



SCOPE OF SERVICES REQUIRED

The International Rescue Committee (IRC) is an international non-profit organization helps people affected by humanitarian crises including the climate crisis to survive, recover and rebuild their lives since 1975.

With approximately 370 national staff members serving in many provinces including Bangkok, Ratchaburi, Kanchanaburi, Mae Hong Son, Tak and Pattani, we are seeking transportation services to support our staff operations, prioritizing the highest standards of safety and offering competitive pricing.

Period of Performance

Service period 2 years from **November 15, 2024 – October 30, 2026**

Place of Performance

Supplier to service IRC working at

Office location	Address	Google maps
1. Bangkok office	888/213-217 Mahatun Plaza Bldg., 2nd Floor, Ploenchit Road, Bangkok, Thailand 02 253 6519	IRC-HQ
2. Ratchaburi office	314/61 Moo 1, T. Chatpawai, A. Suanphueng, Ratchaburi 70180 Thailand 032-364-364	IRC-CPW
3. Kanchanaburi office	84/2 Moo. 3, Tambon Nong Lu, Sangkhlaburi District, Kanchanaburi 71240	IRC-SKB

Work Requirements

1. Providing land transportation service for main 4 routing

Route	Pickup → Destination	Estimate frequency/month
1. Inbound	1.1 SKB → Airport (DMK/SVB)	2
	1.2 CPW → Airport (DMK/SVB)	1
	1.3 SKB → IRC-BKK	2
	1.4 CPW → IRC-BKK	1
2. Outbound	2.1 Airport (DMK/SVB) →SKB	2
	2.2 Airport (DMK/SVB) → CPW	2
	2.3 IRC-BKK → SKB	2
	2.4 IRC-BKK → CPW	2
3. Remote area	3.1 CPW →SKB	1
	3.2 SKB →CPW	1
4. City area	4.1 IRC-BKK → Airport (DMK/SVB)	5
	4.2 Airport (DMK/SVB) →IRC-BKK	5



Estimate distance (Max Km.)

Location of IRC office	SKB	CPW	IRC-HQ	DMK Airport	SVB Airport
SKB		280	362	363	375
CPW			161	181	190
IRC-HQ				24	35
DMK Airport					
SVB Airport					

2. Passenger capacity & load should befit with passenger size & baggage (estimate 1 passenger with 1 baggage)

Vehicle type	No# of passenger
Van (10 seats)	10
Sedan (4 seats)	2
SUV (7 seats)	4

3. Service will be covered
 - a. One way trip
 - b. Round trip – One day (no stay over)
 - c. Round trip – stay overnight (1 night. Accommodation cost for driver included in price offered)
4. Driver shall brief ‘Safety’ with IRC passengers prior departure every trip.
5. IRC shall inform in advance / booking vehicle with passenger list at least 3 business day prior to trip. Passenger shall sign on their name to validate service. This is to ensure record traceability and supplier shall refer passenger list for billing (monthly bill or per trip)

Sample template for passenger list

Date _____
From _____
To _____
Driver _____

No.	Passenger name	Signature

6. Driver shall take stop at least **15 mins for every 2 hrs. drive/ 200 km.** drive to lessen stress and drowsiness. This applies to In-Out bound and remote route.
Reference : [DLT-PRT-News](#)
7. Fuel price refers [PTTOR retail price](#) (Diesel product : B7) of Start point on service date.
8. Supplier may propose service rate in provided template (Appendix-1) base on fuel price diesel not over 40 THB/Litre. Gasohol 95/91 not over 45 THB/Litre. Supplier can offer whole routing or offer some routings (where applicable or where supplier’s office applicable).



Schedule/Milestones

[Define the schedule of deliverables and milestones for this project. Since the scope of services required often accompanies the RFQ for the project, it is imperative that all milestones, tasks, and schedule information are as accurate as possible since vendors will need to consider these items in their proposals.]

Acceptance Criteria

1. Supplier shall be notified service request at least 24 hrs. prior to trip with passenger list. After arrival destination, supplier shall ask passengers to sign of passenger list provide earlier as evidence of service complete.

Sample of work request template

Date _____
From _____
To _____
Driver _____

No.	Passenger name	Arrival confirmation

2. After service complete, supplier shall invoice to IRC for payment with document to support work completion. IRC can process payment with 15D if document completed and matched.
3. Supplier are obliged to submit vehicle list with information; vehicle plate number, model and vehicle photo to be service for IRC prior commence. Maintenance record should be readily available once request.

Other Requirements

1. Supplier shall register business with DLT for passenger transportation license ([Non-fix route passenger transport operating license](#)) or [Private/ Personal passenger service](#) (by vehicle) however other type of vehicle license is acceptable.

List of prefer car plate (registration type)





Optional : for Inbound and Remote transit



Condition

- Business/company registration (individual is not accepted)
- Driver with public automobile license
- Valid compulsory motor insurance (for passenger public transport*)



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Reference

- <https://www.katsan.co/katsan-license-plate/>
- <https://www.recndt.com/Article/Detail/137116>
- <https://www.one2car.com>

2. Vehicle for passenger service shall be;

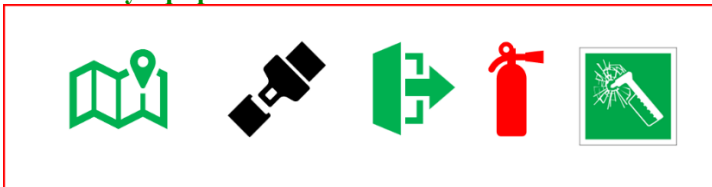
a. Van & SUV

- Diesel-combustion engine with age not over 10 yrs. Hybrid or Electric engine can be offered in City area only.
- Equipped with GPS tracking, safety belt, emergency exit, fire-extinguisher, glass breaker
- Maintenance at least twice/year

b. Sedan

- using Hybrid/Gasoline/EV engine age 7 years.
- Equipped with GPS tracking, safety belt, emergency exit, fire-extinguisher, glass breaker
- Maintenance at least twice/year

Mandatory equipment for vehicle



3. Driver is required to

- Conduct Criminal check (<https://www.crd.go.th/>)
- Annual health check at least once/ year. (Supplier should store record for IRC audit during contract)
- Periodically drug test (blood test) at least once/ year. Additional breath alcohol test is preferred.



4. Supplier is required to provide vehicle list with information: registration year/type, chassis#, engine# , maintenance record and photo of vehicle to be service IRC staff to IRC as reference

5. Supplier is obliged to provide Compulsory Third Party Liability Insurance (CTPL) for passenger;

Benefit – Mandatory (พ.ร.บ.)	Unit	THB (Minimum)
Accidental death	Person	500,000
Total and permanent disability	Person	500,000
Medical expense (actual bill)	Person	80,000
Hospitalization Cash Benefits (max. 20D)	Day	200

Reference : https://www.tcc.or.th/tcc_media/accident-check/

6. Voluntarily insurance (public/ business purpose) will be preferred additionally.
7. Driver shall take stop at least 15 mins for every 2 hrs. drive/ 200 km. drive to lessen stress and drowsiness. This applies to In-Out bound and remote area
8. International standard certificate can be presented for reference and will be advantageous during bid analysis. Here provides list of standard.

ISO9000	Quality management
ISO14000	Environmental management
ISO45001	Occupational Health and Safety management system
OHSAS 18001	Occupational Health and Safety
ISO 39001	Road Traffic Safety management system
Q Bus	Quality Bus from Department of Land Transport

