

**Call for Tender for the Procurement of Buses**

**Tender Reference: ITB/008/2024**

**Akkarouna**

**May 2024**

**Call for Tender – Reference ITB/008/2024: Procurement of buses**

Akkarouna, a women-led, non-governmental organization, operating within North and Akkar governorates in Lebanon, aims and commits to achieve socio-economic growth through the empowerment of women, children, and youth by building their capacities, enhancing community networks, and implementing development projects, ensuring gender mainstreaming and spreading awareness on different key topics. Over the past years, Akkarouna has operated its programs following 6 main pillars: Protection, Social Stability, Governance, Health, Education and Livelihood. These sectors are complemented by the Emergency Response Unit responsible for preparing and responding to any emergency within Lebanon.

With over 60 successfully closed projects, we were able to serve the most underprivileged communities in Lebanon.

Akkarouna’s Mission:

Akkarouna aims at achieving sustainable socio-economic growth through the empowerment of women, children, and youth by building their capacities, enhancing community networks, implementing development projects, and spreading awareness about rights and citizenship

Akkarouna’s Vision:

Empowered women, children, and youth in a just and green society.

All projects implemented by Akkarouna serve our mission and vision.

**Section A: Instructions**

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| **Tender No.** | ITB/008/2024 |
| **Akkarouna Address** | Akkar – Menyara – Youssef Salloum Building – 2 Floor  Tripoli – Dam w farez – Jana residence Building – 5 floor |
| **Delivery Time** | Monthly |
| **Title** | Buses Procurement |
| **Announcement Date:** | 29/5/2024 |
| **Deadline for Inquiries** | 18/06/2024 |
| **How to apply** | Proposals must be submitted physically to either of the branches at the above-mentioned addresses.  Or via email to: Ola.osman@akkarouna.com  A sample of the contents should be submitted with the technical and financial proposal including all the items (as per the BOQ) **OR** photos of the included items to be sent to the above-mentioned email.  ***Incomplete Proposals will be disqualified.*** |
| **Submission Format** | Submission must be in the form of one sealed envelope containing two separate envelopes inside as follows:  One Envelope for the technical proposal (1), and another envelope for the financial proposal (2).  **Envelope 1:** Labeled ***Technical Proposal*** must include the following documents:   1. Company/individual profile 2. Entity registration certificate 3. Commercial circular that shows the authorized signatory 4. Registration certificate “MOF” 5. VAT registration certificate 6. Copy of entity owner ID 7. Call for tender document filled and signed   **Envelope 2:** Labeled ***Financial Proposal*** must include the following documents:   1. BOQ (Fill out the form in section C with the price and specifications of the items).   ***Incomplete applications will be disqualified.*** |
| **Email Address to Submit Inquiries or Phone Number** | [procurement@akkarouna.com](mailto:procurement@akkarouna.com)  & 81/611848 |
| **Evaluation Criteria** | * Price * Insurance Full risk * Previous Experience * Legal Documents (Bus documentation, ID Driver, Driving License, Derogation Form, Bus Official Papers). * Bus replacement |
| **Contract Type** | Framework Agreement |
| **Validity of Offer** | 30 days |

**Section B: Supplier Questionnaire**

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| **Supplier Questionnaire** | | |
| **Company’s Name:** | | |
| **Address:** | | |
| **Phone Number:** | | |
| **Date:** | | |
| **Please respond to the following questions.** | | |
| **Do you have any previous experience working with Akkarouna?** | **☐ Yes** | **☐ No** |
| **Do you have any previous experience working with NGOs or UN agencies in the past 5 years? Please list the names of these NGOs, UN agencies or other companies you worked with in the past 5 years.** | | |
|  | | |
| **Technical Section** | | |
| **What can you provide as additional offer if you are selected?** | | |
|  | | |

**Section C: Financial Proposal**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Buses** | | | | | | | |
| **#** | **Item Title** | **Description** | **Unit** | **Unit Cost (USD)** | **Total Cost (USD)** | |
| 1 | Buses -33 Passengers | 33 Passengers –Rosa -- | 4 Buses |  |  | |
| **Total Without VAT** | | | | | | **$** | |
| **VAT 11% (VAT should be calculated at official SAYRAFA rate on the date of invoice issuance)** | | | | | | **LBP** | |
| **Total with VAT** | | | | | | **$** | |

|  |  |
| --- | --- |
| **Supplier name:** | **MOF Registration #:** |
| **Focal point full name:** | **Tax Registration #:** |
| **Date:** | **Signature and Stamp:** |

**2. BIDDING INFORMATION:**

* 1. **TB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

Annex A: Technical Specifications/ Specs and regulations (One picture at least for

Each Bus is required).

Annex B: Financial Offer Form (Official Quotation / Unit price must be calculated

on daily basis).

Annex C: Vendor Registration Form (ID, MOF, VAT Registration).

Annex D: Confirmation letter -- Qualifications and License.

Annex E: Confirmation letter -- Supporting Documents (Legal Bus documentation, Insurance, ID driver’s, Driving License, Derogation Form Bus, official Papers Validate).

**2.2 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to procurement@akkarouna.com or by Phone Call to 81/611848.

Akkarouna will compile the questions received and will respond to questions shortly after the query closing date. Akkarouna may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

**2.3 YOUR OFFER**

Your offer shall be prepared in English **OR** Arabic.

**IMPORTANT:**

Inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any of Akkarouna’s staff other than the submission e-mail address will result in disqualification of the offer. Please send your bid directly to the address provided in the “Submission of Bid” section 2.6) of this ITB.

Your offer shall comprise the following two sets of documents:

- Technical offer 60%

- Financial offer 40%

**2.4.1 Content of the TECHNICAL OFFER (60%)**

**IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The technical details of the products requested by Akkarouna can be found in **Annex A.**

Your technical offer should clearly state whether or not the goods/services you are offering are fully conforming to the product service specifications given. Clearly state and disclose any discrepancies with the specifications given.

**Service/Delivery Capacity:** The bidder shall state the mobilization time (if no set up time is required) and total lead-time for the service provisions.

**Inspection:** Inspection will be conducted by Akkarouna.

**Warranty**: Availability of a substitute bus if needed.

**Start Date:** the winning bidder should start operating on the date agreed upon in the framework agreement.

**2.4.2** **Content of the FINANCIAL OFFER (40%)**

Your separate **financial offer** must contain an overall offer in a single currency in US Dollars.

The following details shall be provided for each item*:*

**Unit costs:** The biddershall quote the unit price including the fuel ‘s and drivers. Any quantity or other discounts (e.g., volume discounts) shall be clearly indicated (Item, Unit Cost, Quantity, Total Cost, Discount).

Offers are requested to be valid for 30days from the deadline for submission. Akkarouna will make its best effort to select a company within this period.

**Payments Terms:**

* **100 % each month.**

**2.5 BID EVALUATION:**

### **ESSENTIAL CRITERIA**

These are criteria which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the technical requirements, they will be excluded from the tender process. These criteria are scored as Pass or Fail and will not be evaluated against capability and commercial criteria.

1. Bidder’s registration in Lebanon:

Bidder to submit copies of company registration, tax ID certificate if registered, or Identification letter from the local authority “Municipality, Mayor” to confirm their official presence and good performance in their area. Bidders have to provide Owner or CEO or GM passport / I.D. copy.

1. Bidder’s willingness to accept 100% payment to be paid within a period of maximum 30-45 days from submission of invoice (after complete delivery) with all valid supporting documents. **Bidders to submit a confirmation letter.**
2. The Bidder and their staff should agree to comply with Akkarouna and the IAPG’s policies and code of conduct listed below, throughout this tender process and during the term of any contract awarded. Child Safeguarding Policy, Anti-Fraud, Bribery & Corruption Policy, Slavery & Human Trafficking Policy, Anti-Harassment, Intimidation & Bullying Policy, Protection from Sexual Exploitation & Abuse Policy, IAPG Code of Conduct and Conditions of Tendering. **Bidders to read and sign each of the mentioned documents.**
3. Bidders to confirm that they are not any prohibited parties or on any Government blacklists. **(Bidders to submit a signed confirmation letter) (ANNEX D)**.
4. The Bidder confirms that all buses supplied are road-legal, free from major defects, and safe to use, and will remain so for the duration of the rental period. Included but not limited to the fire extinguisher, first aid kit, and functional seatbelt **Bidders are to submit a confirmation letter and pictures.**
5. Bidders to confirm that all buses have the 3rd party insurance. **Bidders are to submit the bus's insurance.**
6. The Bidder confirms that all drivers have the necessary qualifications and licenses required by law to drive the buses, and they will remain licensed and qualified for the duration of the rental Agreement. **Bidders are to submit copies of the driver’s license.**
7. Bidders to provide lists and registration documents for all buses.

### **CAPABILITY CRITERIA 60%**

This is the criteria that will be used to evaluate the bidder’s ability, skill and experience in relation to the requirements of Akkarouna. All bids which pass the technical requirements Criteria will be evaluated against the same pre-agreed Capability Criteria, which was created by a committee of representatives from Akkarouna and partners.

* Bidder’s capability to supply Akkarouna, particularly in terms of vehicles availabilities, **Bidder to provide the list of buses and registration documents**. (Weightage **20%)**

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| --- | --- |
| **Number of Buses** | **Please Choose one option only** |
| Number of buses available up to 4 - 6 Buses |  |
| Number of vehicles available between 7 – 9 |  |
| Number of vehicles available >9 Buses |  |

* Supplier to confirm the lead-time for replacing the bus/es supplied **Weightage 10%.**

|  |  |
| --- | --- |
| Lead Time for replacement if needed | Please Choose one option only |
| Time to replace the bus/es exceeding 72 hours from the receipt of an official request by Akkarouna |  |
| Time to replace the bus/es between 48- 72 hours from the receipt of an official request by Akkarouna |  |
| Time to replace the bus/es between 24- 47 hours from the receipt of an official request by Akkarouna |  |

* Bidder provides satisfactory client references in similar tasks, at least 3 letters of reference (or more) from governmental bodies or International or Local organizations within the last 2 years. **Weightage 05%**
* Bidders to demonstrate the condition of the buses supplied to meet the desired requirements**. Weightage 15% (this will be upon buses check by Akkarouna)**
* Buses Age/Model **(Weightage 10%)**

**SUBMISSION OF BID:**

**Paper Submission:**

In case of the submission of a hard copy, the procedure should be as follows:

* Bids to be submitted to
* **Akkarouna Office: Akkar, Menyara, Youssef salloum Building, 2nd Floor.**
* **Tripoli Office :Tripoli . Dam w Farez , jana Residence Building , 5nd Floor.**
* Bids should be submitted in a single sealed envelope addressed Akkarouna Office mentioned above.
* The envelope should clearly indicate the Invitation to tender reference number **ITB/008/2024** but contain no other details relating to the bid.
  + All documentation submitted should be done in their own clearly labelled envelopes which are submitted in one single envelope as detailed above.

**IMPORTANT:**

The technical offer and financial offer are to be sent in separate documents. Failure to do so may result in disqualification.

**Deadline: 18/06/2024*,* 16:00 local time.**