

Request for Proposal

Vehicle operation leasing service-SUV Electric

Location	Tirana
Type of Contract	Service Contract
Services Requested	Vehicle operation leasing service-SUV Electric
Reference number	24-09-S4J
Number of potential successful offeror	1
Issue date of the call	10 September 2024
Deadline for submitting full proposals	23 September 2024, EOB
Deadline of sending questions and receiving answers	Subjects interested to apply can send questions at manjola.martiri@swisscontact.org by 16 September 2024, EOB. Answers will be sent to all interested subjects by 17 September 2024, EOB.
Estimated starting date	01 October 2024
Eligibility	Registered companies with at least 3 years of similar services experience.
Validity of Quotation	Minimum 1 month
Language of Quotation	English
Where to send applications	All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë by the deadline above mentioned. The outside of the envelope must clearly note the <u>Request for Proposal reference number and title: 24-09-S4J - Vehicle operation leasing service-SUV electric</u> . All documents should be duly filled, signed and stamped.

1. BACKGROUND AND PROJECT DESCRIPTION

[Swisscontact](#) is an independent, non-profit Swiss foundation dedicated to promoting economic, social, and environmental development. Swisscontact's development work focuses on private sector-led, sustainable economic development with improved quality of life for all in developing and emerging countries. A key focus is to strengthen the skills of individuals and foster the competitiveness of companies.

[Skills for Jobs \(S4J\)](#) is a project mandated by the **Swiss Agency for Development and Cooperation (SDC)** and implemented by [Swisscontact Albania](#). It is part of the Economic Development Domain of the Swiss Cooperation Strategy for Albania (2022-2025), with specific focus on promotion of employment opportunities and skills development.

The overarching goal of S4J is to contribute to an improved inclusive Albanian Vocational Education and Training (VET) system and increased competitiveness of the Albanian economy, by facilitating access to gainful employment and income for young women and men from diverse backgrounds, as VET providers transition into multifunctional centers. The project actively promotes modern teaching and learning practices through fostering work-based and blended learning, leveraging digitalization as an instrument. S4J supports VET institutions in strengthening their internal processes and management, while also collaborating with industries and national authorities to update and diversify the VET offer, ensuring they align with labor market needs.

The project is in its third phase, S4J 3, which started in July 2023 and will last until June 2027. During this phase, the project aims to create training and employment opportunities for up to 29,400 Albanian women and men, including youth and special needs groups. S4J will facilitate the horizontal transfer of key **innovation objects/processes** previously promoted in the project's previous two phases, expanding their reach to other VET providers and companies, through capacitated and empowered **transfer agents**. This phase will focus on further consolidating and documenting these innovations to facilitate scaling, transfer, and institutionalization within the VET system, both in the public and private sector.

Component 1: Access to quality VET offer

Services and interventions in this component focus on strengthening VET providers by: promoting modernization of VET and integrating digital solutions in the vocational teaching process; improving planning, internal monitoring, and other quality development processes; strengthening the development unit (DU) and improving its service provision capacities; and, designing and developing models for continuous professional development (CPD) of VET staff.

Component 2: Private sector engagement in VET

Services and interventions in this component focus on consolidating and improving the participation of the private sector in the governance, design and delivery of VET programmes in partnership with VET providers by: strengthening the cooperation between VET providers and companies; promoting and consolidating regional networks of companies and supporting Business Membership Organizations (BMOs) to engage in skills development; increasing capacities of companies and VET providers to design and deliver quality apprenticeships and in-company work-based learning; capacitating companies to contribute to the identification of skills needs, design and delivery of new professional qualifications and curricula.

S4J 3 focuses on consolidating the initiated innovation objects at the provider level by preparing VET institutions to integrate the innovations throughout their organization – a process known as vertical transfer - and coaching these institutions to share and transfer the consolidated innovation processes to other selected providers and companies - horizontal transfer. Interventions implemented in this phase aim to build an enabling environment that promotes the transferability and long-term sustainability of these innovation processes within the Albanian VET system.

2. SUBJECT

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

The Swisscontact in Albania would like to avail vehicle operational leasing service with one company for a duration of about 33 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.

3. ELIGIBILITY

This Request for Proposal is open for registered companies with **at least 3 years** of similar services experience.

4. TECHNICAL REQUIREMENTS

The interested 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 vehicle to ensure that they meet the required standards.

5. 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 one month. So, make sure that the financial proposal be valid one month from the date of submission.

6. DOCUMENTS TO BE SUBMITTED

Applicants are required to have indicated and attached documents:

1. Registration to Albanian Authorities document:

- **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.

2. Technical proposal

- **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.
- **List of electric charging stations** all over the country.
- **Technical and proposal:** The applicant must submit the technical proposal as per requirements specified above and provided forms in Annex 1.

3. Financial proposal

The applicant must submit the financial proposal as per provided forms in 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.

7. 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 manjola.martiri@swisscontact.org by *16 September 2024, EOB*. The deadline for submitting responses will be *17 September 2024, EOB*. 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.

8. SUBMISSION INSTRUCTION:

The deadline of submission is **23 September 2024, 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.

All applications will be submitted in hard-copy, sealed in a covering envelope, to the Swisscontact Albania office: Rr. Skenderbej, Vila 49, Tiranë by the deadline above mentioned. The outside of the envelope must clearly note the Request for Proposal reference number and title: 24-09-S4J - Vehicle operation leasing service-SUV electric. All documents should be duly filled, signed and stamped.

9. EVALUATION OF RFP

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
Registration documentation: Bidders need to present requested documents to be submitted with the bids in order to be qualified for technical evaluation.	Eligibility Evaluation	
Fulfill of Minimum Requested Specifications	Technical & Capability Evaluation	30%
Other Leasing service		5%
Company Profile and Professional Experience		15%
List of electric charging stations all over the country		20%
Price Competitiveness	Financial Evaluation	30%

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.

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
SUV Volkswagen ID.6	Type:	Electric 100%	1 Vehicle 7/24		
	WLPT Range/ Autonomy:	500+			
	Transmission type:	2 x 4			
	Seat:	6 (excluding driver seat)			
	Air bag for driver and driver's passenger				
	ABS				
	Autonomous emergency braking				
	Electronic Stability Control (ESP)				
	Adaptive Cruise Control				
	Automated Air conditioning				
	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				
	Back seat window tinted				
	Power steering:	Electric			
	Gearbox type:	Automatic			
	Color (preferred):	Magnetic / Black / Blue / gray / white			
	Year of manufacture:	2023 - 2024			
Kilometers on odometer not to exceed (km) on delivery:	300 km				
Yearly KM consumption:	25.000				
Purchase and installation of an Electric Charging Station at Swisscontact office					

	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			
	Warranty service	The car leasing company should follow the services to be performed through the insurance company		
	Yearly Green Card			
	Matriculation fee			
	*Other leasing service	*Please add information / details if other leasing service options will be offered)		

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

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)
SUV Volkswagen ID.6	1			

Service	Qty	Value (CHF)	VAT	Total value (VAT included)
Purchase and installation of an Electric Charging Station at Swisscontact office	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:	