
Transportation Services “Taxi Services”

**Project number/
cost centre:**

18.927.4-001.00

**Terms of Reference for hiring of a Taxi Company for the provision of
“Local Transportation Services – Taxi Services”**

About the Employer

The Deutsche *Gesellschaft für Internationale Zusammenarbeit* (giz) GmbH is a federal enterprise commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). GIZ supports the German Government in achieving its objectives in the field of international cooperation for sustainable development, and it has been supporting German-Lebanese development cooperation for more than 20 years.

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MoF#:1801835

1. Background

As a federally owned enterprise of the German Government, The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the Republic of Lebanon in terms of sustainable development. GIZ operates in more than 130 countries around the globe.

GIZ opened a country office in the capital Beirut in 2007 which was linked to the GIZ Office in Amman in 2012. The GIZ Lebanon currently has 90 staff working in the country.

The German Government is supporting Lebanon as part of its overall response to the prolonged Syrian crisis and its ramifications on the region. Mainly commissioned by BMZ with co-funding by the European Union and the Polish Government, GIZ Lebanon has been implementing development projects all over the country. Interventions are currently focusing on Education, Employment and Vocational Education, Water, and Social participation and conflict transformation.

2. Objective of this framework agreement

GIZ Office Beirut would like to contract the most competent, fully registered taxi company for successful provision of Taxi services in the Lebanese territories.

In process of execution and completion of the above mentioned projects, GIZ Office Beirut requires the services of a reputable, well established and reliable firm that provides vehicles and drivers with requisite experience, education and other resources to provide transportation services to GIZ, as and when required (on call basis) that are reachable at all times for making taxi bookings. The project areas mainly include but are not limited to Beirut and North Lebanon. The project will also include the provision of services in other areas of Lebanon (i.e. South Lebanon, Bekaa ..etc.)

3. Tasks to be performed by the contractor

The Taxi Company selected shall be responsible for providing all vehicles with drivers for GIZ Office Beirut on as and when needed basis with the following to be observed:

3.1 Requirement of Vehicles:

The vehicles provided to GIZ must be in excellent condition and not older than 2017 model, equipped with air conditioning system and anti-lock braking system (ABS). The need of the vehicles may range from regular car, 1 to 3 seaters car to minivans 7 to 11 seaters. The complete toolkit should be available including but not limited to spare wheel, wheel change kit, battery jumper cable, first aid kit, vehicle tow cable etc.

The vehicles should be registered in the Name of the tenderer / firm. Copies of relevant documents such as RC Books, Insurance Policies, permits etc. should be submitted before signing the agreement.

3.2 Taxes:

The Taxi Company must be registered with tax authorities and must provide vehicles that do not have any tax related obligations which have passed the mechanical checks as per the Lebanese law and regulation.

3.3 Fuel and other expenses:

All maintenance cost, fuel, lubricant, and or any other consumable costs related to the vehicles will have to be covered by the Taxi Company.

3.4 Insurance:

All vehicles must be comprehensively insured and also have a third party insurance.

3.5 Drivers:

When vehicle is rented, the following should be observed about the driver,

1. Must have a valid license
2. Minimum 5 years of relevant experience
3. Should be well experienced, well mannered, polite, disciplined, and should have blemish less record in safe driving.
4. Familiar with the local routes and traditions/customs/language of area of travel.
5. The Taxi Company will be responsible for the behavior/actions of the drivers and will be responsible to provide the immediate replacement in case of complaints/misconduct.
6. Must have a valid health certificate and be fit for driving
7. Must be able to speak, read and write in English and Arabic.
8. Must not have a criminal record

Drivers reporting at Airport for pick-up duties shall display play card of GIZ for helping employees and guests to identify them.

It shall be the responsibility of drivers to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting and ending time, opening and closing Km., starting and ending destinations and users signature.

3.6 Travel Allowances & Accommodation:

GIZ will not provide any travel related allowance, accommodation or boarding and lodging arrangements to any driver. This will be the sole responsibility of the Taxi Company.

3.7 Areas of Service:

The areas of service include all the Lebanese territories. If the rates of the vehicles for different areas are not same, the company must quote its rates for each area separately.

3.8 Security:

The Taxi Company providing services shall be responsible for the security of the passengers, driver, vehicle or any items coming along with the vehicle. GIZ will not be responsible for any loss whatsoever due to security risks, negligence of driver or otherwise.

4 Place(s) of Assignment

Lebanon

5 Duration and implementation of the framework agreement

The contract will be awarded on trial basis for a period of three months from the date of award of contract and on successful completion of trial period will be treated on regular contract for the period of one year.

Period of contract:

Initially the contract / Frame work agreement will be for a period of One Year, which may be extended further by one more year on same terms & conditions and rates by mutual consent and understanding of both parties.

6 Requirements

Taxi Companies intending to submit a proposal should have the organizational and technical capacity, experience and professionalism to provide the required services outlined above. Taxi Companies should be able to demonstrate proof of past and/or present experience and resources available to carry out the service requirements, and have the integrity and proven reliability to ensure good performance as follows:

- Demonstrate minimum of 5 years' experience in providing corporate taxi services
- The company should have their presence in Greater Beirut
- Provide the number of vehicles in the company and the number of drivers employed
- Appropriateness of the proposed concept (technical-methodological design) to describe how bookings will be responded to GIZ's requests
- Provide name of Individual(s) who will be responsible for the GIZ and Projects account
- Provide any special features or services beneficial to GIZ Office Beirut and Projects
- Provide Pick and Drop Off Charges, flat rates to common destinations; also waiting charges

7 Required General Company Information

- Company's Portfolio or background
- Main office location, telephone contacts
- Contact person
- Company's legal documents
- Registration details – Copy of Certificate of Registration
- VAT Tax compliance certification (if applicable)
- Valid National Insurance compliance certification
- Annual total turnover for each of the last three (3) years
- Reference letters

8 Payment Terms

The contractor shall be paid monthly after receipt of the original bills along with monthly statements. All bills should be supported by daily log sheets duly signed by users and our contact person at the company.