

	QUALITY MANAGEMENT SYSTEM	Code: hM-PU-F-11-13	
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REF: HIMAYA/CAR RENTAL/2025/01

TO	Himaya ngo
Address – phone - email	Mount Lebanon, Fanar, St Charbel Street, St Rita Building

From	
Address	

Date	26.11.2024
No. of pages including ANNEXES:	12

SUBJECT: *Himaya intends to sign a long term agreement with a car rental company to supply vehicles for the implementation of its programs. Contract will be for one year with a possibility of a one-year extension.*

Manner of Bid's Submission

Delivered in one sealed envelope to the following address:

Fanar, St Charbel Street, St Rita Building

Floor -1

Closing deadline

Time **05:00 pm** Date **10.12.2024**

Please return back to HIMAYA the Annexes 1, 2 and 3 filled, signed and stamped to the Address indicated.

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Requirements

HIMAYA would like to rent from your company a number of cars, as per the below description, for a period of 12 months with the possibility of an additional 12 months' extension. The quantity of the vehicles ranges from 20 to 30 vehicles depending on the need.

These vehicles will be used in different locations in Lebanon, including but not limited to, Beirut, Tripoli, Bekaa and Saïda.

The quantity required is an estimate and can in no case be considered a commitment from HIMAYA.

1. Vehicles to be provided

Code	General description of supplies	Unit	Quantity
1	Compact SUV (Kia Sportage, Hyundai Tucson, Toyota RAV4 or similar. Model 2022 to 2025) 4 cylinder, 5 seats, Automatic gear box, 4X4.	4*4	N/A
2	SUV (Nissan X-trail, Mitsubishi Outlander or similar. Model 2022 to 2025) 4 cylinder, 7 seats, automatic gearbox, 4X4.	4*4	N/A
3	Van (Hyundai H1 or similar. Model 2022 to 2025) 4 cylinder, 8-12 seats, automatic gearbox.	2*4	N/A

2. Vehicle Specifications

The minimum required specifications and conditions:

- ABS + Airbag functional
- Functional seatbelts
- Functional Air condition
- Automatic transmission
- Functional car lights
- Vehicles should be road-worthy and fully functional
- Body in good condition
- All provided cars must be equipped with a basic first aid kit, spare tire, fire extinguisher, emergency triangle

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- All risk Insurance coverage (passengers and compulsory)
- Maintenance to be covered by the owner
- Zero Franchise
- GPS in all the cars that will be rented
- Low mileage. <50K

3. **Maintenance of the vehicles**

The owner is responsible for all repairs and maintenance of the vehicle. The owner must take immediate action to maintain and repair the vehicle, including changing tires. In case of breakdown and/or extended maintenance, the owner provides a replacement vehicle of similar or better specifications at no extra cost.

4. **Delivery**

Within a maximum of 5 days from the signature of the contract on 16/01/2025.

5. **Guarantee/warranty**

The Supplier warrants that all the cars shall conform fully to all requirements of this order, shall be free from defects in material and functioning.

This warranty shall remain valid from the date of the contract until a probation period of three months after the delivering of the vehicles.

The prices should remain valid for a period of 12 months (valid for an additional 12 months' extension) from the date of the signing of the agreement

6. **Inspection and testing**

This order is subject to inspection by

Name Himaya NGO
Contact person Edwin Nasrallah
Telephone 01-395 915 **Mobile** 03-102 949 **E-mail** Procurement@himaya.org

7. **Documentation required**

Document		N° Originals	N° Copies
Title	Note		
Annexes 1 to 3 of the present Invitation to Bid (ITB)	filled in, signed and stamped by the vendor	1	1

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<i>Document</i>		N°	N°
Title	Note	Originals	Copies
Technical information about the requested supplies	Vehicle technical specification as mentioned above (chapter 2), Maintenance (chapter 3), warranty (chapter 5)	1	1
Certificate of Registration issued by the Lebanese Ministry of Finance			1
Commercial Certificate issued by the Chamber of Commerce			1
Official Letter (letter head) from the vendor (company) stating the name of the manager of the company with copy of ID card in attachment		1	1
List of references of same kind of supplies from previous clients		1	1

8. Currency

Tenders must be presented in USD.

9. Methods of payment

A contract will be signed between HIMAYA and the supplier by the beginning of the year.

Payment shall be made by bank letter in Fresh USD cashed at any BLF branch. Payments will be ready for pickup by the supplier from HIMAYA HQ within 15 days after receiving the original invoices.

The supplier is required to provide a receipt upon bank letter delivery

Payments shall be made in USD.

10. Award Criteria

Mandatory Requirements: (Pass or Fail)

The following documents should be included in the bid in order to qualify. If they are not included the bidder will be disqualified.

- MOF registration

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- Commercial registry
- ID of owner

The contract will be awarded to the least cost bidder that meets or exceeds the mandatory requirements as well as the minimum vehicle required specifications and conditions (Chapters 1 and 2)

11. Taxes and duties

Taxes and duties should be included in the provided price offers.

12. Acceptance and Incomplete or inconsistent offers

HIMAYA reserves the right to accept the offer completely or in partly. Incomplete or inconsistent offers will not be taken in consideration.

13. Delay in delivery

In case of delay in deliveries for half of the orders, will be applied to the Contractor a penalty of 0.1% of the value of the contract for each day of delay, except for any event of force majeure.

14. Rules and Ethics Clauses

Natural or legal persons **are not entitled to participate** in competitive tendering if:

1. They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. They are the subject of proceedings for a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations;
3. They have been convicted of an offence concerning professional conduct by a judgement which has the force of res judicata (i.e., against which no appeal is possible);
4. They are guilty of grave professional misconduct proven by any means which the contracting authority can justify;
5. They have not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country where they are established;
6. They have not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country where they are established;
7. They are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in a tender procedure or contract;

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8. They have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with the same Donor's funds;
9. They are in one of the situations allowing exclusion referred to in the **Ethics Clauses** (paragraph below) in connection with the tender or contract.

Ethics Clauses

HIMAYA's POLICIES ON ANTI-PERSONNEL MINES & CHILD LABOUR:

HIMAYA require that a contractor guarantees that he is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any component produced primarily for the operation thereof, and that the contractor represents and warrants that neither he, nor any of its vendors are engaged in any practice inconsistent with the rights set forth in the UN Convention on the rights of the child.

FURTHER HIMAYA POLICIES:

Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its candidacy or tender and may result in administrative penalties.

Without the Contracting Authority's prior written authorisation, a contractor and his staff or any other company with which the contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out works or supply equipment for the project. This prohibition also applies to any other programmes or projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the contractor.

When putting forward a candidacy or tender, the candidate or tenderer must declare that he is affected by no potential conflict of interest, and that he has no particular link with other tenderers or parties involved in the project. Should such a situation arise during performance of the contract, the contractor must immediately inform the Contracting Authority.

The contractor must at all-time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. He must refrain from making public statements about the project or services without the Contracting Authority's prior approval. He may not commit the Contracting Authority in any way without its prior written consent.

For the duration of the contract, the contractor and his staff must respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary country.

The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and his staff must not exercise any activity

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or receive any advantage inconsistent with their obligations to the Contracting Authority.

The contractor and his staff are obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor are confidential.

The contract shall govern the contracting parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract.

The contractor shall refrain from any relationship likely to compromise its independence or that of his staff. If the contractor ceases to be independent, the Contracting Authority may, for any injury suffered by him, terminate the contract without further notice and without the contractor having any claim to compensation.

The Contracting Authority reserves the right to suspend or cancel the contract if 'corrupt practices' are discovered at any stage of the award process or during the implementation of the contract itself. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the Contracting Authority.

Tenderers must provide a statement to the effect that they are not in any of the exclusion situations (annex 2).

HIMAYA's representative

Date: _____

Name: _____

Title: _____

Address: _____

Signature and stamp: _____

The Bidder: _____

Date: _____

Name: _____

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Title: _____

Address: _____

Signature and stamp: _____

Annexes

1. Tender Form
2. Tenderer's Declaration
3. Schedule of Price

ANNEX 1: TENDER FORM

A:

Address: Mount Lebanon, Fanar, St Charbel Street, St Rita Building , Floor -1

Your ref.: HIMAYA/CAR RENTAL/2025/01 of 26.11.2024 undersigned, hereby declare that:

1. We have examined and accepted in full the content of the Invitation to Bid No01 HIMAYA/CAR RENTAL/2025/01 of 26.11.2024
2. We offer to deliver, in accordance with the terms and requirements of the Invitation to Bid and the required technical specifications, without reserve or restriction:

Code	General description of supplies	Unit	Quantity
1	Compact SUV (Kia Sportage, Hyundai Tucson, Toyota RAV4 or similar. Model 2022 to 2025) 4 cylinder, 5 seats, Automatic gear box, 4X4.	4*4	N/A
2	SUV (Nissan X-trail, Mitsubishi Outlander or similar. Model 2022 to 2025) 4 cylinder, 7 seats, automatic gearbox, 4X4	4*4	N/A
3	Van (Hyundai H1 or similar. Model 2022 to 2024)	2*4	N/A

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	4 cylinder, 8-12 seats, automatic gearbox.		
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3. The total value of this tender, explicitly includes:

- The Value Added Tax (VAT)
- All risk insurance (passengers and compulsory)
- Zero Franchise
- 24/7 insurance coverage
- Regular car maintenance
- Car replacement {replacement vehicle should be of similar or better type} in case of accident or break down
- Not to limit the number of drivers for each car
- Less than 2 years driving license holder is allowed to drive the rented car
- Zero to low mileage
- Very good condition
- Fire extinguishers, triangle
- Including GPS

4. We include in attachment the needed delivering time from the signature of the contract.

5. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:

.....

Duly authorised to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company:

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ANNEX 2: TENDERER'S DECLARATION

A:

Address:

Ref.: HIMAYA/CAR RENTAL/2025/01 of 26.11.2024

We, the undersigned, hereby declare that:

6. We are not in any of the situations excluding us from participating in contracts which are listed in Article 14 of the Invitation for Bidding.
7. We agree to abide by the ethics clauses in Article 14 of the Invitation for Bidding and, in particular, have no potential conflict of interests with other candidates or other parties in the tender procedure at the time of the submission of this application
8. We will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by HIMAYA.
9. We note that the contracting authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and Position of person authorised to sign this tender:


.....

Duly authorised to sign this tender on behalf of:

.....

Place and date:

Stamp of the firm/company


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ANNEX 3: SCHEDULE OF PRICE

REFERENCE HIMAYA/CAR RENTAL/2025/01 **Date** _____

Project Title: _____

A	B	C	E
ART.	DESCRIPTION OF ARTICLE	Brand and model of the vehicle to be provided	MONTHLY UNIT COST USD (EXCLUDING VAT)
1	Compact SUV (Kia Sportage, Hyundai Tucson, Toyota RAV4 or similar. Model 2022 to 2024) 4 cylinder, 5 seats, Automatic gear box, 4X4.		
2	SUV (Nissan X-trail, Mitsubishi Outlander or similar. Model 2022 to 2024) 4 cylinder, 7 seats, automatic gearbox, 4X4		

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3	Van (Hyundai H1 or similar. Model 2022 to 2024) 4 cylinder, 8-12 seats, automatic gearbox.		
		Total	
		VAT	
		TOTAL	

Prices are valid until **15.01.2026**

Done
at

by

[Tenderer's signature and stamp]