



ATTACHMENT A DESCRIPTION OF GOODS/SERVICES

The bidder is requested to fill all the below tables.

Vehicles rental:

#	Service Description & Specification	Year Model	Vehicle Brand & Model	Unit Price per Month including VAT (USD)
1	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
2	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
3	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
4	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			
5	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			
6	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			

PS: More than one vehicle's brand/model can be offered in each category.

Vehicles insurance:

Vehicle insurance type	Franchise fees (if any) including VAT (USD)	Damages - scratch/dent per part – (if any) including VAT (USD)



Daily Drivers:

Category	Optional service type	Unit Price including VAT (USD)
Driver	Daily	

Price rates include the following services offered by the service provider:

- Mechanic fee and registration fee.
- Administrative formalities.
- Immediate vehicle replacement in case of accident or breakdown all over Lebanon.
- Insurance coverage.
- 24/7 emergency road assistance including towing service.
- Full maintenance program.

Terms & conditions:

- The Near East Foundation will rely on the rental vehicle provider to supply drivers since NEF does not have contracted drivers within its staff.
- The daily drivers working with NEF shall be paid according to their monthly timesheet.
- The daily Drivers working with NEF shall be paid by the rental vehicles' company in **USD (if the money is transferred to the company from abroad) or the equivalent in LBP (if the money is transferred to the company locally) according to the exchange rate set by the central Bank.**
- A pool of drivers should be identified for the Near East Foundation and trained by NEF logistics officer on its fleet rules and procedures.
- NEF will select 2 drivers to stay permanently at its disposal – from Monday to Friday - regardless the number of weekly trips. Each driver will be paid according to his timesheet.
- For urgent operational reasons, NEF might need to request, on exceptional basis, for extra drivers without prior planning (i.e. 1 day or 2 days prior to a field trip).
- The service provider must commit to providing drivers upon NEF request to avoid interruption for NEF activities.
- The drivers provided by the service provider shall hold legal identifications, proper driving license and shall respect the Lebanese traffic laws.
- The drivers provided by the service provider are responsible for any scratch/dent/damage or any accident occurs to the vehicle.



- One representative from the service provider should be the focal point to communicate with NEF logistics officer regarding any issue related the rented vehicles or the drivers' provision.
- The Near East Foundation expects to rent 2 SUV vehicles but have the right to exchange them with any other vehicle mentioned in the vehicle rental table above.
- All vehicles delivered to the Near East Foundation must have a full fuel tank and to be returned to the rental company with a full fuel tank.
- All vehicles delivered to the Near East Foundation must have a low mileage.
- The vehicles must be delivered to NEF within maximum 1 week upon signing the service contract or upon NEF request to exchange vehicles.
- NEF may, at its discretion, allow the rented vehicle to be driven by a NEF staff member, anytime and anywhere in Lebanon. In this case NEF or the staff member is responsible for any scratch/dent/damage or accident occurs to the vehicle.
- The service provider must send with the vehicles the relevant documents that prove his ownership.
- The rental includes unlimited miles traveled.
- The rental company shall provide the following safety equipment:
 - Spare wheel
 - Wheel wrench, Toolbox/Spanner
 - Carjack
 - Fire extinguisher
 - Warning triangle
- The service provider shall provide the necessary valid documents for the vehicle during handover including the vehicle registration, the insurance certificate, the authorization to drive etc...
- Additional vehicles requested by NEF shall be delivered with a fixed special price at anytime (even in high seasons).

Service Provider Representative Name:

Position:

Signature:

Date: