



## Request for Quotation (RFQ)

**Reference:** 04/LHF/2023

The Polish Center for International Aid (PCPM) with the funding from Lebanon Humanitarian Fund – LHF is in the process of implementing a humanitarian project in the Akkar governorate. The Project will contribute to the well-being of the most vulnerable Lebanese families and Syrian refugees through the provision of food and WaSH parcels.

PCPM, hereby, invites you to submit a quotation for trucking service within the area of Akkar for the period of **6 months (November 2023 - April 2024)** as specified in Annex I, 'Schedule of Works and Specifications of Goods / Services', and in accordance with the 'Requirement and Conditions'.

Quotation should be submitted before 31<sup>st</sup> of October 2023, 4:00 pm to the following email address: [lebanon.procurement@pcpm.org.pl](mailto:lebanon.procurement@pcpm.org.pl)

We, Polish Center for International Aid, are looking forward to receiving your quotation and thank you in advance for your interest in our procurement opportunities.

Prepared by:

Hady Abouraad  
Procurement Officer

Approved by:

Ghina Mansour  
Project Coordinator

## Requirements and Conditions for the Provision of Trucking Service

<b>Language of the Quotation</b>	English
<b>Currency of Quotation</b>	United States Dollars (USD)
<b>Deadline for the Submission of Quotation</b>	<u>31 October 2023, 4:00 pm</u>
<b>Estimated time period of the provision of service</b>	November 2023 - April 2024
<b>Mandatory documents to be submitted</b>	<ul style="list-style-type: none"> <li>- Quotation: Detailed Schedule of Works and Specifications of the Goods / Services and their price</li> <li>- Form 1: Compliance Sheet to Requirement and Conditions</li> <li>- Form 2: Reference list</li> <li>- Photos of the truck for reference</li> <li>- Trucks insurance and registration documents</li> </ul> <p style="text-align: center;"><i>Quotation must be addressed to PCPM</i></p>
<b>Qualification documents to be submitted</b>	<ul style="list-style-type: none"> <li>- Business registration document</li> <li>- (المضافة شهادة تسجيل في الضريبة على القيمة) Tax registration certificate</li> <li>- Commercial curricular (<i>if, available</i>)</li> <li>- Official Bank Details (<i>Fresh Fund, USD currency</i>)</li> </ul> <p style="text-align: center;"><i>All documents should be signed by the company's authorized representative and stamped</i></p>
<b>Quote Validity Period</b>	30 days
<b>Evaluation Criteria</b>	<ul style="list-style-type: none"> <li>- Compliance to Schedule of Works and Specifications of Goods / Services and to Requirements and Conditions</li> <li>- Lowest price</li> </ul>

<b>Payment terms</b>	The payment shall be made via bank transfer from PCPM offshore bank account in Poland to the vendor bank account, upon the completion of service. Final price calculated on the basis of the total quantity of days of provision of service.
----------------------	--

### Annex I. Schedule of Works, Specification of Service and Unit Price

The service requires daily loading, transportation and unloading of materials that will be distributed to households in Akkar. The distance covered is all over Akkar including Wadi Khaled, Dreib and Halba villages with the starting point in Qobayat.

The intensity of the service requires simultaneous usage of 3 trucks for 12 – 15 days per month, each with a driver and a crew of 2 workers who will be charged with loading and unloading the materials.

Loading and unloading as per the instructions of the Warehouse Manager and PCPM logistics and Field Officers.

The transported goods will include items sensitive to rain and humidity (carton boxes with food and hygiene items). The trucks must offer good protection from the elements (covered trucks with possibility to lock the back cover). **Please attach a photo of the truck for reference.**

LOT	ITEM	DESCRIPTION	UNIT
1	<b>1 truck with a driver</b>	<i>1 day of truck services (truck rental with a driver). Please specify the capacity of each of the quoted trucks.</i>  <b>Trucks with a capacity lower than 3.5 tons will be rejected</b>	day
2	<b>Daily workers wage</b>	<i>Please specify the daily workers' wage per day, noting that it is preferred to pay not less than minimum of 10 USD per worker per day.</i>	day



Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_

## **Quotation Submission Form**

### **Form I. Compliance of the supplier to Requirements and Conditions**

<b>Requirement and conditions</b>	<b>Supplier Responsiveness</b>		
	We comply	We cannot comply	If you cannot comply, please indicate counter proposal
<b>Readiness to provide the service for approximately 12 days per month</b>			
<b>Submission of mandatory documents</b>			
<b>Able to submit post-qualification documents</b>			
<b>Offer valid for at least 30 days</b>			
<b>Approval on related requirements and conditions</b>			
<b>Responsiveness to technical specifications of the items</b>			

*Please answer by putting X in the corresponding cell.*

Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_



Signature and stamp: \_\_\_\_\_



## Form II – Financial offer

Suppliers are requested to complete the below.

LOT	ITEM	UNIT	Quantity	Unit Price	Total Price
1	1 truck with a driver	Day	1		
2	Daily workers wage	Day	1		
3	Total Price				
4	Value added tax (VAT)				
5	Total price incl. VAT				

On behalf of my company/business, I hereby:

- Accept, without restrictions, all the provisions in the Quotation Form including General Terms and Conditions for Supply Contracts
- Certify that I/we do not support terrorists or terrorism activities, and do not condone the use of terrorism.
- Certify and attest that we meet the eligibility criteria stated in article 15, General Terms and Conditions for Supply Contracts.

This declaration will be confirmed in the Contract and misrepresentation will be regarded as grounds for termination.

Date, signature and stamp of the supplier:

---

Signed by:

### The Contractor

Name of the company:

Address:

Telephone no.:

E-mail:

Name of contact person:

Date:

---

---

---

---

---

---

---



Form III. Reference list

Please list at least 3 references for services provided in the last 3 years:

<b>Name of company / organization</b>	<b>Focal person name</b>	<b>Contact details (e-mail, phone number)</b>	<b>Date(s) of the services provided</b>	<b>Brief description of provided services</b>

Full Name of company's authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Signature and stamp: \_\_\_\_\_