

giz

**German Development Cooperation**

E-mail: LB\_quotation@giz.de

Our reference: 83369417

Project Name: GIZ Office Beirut  
Project No.: 18.9207.4-001.00  
Tender No.: 83369417

November 03, 2020 Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

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Registered at  
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Chairman of the Supervisory Board  
Martin Jäger, State Secretary

Management Board  
Tanja Gönner (Chair)  
Ingrid-Gabriela Hoven  
Thorsten Schäfer-Gümbel

Dear Sir or Madam,

Submission:

in Beirut  
on Friday  
the 18.12.2020  
at 14:00 Beirut Local Time

## **INVITATION TO TENDER (PUBLIC TENDER)**

**Subject: "Provision of Taxi Services in the Lebanese Territories for GIZ Office Lebanon".**

The **Deutsche Gesellschaft für Internationale Zusammenarbeit**

- **(GIZ) GmbH, "GIZ Office Beirut"** hereinafter referred to as "The Employer", intends to award the: "Taxi Company" to provide ground transportation / Taxi Services to all Lebanese territories.
- Providing ground transportation to all Lebanese territories.
- Providing airport transfers, which include a meet and greet at the arrivals gate, day and night transfers to and from the airport.

The bidders who are interested in participating in the tender must read and comply with the instructions and the Terms of Reference contained in the tender document.

**The Tender Documents consist of:**

- Invitation Letter
- Terms of Reference
- Assessment grid for technical evaluation
- Financial Offer – Annex I (Template must be completed)
- Annex II – List of vehicles owned by the company

Further information and questions regarding the intended assignment, may be obtained in writing by email only, latest till Friday, December 11, 2020. Please refer to the email address:

[LB\\_quotation@giz.de](mailto:LB_quotation@giz.de)

Noting that in your e-mail the subject should be: Taxi Services - 83369417

**Submission of bids:**

If you are willing to provide the service, you are kindly requested to abide by the following instructions:

1. The offers/Proposals shall be sent as PDF files to the following email:

[LB\\_quotation@giz.de](mailto:LB_quotation@giz.de)

Latest by Friday, December 18, 2020 till 14:00 o'clock (Beirut Local Time).

**Note:** Sending your offers to any other email address or non-compliance with any of the mentioned conditions will result in rejecting your participation in this tender.

2. One PDF file shall be sent for the Technical Offer/Proposal and another PDF file for the Financial Offer. Your PDF files shall be named as follows:
  - a. The name (or company name)/ Technical offer/ Tender no. 83369417
  - b. The name (or company name)/ Financial offer/ Tender no. 83369417
3. The offers shall be submitted in English language only.
4. The offers shall be signed & stamped.
5. The financial offer must be in USD only, should be valid at least for Four Weeks after the submission date (Please mention it in your offer).
6. You shall not be reimbursed for your submitted offers.

Technical and Financial offers/Proposals (in two Separate PDF files),

1-Technical Offer/Proposal which consists of:

- Company's Portfolio or background
- Company's legal documents (Company registration and commercial circular, etc...)
- Company details including full company name, full address, phone and email
- Contact person
- Provide the number of vehicles (Annex II) in the company and also the number of drivers employed
- Annual total turnover for each of the last three (3) years
- Business references 3 customers (minimum 2 NGOs)

2- Financial Offers should include:

- Prices in USD ((VAT if applicable, to be reflected in the prices).
- Waiting time lapse (free and charged time)
- the date and the company's Tax registration number at the Ministry of Finance
- Bank account details (Fresh Account) of the company inside Lebanon and/or outside Lebanon

Detailed instructions of the contents of your offer/proposal and the mode of presentation/submission are attached both in the ToR and Technical Assessment Grid.

**Evaluation of Bids:**

The technical offer has a weighting of T:70% and the price offer F:30%

The following formula will be used:

$$\frac{\text{Technical evaluation of bid} * 70\% + \text{most economical bid} * 30\%}{\text{Technical evaluation of best bid} \quad \text{price of bid}}$$

**Others:**

- Please note that in case you did not receive any notification in writing within 4 weeks after the deadline for submitting the offers/quotations, it shall indicate that your offer has not been accepted. You shall not receive a separate notice to this effect.
- The bidders shall not be reimbursed for their submitted offers.
- Payment is in USD with a possibility to transfer fresh money if the situation allows.
- Non-compliance may result in your bid not to be considered.

**P.S. The timing and dates mentioned above are subject to change depending on the development of the situation of COVID-19.**

**GIZ Office Beirut**