



Islamic Relief Worldwide-Lebanon

Islamic Relief Lebanon



Islamic Relief
Lebanon

Tender No: IRL – T2023 - 027
Date: 11/02/2023
Location: Beirut
Project Name: CAR RENTAL REQUEST

ABOUT ISLAMIC RELIEF

Islamic Relief Lebanon office (IRL) is a humanitarian INGO and one of IRW's field offices dedicated to alleviating poverty and suffering in Lebanon. Islamic Relief first started working in Lebanon in 2006, providing those affected by the Lebanon war with food, clean water and essential household items. After the conflict, we continued working in Lebanon with focus on Food Security, WASH, Health, Shelter & NFIs, Livelihood and Education.

SUMMARY OF THE PROJECT

Islamic Relief Lebanon intends to establish a framework agreement with a car rental company for an initial period of one year to provide an effective transportation and efficient project implementation all over Lebanon through the provision of:

- **Cars for Rent,**



Islamic Relief
Lebanon

Verdun, Saeb Salam Street,
Kojok Center 4th floor & 5th floor
Beirut, Lebanon

t. 00961 1800 458
e. info@islamicrelief-leb.org
www.islamic-relief.org

فردان، شارع صائب سلام،
سنتر كجك الطابق 4 و 5 ،
بيروت، لبنان



1. SUBMISSION OF QUOTATIONS

1. Issuance of Payment occurs **within 15 days** after submission of legal invoice by cheque withdrawn cash in dollars after 48 hours from receiving date.
الدفع بعد الفاتورة الرسمية خلال خمسة عشرة يوماً على شكل شيك يصرف بعد 48 ساعة من تاريخ إستلامه نقداً بالدولار.
2. Bank fees when cheque withdrawn are on the account of the supplier.
الرسوم البنكية عند صرف الشيك على حساب المورد
3. Prices must include VAT and it must be shown on the invoice, will paid in Lebanese Pound with the exchange rate of 1,500 LBP.
الأسعار شاملة الضريبة على القيمة المضافة والضريبة يجب أن تكون واضحة ومبينة على الفاتورة و تدفع باليرة اللبنانية على سعر صرف 1500 ل ل.
4. NO other form is accepted only this form must be filled by the prices and specifications, signed and stamped by the supplier.
لن يتم إعتداد أي نموذج آخر غير هذا النموذج على أن يتم توقيعه و ختمه من قبل المتقدم لهذه المناقصة.
5. Every supplier has to fill the request for quotation and place it in a closed envelope, signed and stamped on the envelope and submitted by hand in the locked box that's found beside the reception office at our office located, Verdun – Saeb Salam Street – Kojok Center 5th floor – Beirut – Lebanon. We do not accept any quotation by email.
على المتقدم لهذه المناقصة ملء ، توقيع وختم هذه المناقصة ووضعها داخل مغلف مغلق مختوم وموقع على فتحة المغلف و عليه أن يضع هذا المغلف بيده في الصندوق المقفل الموجود بجانب مكتب الإستقبال في مكتبنا في فردان – شارع صائب سلام – مركز كجك الطابق ال 5. العروض المرسله في البريد الإلكتروني لن تأخذ بعين الاعتبار.
6. The tender will be closed on **24/02/2023** at 4:00 pm and any bid will not be accepted after this time.
المناقصة سوف تغلق **2023/02/24** الساعة 4:00 عصراً وأي مناقصة بعد هذا الوقت ستكون مرفوضة.
7. Procurement department is the only responsible department, any inquiry for clarification must be received by IRW-Lebanon in writing to email (procurement@islamicrelief-leb.org) at least 3 days before the deadline for submission of tenders. IRW-Lebanon will reply to bidders' questions at least 2 days before the deadline for submission of tenders.
قسم المشتريات هو القسم المسؤول عن المشتريات والمناقصات وعلى المتقدمين للمناقصة أن يتوصلوا مع قسم المشتريات من خلال البريد الإلكتروني (procurement@islamicrelief-leb.org) لأي إستفسارات خلال مدة اقلها ثلاثة ايام قبل انتهاء مدة الاعلان. فريق المشتريات يجيب خلال مدة يومين قبل اغلاق الاعلان.
8. Supplier must submit his legal papers with the request for quotation in the same envelope, in addition to a copy of the owner's ID, or his quotation will not be considered
على المتقدمين للمناقصة وضع صور عن أوراق صالحة وقانونية عن الشركة بنفس مغلف المناقصة بالإضافة الى صورة عن هوية مالك الشركة.





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9. Invoice must be official and legal.
الفاتورة يجب أن تكون قانونية بالكامل.
10. Prices must be in United states dollars. الأسعار بالدولار الأمريكي.
11. Prices include delivery to any place in Lebanon at any time requested.
السعر شامل التوصيل الى أي مكان في لبنان.
12. CVs and/or portfolio to be submitted attached to the quotation.
تقديم السيرة الذاتية مرفقة بالعرض المقدم.
13. Please take all the above notes into consideration, or your quotation will be disregarded.
الرجاء أخذ الملاحظات الموجودة أعلاه بعين الإعتبار وإلا سيتم تجاهل أي عرض يخالف أحد هذه الملاحظات.





2. SPECIFICATION OF REQUIREMENT

Deliverable	Description	Timeline
CARS	Variable number of vehicles are requested based on the need. No minimum or maximum number of cars is specified	The vehicles requested are on yearly basis with exceptions based on emergency cases that might occurs on daily or monthly basis
MINIMUM VEHICLE REQUIREMENTS/SPECIFICATIONS AND CONDITIONS	<ol style="list-style-type: none">1. All vehicles have ABS braking system and at least two front airbags2. All vehicles air-conditioning and automatic transmission.3. All vehicles have 5 persons seating capacity unless specified otherwise.4. All vehicles are supplied with standard equipment as outlined by Lebanese Law (including but not limited to first aid kit, spare tire, repair tools, fire extinguisher, Emergency triangle, etc.).5. Full insurance coverage is included in quoted price, in case of the occurrence of an event which is not covered by the Car Rental Company's insurance policy, the latter shall bear all the consequences/related costs6. All vehicles have GPS tracking device (specify model and software)7. All vehicles are less than 2 years old and odometer has less than 50,000 kilometers.8. All vehicles will be delivered to IRL clean and with a full fuel tank. <p>The selected service provider will be responsible for pickup of vehicle from IRL Beirut office (verdun) upon the expiry of the rental need or as specified by IRL.</p>	During the agreement period





	<p>9. Vehicles are serviced on a regular basis and all maintenance costs are included in quoted price.</p> <p>10. In case vehicle breaks down on the road or has an accident, the vendor is responsible to provide new vehicle in 3 hours and is liable for all costs associated with providing the new vehicle, removing the broken vehicle, towing and repairing.</p> <p>11. In the event when Service Provider cannot make available the requested vehicle type, the Service Provider will upgrade the vehicle without any extra charges</p> <p>12. The Car Rental Company is fully responsible against the authorities for any illegal or punishable conduct in case their driver is operating the vehicle.</p>	
MAINTENANCE AND REPAIRS	Each car rented must be serviced every three months or 10,000 kilometers, whichever occurs first.	During the agreement period





3. SERVICE REQUIREMENTS AND SCOPE OF WORK

PRICE MUST BE INCLUSIVE OF ALL COSTS (MAINTENANCE, OIL/BRAKE CHANGE...)

No	DELIVERABLE	TYPE	SAFETY FEATURES	NOTES	UNIT	PRICE IN USD EXCLUDING VAT	PRICE IN USD INCLUDING VAT
1	HONDA PILOT 2022	SIX CYLINDER FULL SIZE SUV (7 SEATERS)	ABS, EBD, BA, AIRBAGS	WITH GPS TRACKING SYSTEM INCLUDED	PER MONTH		
2	MITSUBISHI PAJERO 2022	SIX CYLINDER FULL SIZE SUV (7 SEATERS)	ABS, EBD, BA, AIRBAGS	WITH GPS TRACKING SYSTEM INCLUDED	PER MONTH		
3	NISSAN X-TRAIL 2022	FOUR CYLINDER 4*4	ABS, EBD, BA, AIRBAGS	WITH GPS TRACKING SYSTEM INCLUDED	PER MONTH		
4	HONDA CIVIC 2022	FOUR CYLINDER SEDAN	ABS, EBD, BA, AIRBAGS	WITH GPS TRACKING SYSTEM INCLUDED	PER MONTH		
5							
6							

Note:

- Bidders are fully encouraged to suggest any additional brands to be quoted in the above blank table





4. AWARD CRITERIA

Criteria المعايير	Scoring النقاط
Must be registered to conduct business and in compliance with government tax Regulations.	Mandatory as Essential criteria without registration and Tax clearance the offer did not consider
Financial capacity and company capital Company should have stable financial capacity and good capital.	10%
Working experience with INGO's in general and specifically in particular trades Companies having previous working experience with donors INGOs or NGOs in particular car rent service.	15%
Quality of commodities The provided cars need to meet the requirement of the above-mentioned list, Availability of wide range of cars in the bidder fleet (to be able to substitute in case of emergency)	35%
Price Prices should be in line with market prices including insurance, Reg fees, Maintenance	40%
Total	100





Agency Information:

1	Name of Agency	
2	Name of the Owner and Partner	Owner:
		Partner:
		Partner:
3	Registered Office address	
4	Telephone Number	
5	Email	
6	Company Registration & Tax number (Please attach a copy of the certificate & Tax)	
7	Proof of financial stability such as financial turnover of last three years or bank statement.	2019 <input type="checkbox"/> 2020 <input type="checkbox"/> 2021 <input type="checkbox"/>
		Bank Statement <input type="checkbox"/>
8	Company Structure including staff name and position in your Company and attached Passport for the Owner and the partners as well	Attached <input type="checkbox"/>
9	Please list any Disputes your Company has been involved in with NGOs/UN Organizations over the last 3 Years	

Reference List

Please provide details of 3 INGO/UN agency /any other entity for whom you have completed contracts for in the last 3 years, willing to provide a reference. If available, attach reference letters.

	Reference 1	Reference 2	Reference 3
Name of Organization/Business			
Title & Name of Contact Person			
Phone:			
E-mail:			
Type of product / service provided to client			





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Delivery Time

How many days, from the time of signing the Contract will it take you to start delivery?		عدد الايام ، من وقت توقيع العقد ، ستستغرق لبدء التنفيذ ؟
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Complete Name of the Owner:	
Agency Name:	
Signature:	
Date & Time:	
Contact Number / Address and phone number	
Agency Stamp	



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فردان، شارع صائب سلام،
سنتر كجك الطابق 5&4 ،
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