

TERMS OF REFERENCE
for
TRANSPORTATION SERVICES

1 INTRODUCTION

- 1.1 Purpose:** UNDP Moldova/EUBAM hereinafter referred as EUBAM requires the provision of passenger transportation services on the territories of Ukraine and the Republic of Moldova.
- 1.2 Statement of Work:** The successful bidder shall provide vehicles and drivers with requisite experience, education and ability and other resources to provide transportation services to EUBAM as defined in this Terms of Reference (TOR).
- 1.3 Intention:** EUBAM intends to secure the services of a professional contractor to provide transportation services. EUBAM intends to award a contract till 30 November 2012, with the option to extend at EUBAM's discretion under the same terms and conditions for 1 (one) + 1 (one) additional years period. This contract will be awarded to the proposer that meets all minimum requirements and clearly demonstrates a high degree of experience, ability and competency in transportation services.
- 1.4 Timing:** The effective date of this contract, should a contract be awarded, is anticipated to commence on or about **01 August 2012**.

2 SERVICES

- 2.1** The successful bidder shall be responsible for providing all vehicles and drivers for the execution of services.
- 2.2** The successful bidder shall provide transportation services as follows:
- route: Chisinau – Odessa – Chisinau (app. 90% of all requests);
 - other itineraries (app. 10% of all requests).
- 2.3** Transportation services provided for any requested route include up to 1 (one) hour of idle stay, regardless if at departure, transit or final point.
- 2.4** While performing duties to EUBAM, the successful bidder shall **not cross** the Moldova/Transnistria and/or Transnistria/Ukraine border.
- 2.5** The successful bidder shall have:
- trip coordination capacity (ability to process transportation requests sent 1 day in advance);
 - an English speaking contact person;
 - possibility to maintain permanent telephone contact with its drivers (on both countries);
 - state issued licenses and other mandatory permits on passenger transportation (including international transportation);
- 2.6** The successful bidder shall provide and maintain all necessary insurance, including medical coverage for his drivers and vehicles.

- 2.7** The successful bidder shall arrange and cover all costs for the accommodation of drivers, as well as catering expenses. Overnight stay shall be understood as up to 24 (twenty four) hours since arrival to stopover destination.
- 2.8** The successful bidder is fully responsible for any Subcontractor he/she may employ. There is no contractual relationship between EUBAM and any Subcontractor used by the successful bidder. The successful bidder shall be the sole responsible agent for any element of the Contract, regardless of any arrangements he/she may have with any Subcontractor.

3 DRIVERS

- 3.1** The successful bidder shall be responsible for providing drivers for the execution of the services, that:
- hold valid driving license;
 - have minimum 7 years of vehicle driving experience;
 - have knowledge of Chisinau & Odessa cities road network;
 - have knowledge of MD-UA border crossing procedures;
 - must be able to speak, read and write in Russian. Knowledge of Romanian, Ukrainian and English is an asset;
 - must not have a criminal record;
 - shall not possess fire arms;
- 3.2** The successful bidder shall bear responsibility for any physical harm caused to his drivers or others in the execution of this Contract.

4 VEHICLES

- 4.1** The vehicles used for EUBAM transportation services will be classified by the number of passenger seats, as follows:
- 1-3 passengers;
 - 4 passengers;
 - 5-7 passengers;
 - 8-12 passengers;
 - 13-20 passengers.
- 4.2** The vehicles used for EUBAM transportation services shall be:
- maximum 7 (seven) years old;
 - equipped with air conditioning systems;
 - equipped with anti-lock braking system (ABS).
- 4.3** The successful bidder shall keep the vehicles in good technical condition and arrange for their regular maintenance.