

SCOPE OF WORK

Winter Transportation Service U.S. Embassy Ulaanbaatar

October 04, 2012

SUBJECT: To provide a daily transportation service (home to office, office to home) to the local employees of the American Embassy Ulaanbaatar. The contractor shall provide complete operation of their buses for the following eight (8) routes:

- Route 1 – Shar Khad
- Route 2 – Khotiin Tuv 2
- Route 3 – Khan-Uul district
- Route 4 – 21-r horoolol
- Route 5 – Khotiin Tuv 1
- Route 6 - 3, 4-r horoolol
- Route 7 – Bayanmongol Horoolol
- Route 8 - Belkh

PERIOD COVERED BY THE SCOPE OF WORK: **1 November 2012 – 30 April 2013.**

CONTRACTOR RESPONSIBILITIES

- The Contractor is fully responsible to provide their buses including all expenditures associated with fuel, repair and maintenance
- The buses must be in excellent heating condition with air-conditioning, well cleaned and maintained
- The buses must be placed in well heated garage during the night
- The drivers must deliver the employees to the Embassy no later than 8.20 AM and depart the Embassy at/around 05.10 PM
- Before departure the drivers should confirm that all passengers are seated on the buses
- All buses should have enough seating and seat belts for all passengers
- In the event that the Contractor is unable to provide service, the Contractor is fully responsible to find a temporary reliable replacement and must notify the Embassy 24 hours in advance
- The Contractor must have and carry a valid Mongolian driving license and other appropriate documents related to the vehicle during the term of this contract
- The Contractor is solely responsible for any and all claims of liability, which might arise while performing the duties outlined in the statement of services.
- The Contractor must compensate the Embassy for a taxi fare in the case of employees missing work due to Contractor or contractor employee's fault
- Driver employed to perform services shall be experienced and competent in the performance of such services, and shall possess the appropriate license and insurance

A Contracting Officer's Representative (COR) of this contract is Ms. Baigaltuya Sodnomdash

HOLIDAYS

Exceptions to the scheduling are American and Mongolian holidays, and special events (to be announced at least 24 hrs in advance).

Observed Mongolian and U. S. Holidays for 2013

January 1	Tuesday	New Year's Day	USA/Mongolian
January 21	Monday	Martin Luther King, Jr.'s Birthday	USA
February 11	Monday	Lunar New Year*	Mongolian
February 12	Tuesday	Lunar New Year*	Mongolian
February 18	Monday	Washington's Birthday	USA
March 8	Friday	International Women's Day	Mongolian
May 27	Monday	Memorial Day	USA
May 31	Friday	Mother & Child Day (Substitute for Saturday, June 1 st)	Mongolian
July 4	Thursday	Independence Day	USA
July 11	Thursday	National Holiday	Mongolian
July 12	Friday	National Holiday	Mongolian
September 2	Monday	Labor Day	USA
October 14	Monday	Columbus Day	USA
November 11	Monday	Veterans Day	USA
November 28	Thursday	Thanksgiving Day	USA
November 26	Tuesday	Constitutional Day	Mongolian
December 25	Wednesday	Christmas Day	USA

* Lunar New Year date may change according to the local Astrologers' decision.

The Contractor shall provide the transportation service for a New Year Holiday Party upon request of the Embassy.

DISCONTINUATION

If the Contractor's performance is inadequate, the Embassy shall meet with the Contractor to discuss the poor performance. If the Contractor is unable to provide the requested service, the Embassy shall provide pro-rated payment for the period of the adequate performance of services and discontinue further services from the vendor.

PAYMENT

Upon completion of the service, the payment will be transferred to the contractor's account in 30 days via wire transfer, monthly basis.