

**DATE: Tuesday, December 20, 2022**

**INVITATION TO BID:  
ITB No: 009/B- DEADLINE EXTENSION**

**FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR CAR  
RENTAL SERVICES**

**CLOSING DATE AND TIME: [23/12/2022] – 1:00 PM**

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**INTRODUCTION TO Restart Center**

Restart Center for the Rehabilitation of Victims of Violence, Torture is a Non-Governmental Organization (NGO) active in the field of Human Rights; specifically, the Rights to Rehabilitation and Prevention from Torture.

The establishment of Restart Center, in 1996 in Tripoli region, emerged from the need to rebuild the lives of Torture and Trauma survivors in Lebanon and to restore the harm suffered by the victim whose dignity, health, mental health and self-sufficiency may not be fully recovered without the adequate, effective and comprehensive rehabilitation.

As of 1996 till date, Restart Center has been ensuring effective identification and access to rehabilitation for all victims of torture and ill-treatment throughout the provision of health, psychological, social and physical rehabilitation as well as legal services to victims of Torture, War Trauma and their families.

For further information on Restart Center, its mandate and operations please see: [www.restartcenter.com](http://www.restartcenter.com)

**1. REQUIREMENTS**

Restart Center for Rehabilitation of Victims of Violence and Torture invites qualified Vendors to make a firm offer for the establishment of Frame Agreement(s) for the provision of Car Rental Services

Restart Center is requesting all bidders to submit their quotes for each vehicle separately.

Restart Center may award Frame Agreement(s) with initial duration of one year, potentially extendable for a total of 2 (two) years period, 1 (year) each extension, subject to the satisfactory vendor's performance and availability of funds. The successful bidders will be requested to maintain their quoted price for the duration of the Agreement.

<b>Car rental</b>	
<b>Item Description</b>	<b>Qty</b>
<b>SUV 4*4 car:</b> Example: HONDA CRV or <b>equivalent</b> 2022 or above and mileage limits below 30,000 km Color: Black or Grey	3
<b>Sedan Vehicle:</b> Example: Nissan Sunny or <b>equivalent</b> 2022 or above and mileage limits below 30,000 km Color: Black or Grey	1

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Note: This document is not construed in any way as an offer to contract with your firm.

**2. BIDDING INFORMATION:**

**2.1. ITB DOCUMENTS**

The following annexes form integral part of this Invitation to Bid:

- Annex A: Technical offer form:
  - Part 1 - Annex A** - Vehicle information and confirmation of technical requirements
  - Part 2** - Company registration documents.
- Annex B: Financial Offer Form - Price List
- Annex C: Vendor Registration form

**2.2 ACKNOWLEDGMENT**

We would appreciate your informing us of the receipt of this ITB by return e-mail to Mr. Thiago Nader at [procurement@restartcenter.com](mailto:procurement@restartcenter.com) for:

- Your confirmation of receipt of this invitation to bid;
- Whether or not you will be submitting a bid.

**IMPORTANT:**  
 Failure to send the above requested information may result in disqualification of your offer from further evaluation.

### **3. REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this ITB by e-mail to Mr. Thiago Nader at [procurement@restartcenter.com](mailto:procurement@restartcenter.com). **The deadline for receipt of questions is 15/11/2022 at 4:30 PM hrs local time.**

Restart Center will compile the questions received and plan to respond to the questions shortly after the query closing date.

Restart Center may, at its discretion, copy any reply to a particular question to all other invited bidders at once.

**IMPORTANT:**

Please note that Bid Submissions are **not** to be sent to the e-mail address above.

### **4. YOUR OFFER:**

Your offer shall be printed in English. if the offer is hand written it should be prepared using **BLUE INK PEN**

Your offer shall comprise the following two sets of documents in two different sealed envelopes:

- Technical offer- Annex A
- Financial offer-Annex B

**Technical and financial offer must be sealed and stamped in TWO SEPERATE envelopes which then should be sealed and stamped in a third envelope. Offers not following this requirement may be disqualified.**

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

**IMPORTANT:**

Please send your bid directly to the address of Restart Center provided in the “Submission of Bid” section **8** of this ITB.

### **5. Content of the TECHNICAL OFFER:**

**IMPORTANT:**

No pricing information should be included in the Technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

Your technical offer should clearly state whether or not the Cars required are conforming to the specifications given. Clearly state and disclose any discrepancies with the specifications given.

The following details shall also be provided in the Technical Offer.

## PART 1

### **Technical requirements ANNEX A:**

**Items availability:** The technical offer shall clearly indicate the vehicles quoted for in your offer (Annex A.1) and also if alternative is offered in any of the cases. Please note that full coverage of the items will be taken into consideration in the evaluation.

**Time required for delivery after confirmation of Order:** The suppliers are advised to provide a time frame required for delivering the Vehicles - Annex A. Cars should be immediately ready to be provided to Restart center or within maximum of 1 week.

**Location of maintenance garage:** The Location of maintenance garage should preferably be in Tripoli or close to Tripoli or provide Mobile maintenance services free of charge

- **Vehicles brand name:** The technical offer shall state all the vehicles brand names.
- **Manufacturer country of origin:** The technical offer shall state the country in which the vehicles are manufactured

**Insurance Coverage:** All risk insurance coverage without Liability

**Additional information:** Any information which the supplier may consider necessary or useful to clarify their bid is appreciated.

**Vendor Registration Form:** If your company is not already registered with Restart, you should complete and submit with your technical proposal the Vendor Registration Form (Annex C),

## PART 2

### **Supplier documentation and certification**

**Vendor information:** Supplier should provide registration documents.

- **Commercial circular** اذاعة تجارية
- **Commercial registration** شهادة تسجيل
- **Ministry of Finance Registration**
- **VAT Registration**
- **Financial standing:** Provide certificate of non-bankruptcy and no judicial liquidation
- **List of clients especially organizations (including contact details)**

Any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

## **6. Content of the FINANCIAL OFFERS:**

Your separate **Financial Offers** must contain overall offers in a single currency, in **US Dollar**. Bids that have a different price structure may not be accepted.

**Unit costs:** the bidder shall quote the unit price (per vehicle separately) and discounts shall be clearly indicated.

**Format:** Use ONLY the attached Annexes B.1 (Price list) for submitting your quote.

1. You are requested to hold your offer valid for 90 days from the deadline for submission. Restart will make its best effort to select a company within this period. The pricing model quoted in the Supplier's offer will remain valid for the duration of the Frame Agreement. Restart's standard payment terms are within 10 days after satisfactory implementation and receipt of documents in order on a monthly basis.
2. Restart will not be responsible for any maintenance costs like oil, filters, break pad changes etc. Therefore, the financial offer must be inclusive of all regular maintenance costs. All vehicles must be insured under a valid obligatory third party insurance and All Risk insurance. Restart will not be responsible for any liability.

## **7. BID EVALUATION:**

The evaluation will be conducted in 2 stages as follows:

- First Stage (Technical): Restart nominated technical evaluation committee will conduct the technical evaluation of the received offers, based on a pass/fail determination as listed in section 5, and whether the specification substantially conform to the request.
- Second Stage (Financial): Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to send a complete and detailed offer. The contract may be awarded to the vendor(s) with the lowest technically compliant offer.

**IMPORTANT:** The Financial offers will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by Restart Center as meeting the technical specifications.

## 8. SUBMISSION OF BID:

Bids should be submitted **by hand** in a sealed envelope to the secretary at Restart Center Beirut Premises, Furn Al Chebbak Main street, Chedid Building, 5<sup>th</sup> floor (Same Building as BLOM bank) attention Ms. Feryal Hamdar

- **Bid Reference: ITB No: 009/B- DEADLINE EXTENSION**
- **Deadline: [23/12/2022] – 1:00 PM**

### **IMPORTANT:**

Any bid received after this date or sent to another address may be rejected. Restart Center may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

## 9. BID ACCEPTANCE:

Restart reserves the right to accept the whole or part of your bid.

Restart may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder.

Please note that Restart is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Restart's general principles, including economy and efficiency and best value for money.

Restart may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. Such extension of the deadline may accompany a modification of the solicitation documents prepared by Restart at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that Restart is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to Restart's general principles, including economy, efficiency and best value for money.

Restart reserves the right in its discretion to cancel this ITB or to not select any of the bidders for award(s).

**10. CURRENCY AND PAYMENT TERMS FOR THE CONTRACT:**

Any agreement or contract revealed as a result of this ITB will be made in the currency of the winning offer. **The contract/agreement will be in US Dollar as offers and Invoicing should be in USD.** Payment will be done in accordance with the currency specified in the agreement.

**10.1 PAYMENT TERMS**

Bank commission amounting to 7% shall be deducted from the total invoice in case of payment through a cash payment letter.

Full amount of the invoice is transferred to your account without bank commission deduction in case your company possess a fresh account at Byblos Bank.

Bank other than Byblos: Bank commission varying from 15\$ to 30\$ shall me deducted from the total invoice in case of payment through an outgoing bank transfer (This total excludes the bank commissions deducted on the transfer from your bank

**11. ZERO TOLERANCE POLICY:**

Please note that Restart strictly follows zero tolerance policy and as such advises its suppliers not to offer any gift, favor, hospitality, etc. to its staff.

Restart center has a Zero tolerance approach toward sexual harassment, exploitation and abuse and child abuse. We carefully examine all allegations, and investigate and take appropriate disciplinary action where it is needed, taking into consideration the rights and interests of the survivor. It is very clear that sexual harassment, exploitation and abuse and child abuse in any form, perpetrated by our staff, partners or other related personnel, towards anybody, will not be tolerated.

Thiago Nader  
Procurement Department

