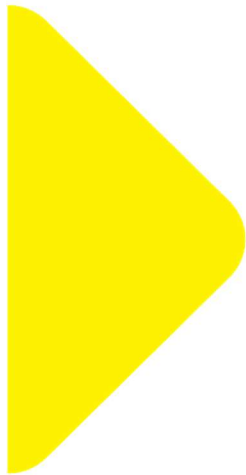


Ramps Logistics (Guyana) Inc.



RAMPS
L O G I S T I C S

REQUEST FOR
INFORMATION 02-2023
**Transportation Services: Ground
Transportation of Personnel**

Distributed on: March 6th 2023

Response Requested by: March 27th, 2023

1. Objective

1. Ramps Logistics (Guyana) Inc. hereby issues this Request for Information (RFI) to contractors/suppliers/consultants for **the supply of Transportation Services: Ground Transportation of Personnel (Taxi)**
2. This Request for Information (RFI) seeks technical information from suppliers for meeting RLG's bid selection requirements for Inland Transportation Services within Guyana.
3. This RFI does not constitute an Invitation to Bid or Request for Proposals and will not result in an award of contract.
4. Any costs incurred by the supplier in compiling the responses to this RFI will be borne by the supplier.
5. The information is being requested as part of **RLG's** market research, and the information provided will be used in the execution for a Request for Proposal (RFP). The responses to this RFI will be used to shortlist the participants for the RFP.
6. Any subsequent tender process that may arise will be conducted in accordance with the **Guidelines on Procurement and Bid Evaluation of Guyanese Companies as outlined by the Local Content Secretariat.**
7. Respondents are required to provide the following information
8. Respondents are required to provide the following information
 - (a) the business name, address, telephone number and email;
 - (b) the name, designation, email address and direct contact number of the vendor's designated representative for the purpose of this RFI;
 - (c) Company profile providing details on the establishment and experience of the business, its directors or shareholders, its project portfolio and brief summary of contracts completed, major clients, service partners;
 - (d) Listing showing available equipment;
 - (e) Notice of Directors, Organizational Chart, Local Content Certification;
 - (f) Audited Financials or Management of Accounts;
 - (g) VAT and Tax Registration Information;
 - (h) Table of Contents of Quality Management Systems, Occupational Health and Safety Management Systems, Environmental Management Systems;
 - (i) Master list of Standard Operating Procedure;
 - (j) Non-conformance Procedure;
 - (k) Optional documents include ISO 9001, 140001, 45001 Certifications, Anti Bribery Policies;
9. Respondents may request additional information by sending an email to the address procurement@rampslogistics.com

2. Background

General

Ramps Logistics (Guyana) Inc. (RLG) plans to put in place contractual arrangements for the provision of Transportation Services: Ground Transportation of Personnel (Taxi) within Guyana.

The scope of this Request for Information (RFI) is to identify suppliers who can provide Transportation Services: Ground Transportation of Personnel (Taxi) to RLG as follows:

- The Supplier will be responsible for administering its staff, tools, materials and personnel competent to provide Ground Transportation of Personnel within Guyana complying with all laws.
- Providing dedicated vehicles (contracted outsourced) and Call out vehicles
- Establishing processes and best practice for the safe movement of personnel
- Ensuring fleet is kept in optimum mechanical condition, with all accessories working properly
- Using units with a maximum of 5 years and/or 200,000 km run
- Develop, maintain, and provide evidence for ensuring operational permits, license and compliance for all units utilized
- Using units that have GPS, ABS brakes, front air bag and 3-point safety belts for front and minimum 2-point for rear.
- Vehicles must be equipped with First aid Kit and Fire Extinguisher

3. RFI Instructions

Please complete RFI link <https://form.jotform.com/230383649098870> , elaborating on each item as appropriate and keeping the following in mind:

- Please answer the questions as completely as possible
- **Please do not submit pricing or price proposal information at this stage.**
- Your submittal should not include information which you consider proprietary, trade secrets or confidential.
- **There will be a clarification meeting for this RFI during the period the RFI is open for responses which will be advertised by RLG via social media outlets. Please submit all questions to email address: procurement@rampslogistics.com**

4. Due Date Schedule - Key Dates in the RFI Process

Schedule

| | |
|---------------|---|
| March 6 2023 | RFI to be issued through the Center for Local Business Development/Ministry of Natural Resources websites |
| March 27 2023 | Deadline for supplier to submit completed RFI |
| April 2023 | Evaluation of RFI responses |
| April 2023 | Potential Commencement of RFP invitations |

5. Submission of RFI with all complete documents

- **All documents required to be submitted are due no later than 5:00 PM, March 27, 2022. No extensions will be granted.**

Contact for Questions please email: procurement@rampslogistics.com

How to Submit:

1. Complete RFI via the link <https://form.jotform.com/230383649098870>