



**Request for Proposal:**

**Provision of Cars Rental**

**22<sup>nd</sup> of December 2021**



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## **SECTION 1 about LebRelief-LRC**

Lebanese Relief Council (LebRelief-LRC) is a non-political nongovernmental organization (NGO) located in Lebanon. LebRelief-LRC has currently offered essential services to refugees residing in informal settlements, finished and unfinished buildings, and in collective shelters and for hosting community in collaboration with municipalities and local and international NGOs. The motivated LebRelief-LRC team approaches each engagement with utmost dedication and commitment for the cause it serves. As a result, LebRelief-LRC is unique in its devotion and loyalty for human rights principles regardless from any other factor.

Our vision is to provide humanitarian aid and economic development to the impoverished communities within Lebanon as well as the refugees in the fastest and most efficient way possible, in order to release the tension between the two parties and foresee a sustainable society.

The mission of LebRelief-LRC is to secure protection for most vulnerable individuals by responding to their needs through services that revolve around economic development, the providing of services, shelter, WASH, Health Care, Social Cohesion and Information and Legal Assistance. With the collaboration of local and international partners, we will be able to reach a consensus within the community that is respected and sustainable for all.



**SECTION 2 Invitation to Provide Us with Car Rental.**

Association LRC wishes to invite you in request for proposal documents to provide Car Rental.

**Summary of project activity:** Provision of Car Rental as specified in the bill of Quantities/Price offer form and as per the specification annexed with this invitation.

**Contract Number:** LRCU12F122021

**Location:** Tripoli, North Lebanon.

Scope of work: Provision of Rental Cars, Lebanon. The bidders are hereby invited to provide a price offer on the following work components:

Fill detailed Price offer describing the needed material for the completion of the assigned work.

**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.**

**The deadline for submission of bids will be on 22<sup>nd</sup> of December 2021 at 17:00 hours. Bids shall be opened directly after the deadline for submission.**

All bids must be initialized, signed and stamped and sent by email to

[tender@leb-relief.org](mailto:tender@leb-relief.org). Sincerely

Procurement Division,

Association LRC

Tripoli, Lebanon

## **SECTION 2 Bid Data Sheet**

### **2.1 Background Data**

#### **Provision of Car Rental across Lebanon.**

provide us with highly efficient cars to help the team perform its tasks easily and quickly.

Project No is LRCU12F122021

as stated by LebRelief-LRC this price offer is issued by

Association LRC office.

Reference should be the following address:

LEBRELIIEF-LRC Tripoli, Lebanon

From 22<sup>nd</sup> December till

29<sup>th</sup> December 2021 .

Email: [tender@leb-relief.org](mailto:tender@leb-relief.org)

### **2.2 Deadline for**

**LebRelief-LRC will not be responsible for paying the cost of rent for the cars that does not meet the quality standards requested.**

### **2.3 Deadline for Bids' Submission**

The deadline for submission of bids is on the 22<sup>nd</sup> of December 2021 at 17:00. Late bids will not be accepted. Bids must be submitted by email (initialized, stamped and signed) to **tender@leb-relief.org**;

## **SECTION 3: Further Information**

### **3.1. Scope of Price Offer**

The successful Bidder shall deliver the cars upon the request of LebRelief team.

### **3.2. Corrupt Practices**



- 3.2.1 Association LebRelief-LRC requires Employees, Bidders and Vendors, to work under the highest standards of ethics during the preparation, delivering of supply component, and execution of contracts. Where the following should be avoided:
- (i) “Corrupt practice” includes the offering or receiving of anything of value to influence the action of a public official in the supplying process or in contract execution; and
  - (ii) “Fraudulent practice” includes a falsification of facts in order to influence a procurement processor the execution of a contract;

In the case where the bidder, employee, or vender fails to avoid fraud and/or corruption, LebRelief-LRC will:

- reject any bids related to that person; and
- will remove these bidding suppliers from our prequalified list
- will contact and report District Officials
- Terminate works

- 3.2.2 Bidders and supplier should adhere to and indicate acceptance of Code of Ethics by signing the document in Appendix 2.

**3.3. Qualified Bidders**

- 3.3.1 A Bidder is encouraged to submit papers proving the following in order to participate in LebRelief-LRC’s invitation to bids:
- (a) The bidder’s business activities have not been suspended;
  - (b) The bidder is not the subject of legal proceedings
  - (c) The bidder must Sign of Code of Ethics and add it to the offer (Appendix 2)
  - (d) The bidder, at the time of bid, must not be:
    - (i) In receivership; and
    - (ii) Bankrupt.
- 3.3.2 A Bidder whose circumstances in relation to the above-mentioned statuses changes during the supplying processor during the execution of a contract shall immediately inform the Association LebRelief-LRC.
- 3.3.3 A Bidder, and all parties constituting the Bidder including sub-suppliers, 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 Association LRC regarding this bidding process.
- 3.3.4 The Venders shall abide to design in full compliance with all relevant requirements and specifications. Relevant design reports and calculation must be submitted to the NGO for approval.

### **3.4. Obligations and Requests**

- 3.4.1 The bidder shall abide to the instruction of LebRelief team.
- 3.4.2 LebRelief-LRC has the right to ask for the substitution of the focal point of contact in case the NGO found that the focal point lacks experience and knowledge related to the project or for any other reasons evaluated by LebRelief-LRC.
- 3.4.3 The bidder and/or the nominated focal point shall coordinate with LebRelief-LRC and concerned authorities in all cases specifically cases related to due dates and handing over.
- 3.4.4 The bidder should take at his responsibility the application for any needed permit(s) from government department(s) in case he needs to.
- 3.4.5. The bidder shall take all needed safety measures in the implementation site including but not limited to maintenance of traffic flow and the provision of temporary traffic arrangement.
- 3.5 Finalizing of Price Offer Submission
  - 3.5.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
  - 3.5.3 The Bidder accepts to share their pricing to any other person.
  - 3.5.2 The bidder shall take into consideration that lebRelief has its own price market database, and any bidder that submits a price offer under or above 25 % of the market price are considered ineligible and the price offer is dropped out.
- 3.6. Documents Comprising the Price Offer
  - a) The price offer submitted by the Bidder shall comprise the following:
  - b) Initialized pages of Price offer
  - c) Signed Price offer and Tender Program as in section 5
  - d) Contract template in section 6
  - e) Condition of Contract section 7
  - f) Code of Ethics as in Appendix

### **3.7. Bids**

The bidder shall submit a the price offer and price them as per their unit rate price and segregate them.

### **3.8. Currencies of Price Offer and Payment**

All prices shall be quoted by the Bidder in Fresh USD dollar. Similarly, all payments will be made in USD dollar unless requested by the bidder and approved upon by LebRelief-LRC to be in another currency.





**3.9. *Format and Signing of Price Offer***

The bidder should hold a copy of the documents with himself, for reference purposes.

**3.10. *Withdrawal and Replacement of Bids***



A Bidder may withdraw or replace his/her price offer after it has been submitted at any time before the deadline.

**3.11. Confidentiality**

3.11.1 Examination, evaluation, comparison, and post-qualification of bids, can be shared to bidders or any other person.

3.11.2 Any effort by a Bidder to influence Association LRC in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of his/her price offer.

**3.12. Clarification of Bids**

Association LRC may, at its discretion, ask any Bidder for a clarification of his/her Price Offer. Association LRC's request for clarification and **the response shall be either in writing (signed) submitted at LebRelief-LRC's office or via email.**

**3.13. Evaluation of Bids**

3.13.1 Association LRC shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score Bids according to the following criteria;

- Legal Documents
- Price in comparison to LebRelief-LRC established rate
- Overall timeframe for delivery

3.13.2. In case of more than one bidder being scored the same in the evaluation with the same highest prequalification, re-pricing will take place between the equivalently scored vendors allowing the reconsideration of prices. If the scoring remains equivalent, the winning bidder will be identified via a draw in the presence of the bid evaluation committee and the concerned bidders

3.13.4 Association LRC reserves the right to reject all bids, and re-tender if no satisfactory bids have been submitted

**3.14. Award Procedure**

3.14.1 The Association LRC shall award the Contract in writing.

3.14.2 Any supplier who has not been awarded a contract will be notified either by email or by any other suitable way for both parties.

**3.15. Signing of Contract**

Upon receipt of the Letter of Acceptance, Association LRC shall call the successful Bidder to sign the Contract.

#### **SECTION 4 Technical Considerations**

Bidders should provide Car Rental in Tripoli, Lebanon.

- **Bill of Quantities and Estimates:** Items with details and technical requirement, Items mentioned in the Scope of Work priced by unit rate price ( Unit=1 ), The cost estimates should be founded on a local database of similar costs identified from other tendered projects or from price lists published by local institutions.
- **Schedule of Activities:** Editable file and PDF, Appropriate breakdown of the activities and Milestones, show duration of each activity, show dependencies of the activities, Include procurement and supply actions.



## **SECTION 5 Legal, Admin and Financial Documents**

Essential Required Documents are as follow:

1. Commercial Register Certificate
2. Certificate of Registration at the Ministry of Finance
3. No Receivership
4. No Liquidation
5. No Bankruptcy
6. Certificate of Discharge from the Lebanese suppliers Syndicate for Public Works and Buildings (If Relevant)
7. Certificate of Financial Discharge from National Fund of Social Security (If Relevant).
8. Activities have not been suspended from the court.
9. Certificate of Bank Account.
10. Establishment Bank Account.

Any Extra Document is an added value.

LebRelief can drop out the price offers if all the essential required documents are not submitted with the price offer. Legal papers should be submitted with every tender, and the grades' distribution differ from one tender to another.



**SECTION 6 Price Offer Forms**

**5.1 THE SUPPLIER'S Price Offer and Tender Program**

To: Association LRC

LebRelief-LRC Tripoli, Lebanon

Sir / Madam,

We offer to provide Car Rental in Tripoli, Lebanon under the contract LRCU12F122021 in accordance with the previously listed conditions and Code of Ethics accompanying this Price offer for the Contract. Receiving the cars, including the commissioning and handover to concerned parties, complete and fit for purpose, shall be completed in \_\_\_\_\_ number of weeks with a

Price of .....in USD [*In figures*]

.....in USD [*In words*]

The signed Bid will represent an official contract between the two parties.

Authorized Signature: .....

Name of Signatory: .....

Title of Signatory: .....

Date of Signing: .....

Name of Bidder: .....

Address: .....Tel No: .....



**SECTION 7 Contract Template**

**Contract Number:**  
LRCU12F122021  
**Date:**

**Valid until:**

We hereby place the following order subject to the terms below

**Vendor:**

Name:

Address:

Contact person:

Telephone:

E-mail:

**Buyer:**

**Association LRC:**

Address:

Responsible buyer:

Telephone:

E-mail:

**Consignee:**

**Association LRC:**

Address:

Telephone:

Fax:

Note: The signed Bid will represent an official contract between the two parties.

No. of pages including this page: .....



**SECTION 8 Condition of Contract**

**1 PENALTIES**

Penalty for late delivery applies to each day (24 hours period), or part of a day after the dates and times given in the Delivery Schedule. Penalty comprises 2% of the total value of the order per day.

**2 LEGAL STATUS**

The Vendors shall not be considered in any respect as being the employees of LebRelief-LRC. The Vendor shall be fully responsible for all work and services performed by its employees, and for all acts and omissions of such employees.

**3 ETHICAL STANDARDS**

All suppliers doing business with LebRelief-LRC should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. LebRelief-LRC will not do business with producers of weapons, alcohol, tobacco or pornography.

**4 CONFLICT OF INTEREST**

Vendors must notify LebRelief-LRC if there is potential conflict of interest with any LebRelief-LRC staff prior to signing of this Contract. Any supplier failing to do so and later found to have a conflict of interest will be struck from the LebRelief-LRC vendor database.

**5 OBLIGATIONS**

The Vendor shall neither seek nor accept instructions from any authority external to LebRelief-LRC.

**6 CONTRACT MANAGEMENT**

The Vendor signatory for this contract is.....

The LebRelief-LRC signatory for this contract is.....

Any issues arising during this contract must be communicated either in writing between these two contacts or any other method suitable by both parties. Any adjustments to the Contract must also be noted in writing, with signatories from representatives of both parties.



#### 7 ACCEPTANCE AND ACKNOWLEDGEMENT

No Contract shall become effective and no Contract shall exist until LebRelief-LRC has received from the Vendor written acceptance of the conditions which govern this Contract by signature at the end of this Contract. Initiation of performance under this order by the vendor shall also constitute acceptance of the order by the vendor, including all terms and conditions herein contained or otherwise incorporated by reference.

#### 8 INSPECTION

The representatives of LebRelief-LRC shall have the right to inspect the goods under this Contract at Vendor's stores, during manufacture, in the ports or places of shipment, and the Vendor shall provide all facilities for such inspection.

Inspection is at buyer's cost. If, however, an inspection must be repeated due to the vendor's default, or for the vendor's convenience, the cost of the second and any subsequent inspections for the same purchase order (or lot, if part inspection) will be charged to the vendor by the inspection company.

#### 9 FORCE MAJEURE

Force Majeure includes: natural disasters, local laws or regulations, industrial disturbances, acts of violence, civil disturbances, explosions and/or any other similar cause of equivalent force not caused by, nor within the control of, either party or which neither party is able to overcome. As soon as possible after the occurrence of a Force Majeure type situation; and within but not more than fifteen (15) days, the Vendor shall give notice and full particulars in writing to LebRelief-LRC of such Force Majeure. Otherwise, LebRelief-LRC shall then have the right to cancel the Contract by giving, in writing, seven (7) days notice of termination to the Vendor.

#### 10 DEFAULT

In case of default by the Vendor, including, but not limited to, failure or refusal to make deliveries within the limit specified, LebRelief-LRC may procure the goods or services from other sources, and hold the Vendor responsible for any excess cost occasioned thereby. Furthermore, LebRelief-LRC may, by written notice, terminate the right of the Vendor to proceed with deliveries or such part or parts thereof as to which there has been default.

#### 11 REJECTION

In the case of goods or services purchased based on specifications or scope of works, LebRelief-LRC shall have the right to reject the goods or services or any part thereof if they do not conform to specifications or the scope of works.

#### 12 BANKRUPTCY

Should the Vendor be adjudged bankrupt, or should the Vendor make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the Vendor's insolvency, LebRelief-LRC may under the terms of this Contract, terminate this Contract forthwith by giving the Vendor written notice of such termination.





### 13 AMENDMENTS

No change in or modification of this Contract shall be made except by prior agreement between the Project Manager of LebRelief-LRC and the Vendor. Amendments to this agreement shall be made in writing and signed by both parties.

### 14 ASSIGNMENTS

The Vendor shall not assign, transfer, pledge or make other disposition of this Contract except with the prior written consent of LebRelief-LRC.

### 15 DISPUTES - ARBITRATION

Any claim or controversy arising out of or relating to this or any contract resulting here-from, or to the breach, termination or invalidity thereof, shall be, unless settled amicably through negotiation, submitted to arbitration in accordance with LRC to specify.

### 16 USE OF NAME, EMBLEM OR OFFICIAL SEAL

Unless authorised in writing by LebRelief-LRC, the Vendor shall not advertise or otherwise make public the fact that he is a Vendor to LebRelief-LRC or use the name, emblem or official seal of LebRelief-LRC or any form of the name of Association LRC or LebRelief-LRC for advertising purposes or for any other purposes.

### 17 NOTICE

Service of any notice shall be deemed to be good if sent by registered mail, fax or by cable to the addresses of both parties, set out in the heading of this Contract.

### 18 LIQUIDATED DAMAGES

Late delivery, or dispatch outside the agreed shipping schedule, shall be subject, without notice, to an assessment of liquidated damages equivalent to 0.1 percent of the Contract value per day. The assessment will not exceed 10 percent of the contract value. LebRelief-LRC has the right to deduct this amount from the Vendor's outstanding invoices, if any. This remedy is without prejudice to any others that may be available to LebRelief-LRC, including cancellation, for the Vendor's non-performance, breach or violation of any term or condition of the Contract. Acceptance of goods or services delivered late shall not be deemed a waiver of LebRelief-LRC's rights to hold the Vendor liable for any loss and/or damage resulted there-from, nor shall it act as a modification of the vendor's obligation to make future deliveries in accordance with the delivery schedule.

### 19 ANTI-PERSONNEL WEAPONS PRODUCERS

The Vendor guarantees that it is not engaged in the sale or manufacture, either directly or indirectly, of anti- personnel weapons. Any breach of this representation and warranty shall entitle LebRelief-LRC to terminate this Contract immediately upon notice to the Vendor, at no cost to LebRelief-LRC.



## 20 CHILD LABOUR

The Vendor represents and warrants that neither it, nor any of its vendors is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, required that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health and physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle LebRelief-LRC to terminate this Contract immediately upon notice to the Vendor, at no cost to LebRelief-LRC.

## 21 PRIOR NEGOTIATIONS SUPERSEDED BY CONTRACT

This Contract supersedes all communications, representations, arrangements, negotiations, requests for proposals and proposals related to the subject matter of this Contract.

## 22 INTELLECTUAL PROPERTY INFRINGEMENT

The Vendor warrants that the use or supply by LebRelief-LRC of the services or goods sold under this Contract does not infringe on any patent, design, trade-name or trade-mark. In addition, the Vendor shall, pursuant to this warranty, indemnify, defend and hold LebRelief-LRC and their donors harmless from any actions or claims brought against LebRelief-LRC or their donors pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Contract.

## 23 TITLE RIGHTS

LebRelief-LRC shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the organisation by the Vendor. At the request of LebRelief-LRC, the Vendor shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights transferring them to the organisation in compliance with the requirements of the applicable law.

Title to any equipment and supplies which may be furnished by LebRelief-LRC and any such equipment shall be returned to LebRelief-LRC at the conclusion of this Contract or when no longer needed by the Vendor. Such equipment, when returned to LebRelief-LRC, shall be in the same condition as when delivered to the Vendor, subject to normal wear and tear.

## 24 INSURANCE

The vendor shall provide and thereafter maintain for the duration of this Purchase Order and any extension thereof all appropriate workmen's compensation insurance or its equivalent with respect to its employees to cover claims for personal injury and death in connection with a Purchase Order. The vendor shall, upon request, furnish proof to the satisfaction of LebRelief-LRC, of such liability insurance. The vendor shall further provide such health and medical



insurance for its agents and employees, as the vendor may consider advisable. Supplier must insure his site against any incident that might occur to pedestrians and vehicles and against any third party claim with regard to his work on site.

Insurance must cover the whole period of works on site.

**25 PAYMENT SCHEDULE**

The invoice will be paid by LebRelief-LRC upon an agreed schedule by both parties. Payment will be made either via check or any other way that suits both parties.

**26 TRANSPARENCY**

LebRelief-LRC undertakes to conduct transparent transactions in all operations. The parties agree that any payments related to this transaction are open and transparent.

**27 ACCEPTANCE**

Please confirm your acceptance of this order by signing below, and ensure that all future correspondence includes the contract reference number.

**Agreed between:**

**ASSOCIATION LRC REPRESENTATIVE**

**SUPPLIER'S REPRESENTATIVE**

Name:

Name:

Position:

Position:

Signature:

Signature:

Date:

Date: