

**CAR RENTAL 18-BEI-0021 – LEBANON MISSION**  
**ELIGIBLE BIDDERS**

- 1.1 A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Car rental Services in Lebanon:
- a) All bidding companies must be registered in the Ministry of Finance where a copy of the Commercial /VAT / Ministry of finance registrations to be provided with bidding documents.
  - b) All bidding companies must be registered in the Ministry of Tourism for providing car rental services in Lebanon.
  - c) The bidder has a **minimum of five years** of good working experience in the requested service in Lebanon.
  - d) The bidder should have the required type of vehicles and should have available number of vehicles to replace damaged or malfunctioning ones preferably **within 3 hours** to avoid service interruption.
  - e) The bidder should have a pool of:
    - a. 20 drivers (currently : 1 in Tyre, 4 in Beirut, 1 in Zahle, 14 in Tall Abbas) who will work for NRC on daily basis from 08:00-16:30 and between 18 & 22 days per month (contracted by rental company) the number is subject to change according to the fleet size and operational needs.
    - b. Pool of 5 daily replacement drivers at each office location to be available as occasional replacement preferably 24 hours after notice.
  - f) The bidder should have at least one service center in the area where NRC offices are located.
  - g) Provided all the documents requested in Section 3, Clause 12.
  - h) the bidder, at the time of bid, is not:
    - i. insolvent;
    - ii. in receivership;
    - iii. bankrupt; or
    - iv. being wound up
  - i) the bidder's business activities have not been suspended;
  - j) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
  - k) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a bid, a copy of the VAT certificate must accompany the bid. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process
- 1.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.
- 1.3 NRC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.