilisi International Airport	Didube District Including Neighborhoods: Didube, Dighomi Massive	
Airport Shuttle	Tbilisi International Airport	Nadzaladevi District Including Neighborhoods: Nadzaladevi, Sanzona, Temka, Lotkini, Old Nadzaladevi	
Airport Shuttle	Tbilisi International Airport	Gldani District Including Neighborhoods: Gldani Massive, Avchala, Mukhiani, Gldanula	
Airport Shuttle	Tbilisi International Airport	Outskirts of Tbilisi: Up to 20 km outside the municipal boundary of Tbilisi.	

B) Transportation Tbilisi – Airport

Type	From	To	Costs
	Tbilisi District	Airport	GEL
Airport Shuttle	Saburtalo District: Including Neighborhoods: Delisi, Vedzisi, Vashlijvari, Bakhtrioni, Khiliani, Didi Dighomi, Zurgovana	Tbilisi International Airport	
Airport Shuttle	Mtatsminda District: Including Neighborhoods: Mtatsminda, Sololaki, Vera, Kiketi, Kojori, Shindisi, Tsavkisi, Tabakhmela	Tbilisi International Airport	
Airport Shuttle	Vake District: Including Neighborhoods: Vake, Bagebi, Vazha Pshavela Quarters, Tskneti, Nutsubidze Plato	Tbilisi International Airport	
Airport Shuttle	Krtsanisi District: Including Neighborhoods: Kala, Ortachala, Ponichala	Tbilisi International Airport	
Airport Shuttle	Isani District: Including Neighborhoods: Avlabari, Navtlughi, Metromsheni, Vazisubani, Eighth Legioni	Tbilisi International Airport	
Airport Shuttle	Samgori District Including Neighborhoods: Varketili, , Orkhevi, Dampalo, Lilo, Lower Samgori	Tbilisi International Airport	
Airport Shuttle	Chughureti District Including Neighborhoods: Chughureti, Kukia, Svanetisubani	Tbilisi International Airport	
Airport Shuttle	Didube District Including Neighborhoods: Didube, Dighomi Massive	Tbilisi International Airport	
Airport Shuttle	Nadzaladevi District Including Neighborhoods: Nadzaladevi, Sanzona, Temka, Lotkini, Old Nadzaladevi	Tbilisi International Airport	
Airport Shuttle	Gldani District Including Neighborhoods: Gldani Massive, Avchala, Mukhiani, Gldanula	Tbilisi International Airport	
Airport Shuttle	Outskirts of Tbilisi: Up to 20 km outside the municipal boundary of Tbilisi.	Tbilisi International Airport	