

SPECIFICATION FOR DRIVING SERVICES FOR THE EMBASSY OF IRELAND SLOVAKIA

SECTION 1: REQUIREMENTS

The Embassy of Ireland in Bratislava requests tenders from suitably qualified professional drivers who hold a Živnost business licence. A detailed description of the services required is set out below:

- The Embassy requires a driver to drive an Embassy owned vehicle, located at Mostová 2, 811 02 Bratislava;
- All services must be provided/carried out according to a weekly time-table agreed in advance. The selected contractor must work in close consultation with the Embassy's administration section. Safe driving in accordance with Slovak driving regulations will be paramount. Performance will be subject to periodic reviews;
- The Embassy will be responsible for provision of the vehicle in which the driving services will be provided and for the cost of fuel, servicing and upkeep of the vehicle:
- Any issues with the vehicle should be reported to the Administration section promptly and the driver should seek agreement from the administration section in advance of committing to any expenditure on the vehicle;
- The Driver of the vehicle will be responsible for ensuring that the vehicle is fully serviced and maintained and that the car is always maintained in a clean and presentable condition;
- The Driver of the vehicle will be required to keep a record of the distance driven, fuel used and servicing of the vehicle;
- Correct and accurate monthly invoices should be submitted to the Embassy, giving a clear breakdown of the services provided;
- It is envisaged that the contract will run until 31 December 2016, subject to satisfactory performance and the Embassy's needs.

SECTION 2: QUALIFICATION CRITERIA

Tenderers will be required to demonstrate that they are capable of providing professional driving services to the Embassy. They must therefore provide evidence of possession of:

- Živnost business licence
- Driving licence B
- Proof that the driver has no convictions
- Previous experience driving for clients of a similar nature and scale to the Embassy. (Details of at least two business references, that the Embassy reserves the right to contact, should be provided)
- Knowledge of car maintenance
- Language skills: Slovak – advanced, English- basic. The Embassy reserves the right to test language skills by way of a short interview.
- Any replacement driver, provided to cover absences, should meet the same criteria as set out above.

SECTION 3: CONTRACT AWARD CRITERIA

Tenders will be evaluated initially to confirm that they are fully responsive and that they meet the qualification criteria set out in Section 2 above. Qualifying tenders will then be evaluated in the light of the contract award criteria. The contract will be awarded to the most economically advantageous tender having regard to the following criteria, weighted as indicated:

- Experience 40%
- Flexibility to meet Embassy work requirements 20%
- English language skills 10%
- Overall cost of the proposal 30%

SECTION 4: FINANCIAL PROPOSAL

The financial proposal should describe how the services will be provided and set out the cost per hour. The Embassy of Ireland requires the following:

- The services of a professional driver to drive the Embassy car on an hourly basis according to an Embassy schedule of appointments provided each week for the following week. It is envisaged that an average of 50 hours will be required each month although there may be variations from month to month.
- The contractor should set out how absences will be covered e.g. provide details of a substitute driver.
- Responsibility for the cost of fuel, maintenance and cleaning of the car will remain with the Embassy.
- The contractor should invoice the Embassy monthly for the driving service provided.

All prices to be EXCLUSIVE OF VAT and apply until 31 December 2016

Driving Hours	Hourly rates subject to an absolute maximum of €15 per hour	Any additional charges arising

Note: in the case of travel outside Bratislava requiring an overnight stay, in addition to the hourly rate, the Embassy will pay the accommodation cost for the driver (to be agreed with the Embassy in advance of the journey and not exceeding Government of Ireland limits in force at the time) and per diem payments as set out hereunder:

Location	Overnight
Elsewhere outside Bratislava	Receipted cost of 3 meals + €10