***Section VII. Technical Specifications***

**Technical Specifications**

| **Specification** | **Statement of Compliance** |
| --- | --- |
| **STATE THE COMPLETE TECHNICAL SPECIFICATIONS** | *[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the services and equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]* |

**HIRING OF A UAE BASED TRANSPORT SERVICES COMPANY**

 **based on the provided TERMS OF REFERENCE**

**for the PHILIPPINES PARTICIPATION IN EXPO 2020 DUBAI**

**TECHNICAL SPECIFICATIONS**

**INSTRUCTIONS TO THE BIDDER:** Indicate **“COMPLY”** per line number under **Bidder’s Statement of Compliance** if Bidder can meet the technical specifications and project requirements. DO NOT LEAVE ANY BLANK. A **“YES”** or **“NO”** **ENTRY WILL NOT BE ACCEPTED. FAILURE TO CONFORM WILL RESULT IN A RATING OF “FAILED”.**

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| # | **MINIMUM SPECIFICATIONS** | **Statement of compliance** |
| 1. | **Background/ Objective for services being procured** |  |
|  | Relative to the Philippines Participation and all activities therein, the DTI Dubai Secretariat Team will need a UAE-based **TRANSPORTATION SERVICES COMPANY** which will provide transportation services on fixed basis, on ad-hoc basis and on point to point basis, for the period covering **1-31 December 2021****Core Services:** This includes provision of car and fixed transport services on a daily basis, as well as ad-hoc drivers and cars when the team has a large or special demand on transport services **Ancillary Services:** Other transportation services should be available upon the Team’s request, and involve point to point transfer service as follows: * Personnel and baggage transportation services from Dubai International Airport/ Al Maktoum Airport to Dubai Investment Park/ Expo Village and back
* Personnel and baggage transportation services from Dubai Investment Park/ Expo Village to Abu Dhabi, Ajman, Dubai, Fujairah, Ras Al Khaiman, Sharjah, Umm Al Quwain and back
 |  |
| 2. | **TECHNICAL ELIGIBILITY** |  |
|  | 1. Must be operated and legally registered Transportation Services Company in the UAE
2. Must have a track record of providing transport services for the past 2 years to various important high-level activities held in the UAE
3. Transport Manager and Drivers must have the necessary qualifications and work experience to handle transportation services (i.e. RTA certified)
4. Must be willing to adhere to the Payment Terms of the Philippines government
 |  |
| 3. | **ELIGIBILITY REQUIREMENTS** |  |
|  | 1. Company Profile (see template) and Trade License issued by the Municipality
2. List of corporate clients serviced for the past 2 years (see template)
3. List of ongoing corporate contracts in the UAE (see template)
4. Detailed resume of the transport manager and driver/s to be assigned (indicting experience, etc. Driver/s to be assigned must have a minimum of 5 years of professional and practical experience in providing transport services)
5. Vehicle fleet (incl. vehicle details and photos) that will be used to perform/ deliver transportation services
6. Financial Bid Form with attached financial proposal/ quotation citing the breakdown of all expenditures to be incurred in the performance and delivery of required services (see template)
 |  |
| 4. | **SCOPE OF WORK** |  |
|  | For the car and driver rental services:Provide the transportation service for the DTI Dubai Secretariat Team of the Philippines Pavilion according to the transportation schedule set forth in Annex A- TRANSPORTATION SCHEDULE. |  |
|  | Provide transport services which shall include English speaking driver/s, coordinators and conductors (if any), inclusive of daily maintenance, gasoline and any supplies and repairs needed. Assigned vehicles should be able to accommodate 5-7 passengers and be of model year 2019 and onwards; |  |
|  | Provide qualified personnel including a transport manager who can read, write, speak and understand English; |  |
|  | Keep an immediate replacement of vehicles if any of the vehicles will have a mechanical breakdown; |  |
|  | Obtain and ensure the comprehensive insurance coverage including medical coverage for his personnel, passenger insurance, equipment and operations, GPS tracking system, Expo’s required vehicle access and necessary permits required by the Road Transport Authorities for all vehicles; This is considered a mandatory requirement where non-compliance will result in terminating the contract; |  |
|  | Maintenance and cleaning of the transport services; |  |
|  | Equip the necessary vehicle tools and safety measures which shall include but not limited to the following: * 1. Air condition
	2. Spare wheel
	3. Standard tool kits (including jack and bolt wrench)
	4. Safety triangle
	5. Fire extinguisher
	6. Air pump
	7. Air bags
	8. Seat belts
	9. First aid kit including health and sanitation devices and supplies (contactless thermometer, tissue, water, alcohol/ sanitizers, face masks, etc.)
	10. Valid comprehensive insurance (including motor, driver and passenger)
	11. Valid registration documents
 |  |
|  | Attend to accidents involving their driver and/or vehicles; |  |
|  | Provide the driver’s meals/ allowances including standard uniform to the appointed drivers. |  |
|  | Maintenance of the transport coordinator and driver’s driving behavior, speed acceleration, harsh barking, alcohol and drug use, criminal records. DTI will not accept any drivers with criminal record nor alcohol and drug use |  |
|  | Submit a financial proposal/ quotation to cover all expenditures to be incurred in the performance and delivery of said services |  |
|  | For driver qualifications and entitlements: Ensure that personnel acting on behalf of the service provider shall not be entitled for any benefit, payment, compensation or entitlement except for as provided to the service provider by this agreement |  |
|  | Upon receipt of the contract, present to DTI copies of the assigned driver contracts, compensation and medical insurance plans and policies, and the social security plans |  |
|  | For transport manager and driver responsibilities: Complete on daily basis the vehicle’s log book which includes the destination, the date, the name of the driver, the car plate number, the start and end time per trip, the overtime hours if applicable, and the mileage and will be submitted thereafter to the DTI Dubai Secretariat Team |  |
|  | Ensure that the services to be provided must be performed in full consideration to the confidentiality of DTI |  |
|  | The driver will report to the DTI Dubai Secretariat Team’s Pavilion Officer for Operations and/or Pavilion Officer for Logistics in relation to day-to-day duties  |  |
|  | Park at the designated Philippines Pavilion parking space within the Expo 2020 Dubai site or at other secured parking spaces coordinated with the DTI Dubai Secretariat Team |  |
|  | The driver must comply with the traffic laws,the DTI Dubai Secretariat Team will not be responsible for any damages to the rented car that results from the driver’s non-compliance to the traffic laws |  |
|  | The driver will not smoke in the car, not accelerate the speed or harsh brake |  |
|  | The driver should not leave the vehicle motor open when the vehicle is not moving |  |
|  | The driver shall be present at the designated pick-up point at 7:30 am to be prepared for his daily assignment. The call time will be subject to any adjustments when deemed appropriate  |  |
| 5. | **GENERAL GUIDELINES** |  |
|  | In case of any transportation schedule are cancelled/ adjusted, the DTI Dubai Secretariat Team and the Transportation Services Company will negotiate terms and payment or undertake replacement/ adjustments necessary |  |
|  | Important Note: Unless otherwise specified in the Terms of Reference (TOR), costs for the enumerated services and facilities are inclusive in the Transport Services Company rate  |  |
|  | Must be open to handle all other transportation services outside of those indicated in the schedule which will be costed out using the same rates as quoted  |  |
|  | Transport service charges shall be based on daily confirmed booking/ trips. |  |
| 6. | **PERIOD COVERED** |  |
|  | Must render services from 1-31 December 2021 (31 days) |  |
| 7. | **BUDGET AND TERMS OF PAYMENT**  |  |
|  | Approved budget for the contract (ABC) is **AED 52,080.00 or PHP 729,120.00** inclusive of all applicable taxes in the UAE upon delivery of completed requirement. The winning bid shall be determined based on the quality of proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the ABC.  |  |
|  | Invoices and Payments must be issued/ payable to the **Republic of the Philippines Pavilion –Expo 2020 with license no. EXP-01-46.**  |  |
|  | Payment schedule will be as follows: |  |
|  | Payment will be processed upon receipt of the invoice/ request for payment from the winning bidder after services have been rendered. All payments shall be subject to applicable Philippine government laws and regulations.  |  |

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualifications, the same shall give rise to automatic disqualification of our bid.**

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| --- | --- |
| Name of Company: |  |
| Signature: |  |
|  | Signature Over Printed Name of Authorized Representative |
| Date: |  |

**Conforme:**

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Name & Signature of Authorized Representative

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Date signed