



CARE International in Lebanon  
Furn El Chebbak - Sami El-Solh Street,  
Serhal Building 3<sup>rd</sup> floor,  
Beirut, Lebanon

## ANNEX A – APPENDIX 1 TERMS OF REFERENCE

### TERMS OF REFERENCE

The vendor shall provide all the necessary services related to:

- providing requested quantity of vehicles “via quotation” at the agreed date, time, and location;
- frequent maintenance and oil change;
- providing 24 hours /seven days per week roadside support; and
- Providing account support documentation for monthly payments and other services, for the satisfactory and timely delivery of the services in accordance with this agreement.
- All vehicles should be white coloured.

CARE has the right to use leased vehicles outside of standard working hours. Vehicles may be made available to staff for commuting personal use:

- Where this is formally included as a benefit/right in their work contract
- Otherwise, with prior CD approval, when availability permits and the criteria for work use above are satisfied.

Any CARE Staff member (Lebanese and NON – Lebanese nationality) who is authorized by the Country Director has the right to drive the leased vehicles.

Only CARE may approve any changes, modifications, deviations, and substitutions, in the Scope of Work, and the Parties may by agreement in writing modify the Agreement Prices.

## Responsibilities

### Leased Vehicles:

The vendor hereby leases to CARE the **LAST YEAR MODEL** vehicle(s). CARE will issue periodical Purchase Orders that confirms the number and type of needed vehicles. The number and the categories of the vehicles can decrease or increase according to CARE Projects' needs, however the unit cost (daily rate or monthly rate) should be fixed for the duration of the service provider agreement.

The vehicles shall be operated by CARE and shall be maintained and operated in a manner that will provide the maximum of safety and protection to the CARE's employees and passengers.

In case if hiring a driver, the service provider must ensure that the driver has a valid Lebanese driving license “issued from two years”, has a good knowledge in Beirut locations and other Lebanon area, good communication skills and speaks English too.

### Routine Maintenance and Operation Expenses:

#### Routine Maintenance:

CARE assumes the full and sole responsibility for maintaining the vendor's vehicles at a high level of cleanliness, safety, and mechanical soundness. CARE will set a Maintenance Program/Schedule with

the vendor for maintaining vehicles and will document and track all vehicle maintenance activities in a Maintenance Record format.

The Service Provider (vendor) is responsible for an oil change and full maintenance (mechanical, electrical, ..., etc.) on site or at the Service Provider's garage (Beirut, Tripoli, Mount Lebanon, South Lebanon and Bekaa company garages – addresses to be provided by the Service Provider later) up on the Maintenance Schedule. CARE has no liability of any financial charge for this purpose. An immediate replacement with a similar or better vehicle to be provided by the Service Provider when the current vehicle takes more than 2 hours of maintenance, accident (if any), vehicle total loss or break down (if any).

Operation Expenses:

CARE is responsible for the fuel expenses during the lease period when it is under CARE responsibility.

CARE is also responsible for the speed tickets that are issued during this agreement and during the period that CARE is maintaining the vehicles. The Service Provider should advise CARE as soon as he receives speed tickets or information. After the expiry of the service agreement in two months, the service provider is not allowed and eligible for reimbursement for any tickets issued during the rental of the vehicle by CARE.

## **Insurance**

The Service Provider is responsible for insuring all his leased vehicles to CARE. The insurance policy should cover all risks including CARE staff (National or International), CARE passengers, other occupants and equipment's and any damage to third parties "**Full Risk Insurance and Obligatory Insurance as required by Lebanese Law.**"

Accident and Total Loss:

In the case of accident or infractions where CARE is responsible, the amount of franchise payable by CARE is **zero USD** shall be paid (for all kind of vehicles), but when CARE is not responsible, **no payment is required.**

In the case of vehicle total loss and/or stolen vehicle, the amount of franchise payable by CARE is **zero USD** shall be paid per vehicle (for all kind of vehicles).

Accident Procedure:

Once an accident occurs with any vehicle, the Logistics Officer will call and inform the Service Provider about the accident and provide him with required details. The service provider will contact the specialist, so he goes to the accident site and starts his investigations. CARE has the right to keep a copy of the Accident Specialist Investigation's Report (A.S.I.R) and Insurance company report for documentation.

## ANNEX 2

### TERMS OF REFERENCE (TOR) OR SCOPE OF WORK (SOW)

CARE and Service Provider agreed that each leased vehicle costs as follows:

Item #	Item Description	Unit Cost
Prices for Short Term Rent (Daily Basis) VAT Not Included		
1.	Economy Vehicles "ECAR" (AM, AA) 1.0 -1.4 L engine / Automatic / 4 doors / 5 seaters/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
2.	Standard / Sedan Vehicles "ICAR" (DA) 1.6 L engine /Automatic / 4 doors / 5 seaters/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
3.	Cross Over SUV 4*4 vehicles "SFAR - IFAR" / (AWDA) / 2.5 - 2.8 L Engine / 5 seaters / 4 doors / Automatic/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
4.	4*4 vehicles "SFAR - IFAR" / (AWDA) / 3.2 – 3.6 L Engine / 7 seaters / 4 doors / Automatic/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
5.	Standard 12 Seaters (K12A) / white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
6.	50 seaters bus/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
7.	25 seaters bus/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
8.	8-seater vehicle / Automatic / Dual AC/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
9.	Pickup for transporting furniture / goods (Closed Cabin)	
10.	Daily worker	
11.	Hired Driver/Daily Basis	
Prices for Long Term Rent (Monthly Basis) VAT Not Included		
1.	Economy Vehicles "ECAR" (AM, AA) 1.0 -1.4 L engine / Automatic / 4 doors / 5 seaters/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
2.	Standard / Sedan Vehicles "ICAR" (DA) 1.6 L engine /Automatic / 4 doors / 5 seaters/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	

3.	Cross Over SUV 4*4 vehicles "SFAR - IFAR" / (AWDA) / 2.5 - 2.8 L Engine / 5 seaters / 4 doors / Automatic/ white Color / Navigation System / 2021 / Odometer maximum 5000 Kms	
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