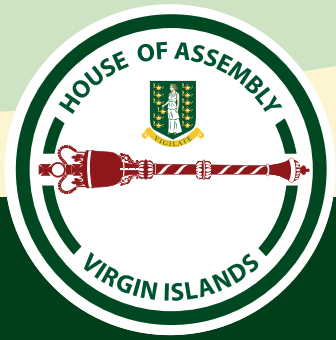




REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

Page 1

Tender Reference	HOAMC/CHF/2026/07
Issue Date	Wednesday, 14 th October 2026
Clarification Deadline	Wednesday, 28 th October 2026
Submission Deadline	Friday, 13 th November 2026 at 10:00 a.m. local time
Contract Term	Two (2) years
Issued By	Office of the Clerk, House of Assembly Management Commission

DOCUMENT CONTROL

Document Title	Request for Proposals – Chauffeur Services for Eligible Former Members of the House of Assembly
Procuring Entity	House of Assembly Management Commission
Version	1.0
Tender Reference	HOAMC/CHF/2026/07
Clarification Queries To	Clerk, Office of the House of Assembly Management Commission, Richard Stout Building, Road Town, Tortola, Virgin Islands Email: hoa@gov.vg Tel: (284) 468-6900

DEFINITIONS

In this RFP, unless the context otherwise requires:

Assignment means each request by the Commission for the transport of an Eligible Former Member to or from an event, appointment or other approved destination.

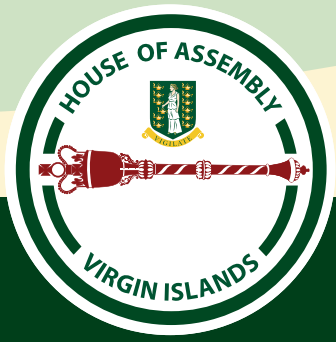
Commission means the House of Assembly Management Commission.

Commission Vehicle means the vehicle owned or provided by the Commission for the purpose of the Services, which shall be driven by the Provider.

Eligible Former Member means a Former Member with limited and/or declining mobility who has been approved by the House to receive the Services or any other Member as approved by the House.

Former Member means a person who previously served as a Member of the House of Assembly of the Virgin Islands.

Provider means the successful Respondent appointed to provide the Services described in this RFP.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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1. INTRODUCTION

The House of Assembly Management Commission (the "Commission") is responsible for the administration, staffing, governance support, and financial management of the House of Assembly ("HOA"), and for ensuring that the Legislature is appropriately resourced to discharge its constitutional and democratic functions effectively. The Commission supports the Speaker, Members of the House of Assembly, Committees, and parliamentary administration in the orderly conduct of legislative business and the efficient operation of Parliament.

In carrying out its mandate, the Commission recognises the contribution of Former Members to the parliamentary life of the Territory and seeks to ensure that Eligible Former Members, as approved by the House, are able to attend official, ceremonial, civic and other approved events in safety and with dignity. To this end, the Services are intended to support the Commission in providing chauffeur services to those Members who may need transportation to and from such events, including Sittings of the HOA, official ceremonies, functions, and other destinations approved by the Commission from time to time.

The Commission therefore invites proposals from qualified, professional, and experienced individuals or companies to participate in a procurement process for the provision of chauffeur services for Eligible Former Members for a period of two (2) years.

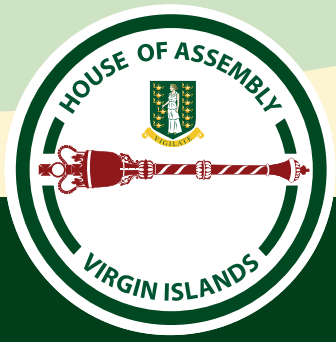
The end-product of this process is the selection of a qualified individual or company (the "Provider") to be engaged under a contract for the full two (2) year term. The Provider will be engaged on a dedicated basis to drive the Commission Vehicle and provide the Services as scheduled by the Commission. The Services are envisioned to commence on or about Monday, 4th January, 2027.

2. OBJECTIVES OF THE ASSIGNMENT

The purpose of this engagement is to support the Commission by engaging a qualified chauffeur service provider, under a contract for a fixed term, to:

- drive the Commission Vehicle to provide safe, reliable, and punctual transportation for Eligible Former Members to and from events, appointments, and other destinations approved by the Commission;
- provide courteous and appropriate assistance to Eligible Former Members with limited and/or declining mobility when entering and exiting the vehicle and moving to and from the point of pick-up and drop-off;
- provide the Services within the Territory of the Virgin Islands, on Tortola and, where required and approved, on the other islands; and
- provide the Services in accordance with the rates submitted in the Respondent's financial proposal and accepted by the Commission.

The vehicle for the Services will be provided by the Commission. Rates submitted in the financial proposal should therefore cover the driver's services only, including labour and any other incidental



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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costs of the Provider, and should **not** include any costs for the provision, insurance or maintenance of a vehicle.

The proposed engagement shall be for a contractual term of two (2) years, subject to satisfactory performance and any renewal provisions determined by the Commission.

3. SCOPE OF SERVICES

The successful service provider is expected to deliver chauffeur services for Eligible Former Members in accordance with the Commission's operational requirements and service standards, and the accepted fee structure.

3.1 Contractual Arrangements

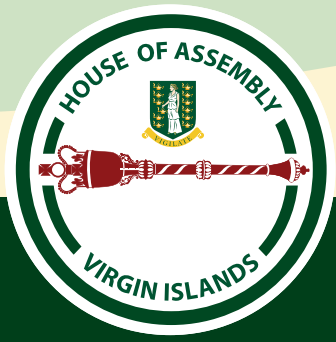
- The successful Provider will enter into a contract with the Commission for a term of two (2) years;
- The Provider will be engaged on a dedicated basis for the duration of the contract and shall be available to carry out Assignments as scheduled by the Commission; and
- The Commission shall provide the Provider with a schedule of Assignments in advance, as far as reasonably practicable, and shall notify the Provider of any additional or urgent Assignments as they arise.

3.2 Commission Vehicle

- The Commission will provide the vehicle to be used for the Services. The Provider shall use only the Commission Vehicle when carrying out Assignments;
- The Commission shall be responsible for all maintenance of the Commission Vehicle, including routine servicing and repairs;
- The Provider shall use the Commission Vehicle solely for the purpose of the Services and shall not use it for personal or any other unauthorised purpose, or carry unauthorised passengers;
- The Provider shall take proper care of the Commission Vehicle, keep it clean and tidy, carry out basic pre-trip checks (e.g., tyres, lights, fluid levels), and promptly report to the Commission any defect, damage, accident or maintenance need; and
- The Provider shall return and secure the Commission Vehicle at the location designated by the Commission at the end of each Assignment or as otherwise directed, and shall maintain a vehicle log book recording mileage and trips.

3.3 Service Provider Responsibilities

- The Provider shall collect the Eligible Former Member from the agreed pick-up location at the time specified by the Commission, transport the Eligible Former Member directly to the approved destination, and return the Eligible Former Member at the conclusion of the event or at the time agreed;
- The Provider shall assist Eligible Former Members with the safe loading and storage of any mobility aids, such as walkers or wheelchairs, in the Commission Vehicle; and



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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- The Provider shall take into consideration any special mobility, medical or personal-assistance needs communicated by the Commission. The Commission shall confirm any such requirement in advance.

3.4 Conduct of Assignments

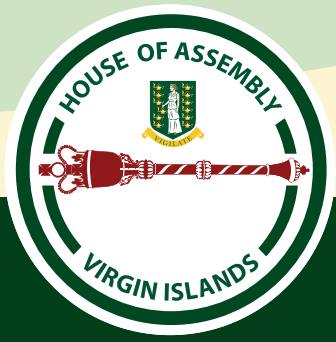
- The Provider shall be professional, punctual and responsible in carrying out each Assignment. There should never be a case where an Eligible Former Member misses or is late for an event due to the Provider being late;
- The Provider shall operate the Commission Vehicle safely, lawfully and with due care at all times, in compliance with all applicable traffic laws of the Virgin Islands;
- The Provider shall wait with, or remain readily available to, the Eligible Former Member for the duration of the event where so required by the Commission; and
- The Provider shall maintain a record of each Assignment, including date, pick-up and drop-off locations and times, and shall submit this record with each invoice.

4. SERVICE LEVELS AND RESPONSIVENESS

The successful service provider shall maintain a service delivery framework capable of responding efficiently to both scheduled and urgent transportation requirements.

Indicative service standards are as follows:

- Routine requests: confirmation within one (1) business day and arrival at the pick-up location at the scheduled time;
- Priority requests: confirmation within two to three (2-3) hours of the request;
- Urgent same-day requests: same-day acknowledgement and service where feasible;
- Arrival: arrival at the pick-up location at least fifteen (15) minutes before the agreed pick-up time;
- Amendments to requests: reasonable accommodation of changes up to twenty-four (24) hours before the scheduled Assignment, subject to availability;
- Vehicle breakdown or defect: immediate notification to the Commission, which will arrange for repair or alternative arrangements as it considers appropriate;
- Driver unavailability: advance notice to the Commission of any planned absence and, where the Provider is a company, provision of a suitably qualified substitute driver approved by the Commission; and
- Cancellations and schedule changes: the Provider shall be notified as soon as reasonably practicable of any cancellation, postponement, or rescheduling of an Assignment. In the event of short-notice cancellations, the Commission reserves the right to amend or cancel Assignments, subject to any agreed terms relating to costs already incurred.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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5. PARLIAMENTARY NEUTRALITY, CONFIDENTIALITY AND INDEPENDENCE

All services must remain strictly non-partisan, balanced, and respectful of parliamentary privilege.

No services may support any political party, election campaign, partisan objective, or personal political interest.

The service provider shall maintain strict confidentiality over all non-public information received or created during the course of the engagement, including matters relating to Former Members, their health, mobility, residence and movements, Members, Committees, parliamentary business, and internal administration.

6. OWNERSHIP OF DOCUMENTS

All documents and information provided by the Commission or submitted by a proponent in response to this RFP shall remain or become the property of the Commission. Proposals and any accompanying materials submitted will not be returned.

7. PROPOSAL REQUIREMENTS

Proponents should read the instructions carefully before completing the required tender documentation.

7A. Eligibility and Minimum Experience Requirements

Proposals are invited from qualified, professional, experienced and legally authorised individuals or companies with the capacity to deliver the Services described in this Request for Proposals.

To be considered responsive, proponents shall meet the following minimum eligibility and experience requirements:

7A.1 Legal Status and Good Standing

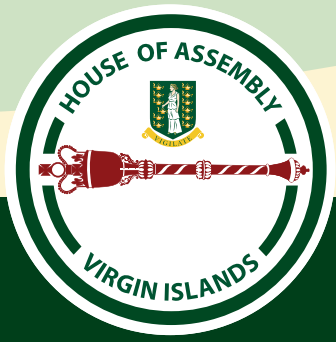
Proponents shall:

- be in good standing with all relevant regulatory and tax authorities;
- possess a valid and current trade licence in a category that relates to Chauffeur Services;
- possess a valid Police Record Certificate for each driver who will perform the Services;
- possess a valid driver's licence for each driver who will perform the Services;
- be eligible to contract.

7A.2 Minimum Relevant Experience

Proponents shall demonstrate relevant professional experience in one or more of the following areas:

- Chauffeur Services or related field;
- Transportation of dignitaries, officials, or corporate clients;
- Transportation of elderly passengers or persons with limited mobility;



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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- Safe driving and road-safety compliance; and
- On-time service and reliability.

7A.3 Required Documentation

Proposals must be submitted with documentary evidence that includes the following:

- individual or company profile and statement of capability;
- completion of **Form 1: General Information** provided in Appendix A;
- completion of **Form 2: Driver Qualifications and Resources Checklist** provided in Appendix B;
- completion of **Form 3: Statement of Experience on Similar Assignments** provided in Appendix C, listing recent assignments over the last three (3) years that demonstrate a proven track record, solid reputation, success, and experience similar in scope to the requirements of this assignment;
- completion of **Form 4: Form of Proposal** provided in Appendix D, together with the financial proposal to perform the Services;
- a copy of a valid trade licence;
- a copy of a valid Police Record Certificate;
- copies of valid driver's licence(s); and
- any other documentary evidence to establish credentials.

Forms 1 to 4 must be completed without any alterations to their format, and no substitutes shall be accepted except those provided.

7A.4 References and Past Performance

Proponents shall provide at least two (2) client references for comparable assignments.

The Commission reserves the right to verify references and consider documented past performance in its evaluation.

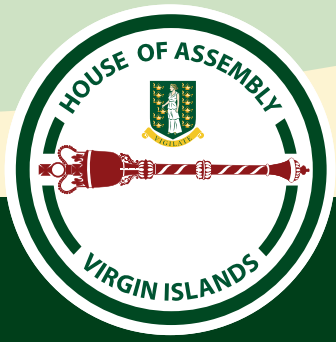
7A.5 Conflict of Interest

Proponents shall disclose any actual, potential, or perceived conflict of interest that could arise in relation to this procurement or the performance of the contract.

Failure to disclose a material conflict may result in disqualification or termination of contract.

7A.6 Commission's Right to Seek Clarification

The Commission reserves the right to request additional information, supporting documentation, or clarification in order to verify a proponent's eligibility, experience, capacity, or compliance with these requirements.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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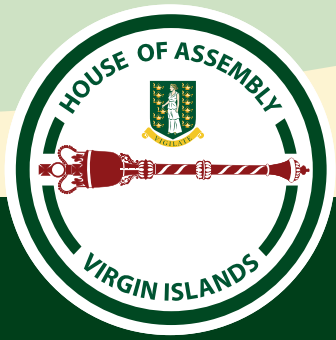
8. GENERAL SPECIFICATIONS

The House of Assembly is the legislative body responsible for making laws for the Territory, and the House of Assembly Management Commission is responsible for its administration. As a chauffeur, it is essential to understand the significance of the Services to be provided to Former Members of this institution. The successful tenderer (the "Provider") should be guided by the following principles of professional conduct in providing the Services.

- 8.1** Provider should approach their duties with utmost respect and professionalism.
- Always use appropriate titles when addressing Former Members and Members, as advised by the Commission;
 - Arrive in good time for each Assignment. Punctuality reflects respect for the Former Members and for the events they attend; and
 - Dress professionally, as neat and clean attire demonstrates our commitment to excellence.
- 8.2** Provider should understand the mobility needs of Eligible Former Members.
- Offer patient, courteous and appropriate assistance when entering and exiting the vehicle and at the point of pick-up and drop-off; and
 - Handle any mobility aids with care and ensure that they are safely stored during transport.
- 8.3** Provider should be aware that the condition of the Commission Vehicle and the manner of driving significantly impact the overall experience of Eligible Former Members. It should therefore keep the vehicle clean and comfortable, report any maintenance need to the Commission promptly, and drive in a safe and smooth manner at all times.
- 8.4** Providers may have access to sensitive information and therefore must maintain confidentiality. Avoid disclosing private conversations of Former Members, and all information relating to their health, mobility, residence and movements should be protected and secured. Providers will be required to execute a Non-Disclosure Agreement with the Commission.
- 8.5** Chauffeur services for Former Members require flexibility. In case of emergencies or extended events, Providers should be adaptable and ensure that Eligible Former Members are safely transported.

9. EVALUATION

In the assessment of the tenderer's response to the Commission's requirements, consideration will be given to the capacity of the tenderer to perform the Services, experience, driver qualifications, and feedback on the quality of services provided to past clients.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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Proposals will be evaluated according to the following criteria:

No.	Evaluation Criteria	Points
	Stage 1 – Compliance (pass/fail): valid trade licence in a category that relates to Chauffeur Services; Police Record Certificate and driver's licence of the appropriate class for each driver; clean driving record; Certificates of Good Standing (NHI, Social Security, Inland Revenue); Forms 1 to 4 fully completed; at least two (2) references; conflict of interest disclosure. Proposals that do not pass Stage 1 will not be scored further.	Pass / Fail
	Stage 2 – Technical	70
1.	Chauffeur or professional passenger-driving experience of the named driver(s) who will perform the Services.	20
2.	Comparable assignments completed within the last three (3) years, including transport of elderly passengers or persons with limited mobility, dignitaries or officials, and dedicated or contract driving engagements.	25
3.	References and past performance, verified by the Commission (punctuality, reliability, professional conduct and passenger care).	15
4.	Capacity and service plan: ability to meet the service levels in Section 4, availability for early morning, evening and weekend Assignments, driver absence and substitute arrangements, and confidentiality measures.	10
	Stage 3 – Financial	30
5.	Financial proposal (total price for the two (2) year term per Form 4), scored as: $(\text{lowest compliant price} \div \text{price being evaluated}) \times 30$.	30
	Total	100

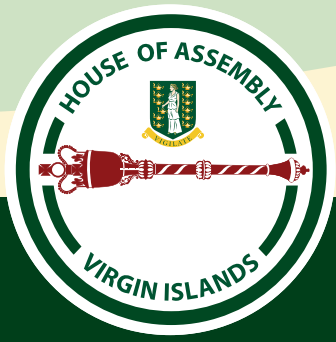
Proposals will be assessed in accordance with the criteria in **Form 5: Detailed Assessment Criteria** provided in Appendix E.

Proposals that pass Stage 1 will be scored under Stage 2. Only proposals achieving a minimum Stage 2 technical score of fifty (50) out of seventy (70) points will proceed to Stage 3. The contract will be recommended for award to the proposal achieving the highest combined Stage 2 and Stage 3 score, subject to Section 14.

Where a proposal is submitted by a company, experience will be assessed by reference to the named driver(s) who will perform the Services, including any substitute driver proposed under Section 4.

10. PROCUREMENT FRAMEWORK

This procurement shall be conducted in accordance with applicable Virgin Islands law, procurement principles, and any House of Assembly Management Commission policies.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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11. CLARIFICATIONS AND COMMUNICATION

All communications regarding this RFP shall be directed only to the contact below. No verbal communications shall be binding. Queries must be submitted in writing no later than **Wednesday, 28th October 2026**, and responses shall be issued by written addendum only.

Mrs. Bethsaida Smith-Hanley

Clerk

Office of the House of Assembly Management Commission

Richard Stout Building

Road Town, Tortola VG1110

Virgin Islands

Email: hoa@gov.vg

Tel: (284) 468-6900

The Commission may request clarifications from any Respondent and may issue written addenda where necessary.

12. SUBMISSION INSTRUCTIONS

Interested parties are requested to submit proposals no later than **Friday, 13th November 2026 at 10:00 a.m. local time**. Late submissions shall be rejected. It is the responsibility of the Respondent to ensure that its proposal is received by the Clerk before the submission deadline.

Submissions may be delivered physically to the Office of the House of Assembly located in the Richard Stout Building or submitted electronically via email to hoa@gov.vg on or before the submission deadline.

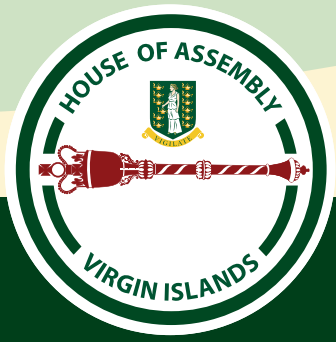
Proposals submitted electronically must be in non-editable PDF format and clearly labelled:

"RFP – Chauffeur Services for Eligible Former Members – House of Assembly Management Commission"

The submission must clearly identify the Respondent's name and include all documents required under this RFP.

Submissions will be opened on **Wednesday, 18th November 2026 at 10:30 a.m. local time**. Tenderers who wish to witness the opening process may request the virtual meeting access code and password from the Clerk at hoa@gov.vg, with the subject "RFP for Chauffeur Services for Former Members of the House of Assembly", by **11:00 a.m. on Monday, 16th November 2026**.

The Commission is not bound to accept the lowest or any proposal.



REQUEST FOR PROPOSALS (RFP) **CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS**

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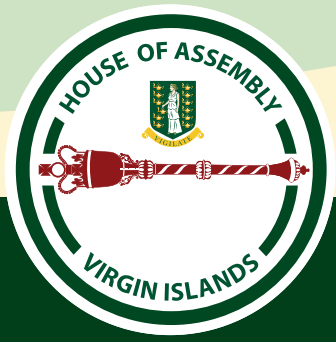
13. OTHER CONDITIONS

- 13.1** The Commission is under no obligation to accept any proposal that is not submitted in accordance with the requirements of this Request for Proposals. Nothing in this RFP shall be construed as creating any legal obligation, contractual relationship, or liability on the part of the Commission with respect to any proponent. By submitting a proposal, proponents acknowledge and accept that participation in this process does not confer any right, entitlement, or expectation of engagement or award of a contract.
- 13.2** Proponents shall bear all costs associated with the preparation and submission of their proposals. The Commission shall not be responsible or liable for any such costs, regardless of the conduct or outcome of this procurement process.
- 13.3** Participation by any party in this RFP, pursuant to the invitation by the Commission, shall be considered to be an acceptance of all the terms and conditions of this invitation by such party, and no claims or disputes raised by it during or after the award process shall be entertained by the Commission.
- 13.4** Proposals must be submitted in accordance with Section 12 of this Request for Proposals. The Commission shall not be responsible for the loss, non-receipt, or delay in receipt of any proposal submission.

14. RIGHTS RESERVED

The Commission reserves the right to accept or reject any proposal, seek clarifications, negotiate with preferred proponents, cancel and reissue this RFP, award in whole or in part, or make no award, without assigning any reasons and without prejudice to its right to re-tender at any time in the future.

The Commission reserves the right to invite revised responses from the Applicants by the issue of an addendum, before the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This RFP does not give rise to any rights and is not an offer or an invitation to offer.



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

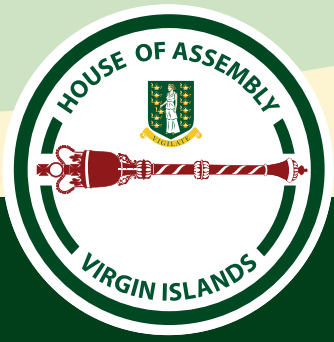
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APPENDIX A FORM 1: GENERAL INFORMATION

Item	Tenderer's Information
Name of the Tenderer or the Registered Name if it is a company	
Tenderer's address	
If individual, country and date of birth	
If company, country and year of constitution	
Trade Licence Category	
Trade Licence Number	
Driver's Licence Number(s) and Class	
Police Record Certificate (date of issue)	
Number of years of driving experience	
Certificates of Good Standing (NHI, Social Security, Inland Revenue)	
Tenderer's Authorised Representative (Name, address, telephone number, email address)	

APPENDIX B FORM 2: DRIVER QUALIFICATIONS AND RESOURCES CHECKLIST

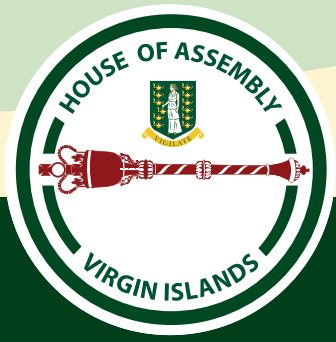
Qualifications and Resources		Tenderer meets requirement (check as appropriate)	
		Yes	No
1	Valid driver's licence		
2	Valid Police Record Certificate		
3	Experience assisting elderly passengers or persons with limited mobility		
4	Familiarity with roads and destinations on Tortola and the other islands		
5	Mobile telephone for communication with the Commission and passengers		
6	Availability for early morning, evening and weekend Assignments		
7	Approved substitute driver available during absence (companies only)		
8	Ability to carry out basic pre-trip vehicle checks and maintain a vehicle log book		



REQUEST FOR PROPOSALS (RFP)
**CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS
OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS**

APPENDIX C FORM 3: STATEMENT OF EXPERIENCE ON SIMILAR ASSIGNMENTS

No.	Client Name, Address, Representative, Email address, and Telephone Number	Description of Services	Start Date	End Date
1				
2				
3				
4				
5				
6				
7				
8				



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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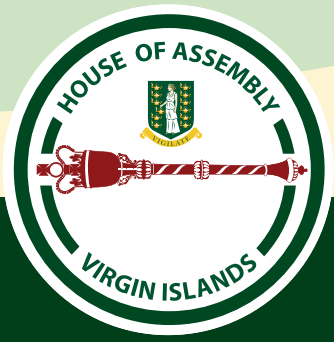
APPENDIX D FORM 4: FORM OF PROPOSAL

The Clerk
Office of the House of Assembly Management Commission
Richard Stout Building
P.O. Box 2390
Road Town, Tortola VG1110
Virgin Islands

REQUEST FOR PROPOSALS – TENDER REFERENCE HOAMC/CHF/2026/07 Chauffeur Services for Former Members of the House of Assembly, Virgin Islands

Dear Mrs. Smith-Hanley:

1. Based upon the Proposal Requirements and the Scope of Services, the undersigned proposes to provide the Services as indicated in our tender submission, and in accordance with the Tender Documents, for the sum of (US\$) (sum in words and figures) _____ payable by the House of Assembly Management Commission, for the two (2) year contract term, at the rates set out in our financial proposal.
2. We agree that the proper law of the Contract shall be the Laws of the Virgin Islands.
3. We agree that these tender documents shall comprise the sole binding documentation applicable to this tender or to the contract.
4. We agree that all information supplied by the Commission to the Tenderer will be treated in confidence and not disclosed to third parties except insofar as this is necessary for the purpose of submitting the tender. All information supplied by the Tenderer to the Commission will similarly be treated in confidence, except that references may be sought from banks, existing or past clients, or other referees submitted by the Tenderer.
5. We accept full responsibility for the accuracy of all prices provided in this tender and agree that these prices include full provision for any increases in the costs for whatsoever reason over the period of time from submission of tender to completion of the contract and settlement of the final account.
6. We accept that any and all omissions or errors in pricing are our responsibility and agree that should any errors in arithmetic be discovered in the financial proposal submitted by us during consideration of this offer, these errors will be corrected by giving us an opportunity of either confirming our offer or amending it to correct such errors.

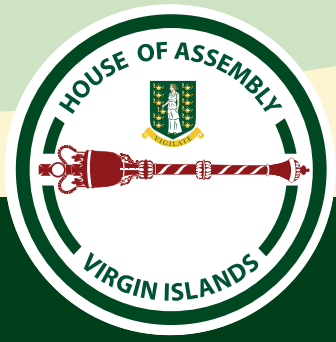


REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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7. If this offer is accepted, and subject to and in accordance with paragraphs 2 to 6 above and the terms and conditions contained or referred to in the documents listed in paragraph 1, we undertake to provide the required Services in accordance with the contract.

Name of Tenderer	
Signature	
Name and Title of Signatory	
Address	
Telephone / Email	
Date	



REQUEST FOR PROPOSALS (RFP) CHAUFFEUR SERVICES FOR ELIGIBLE FORMER MEMBERS OF THE HOUSE OF ASSEMBLY, VIRGIN ISLANDS

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APPENDIX E FORM 5: DETAILED ASSESSMENT CRITERIA

Item	Requirement	Marking Guide
–	Stage 1 – Compliance: all documents listed in Section 7A.1 and 7A.3, references (7A.4) and conflict of interest disclosure (7A.5).	Pass – all requirements met and evidenced Fail – any requirement not met; proposal not scored further
1.	Driver experience: Years of chauffeur or professional passenger-driving experience of the named driver(s). Evidence: Form 1, Form 3 and driver profile.	20 marks – 10 years or more 15 marks – 5 years or more but less than 10 years 10 marks – 3 years or more but less than 5 years 5 marks – 1 year or more but less than 3 years 0 marks – less than 1 year or not evidenced
2.	Comparable assignments: Assignments listed in Form 3 within the last three (3) years that are similar in scope to the Services (elderly or limited-mobility passengers, dignitaries or officials, dedicated or contract driving).	25 marks – 4 or more comparable assignments, including at least 1 involving elderly or limited-mobility passengers 18 marks – 3 comparable assignments 12 marks – 2 comparable assignments 6 marks – 1 comparable assignment 0 marks – no comparable assignment evidenced
3.	References and past performance: Verified by the Commission against punctuality, reliability, professional conduct and passenger care.	15 marks – 2 or more references, all strongly positive on every factor 10 marks – 2 references, positive overall with minor reservations 5 marks – references obtained but mixed 0 marks – references negative or cannot be verified
4.	Capacity and service plan: How the Respondent will meet the Section 4 service levels, availability, driver absence and substitute arrangements, and confidentiality.	10 marks – clear, specific plan addressing all elements 6 marks – addresses most elements with adequate detail 3 marks – general statement with limited detail 0 marks – not addressed
	Stage 2 subtotal (minimum 50 to proceed)	70 marks
5.	Financial proposal: Total price for the two (2) year term per Form 4.	Score = (lowest compliant price ÷ price being evaluated) × 30. Arithmetic errors are treated in accordance with paragraph 6 of Form 4.
	Total	100 marks