



Near East Foundation Lebanon
Bani Kana'n Street, Building#4741, 10th Floor
Badaro, Beirut - Lebanon

NEF Invitation to Bid: Rental Vehicles & Daily drivers

Name of organization: The Near East Foundation

Date of issue: 11 September 2023

Deadline for the receipt of bids: 22 September 2023

Summary:

The NEF Lebanon office is looking to contract a rental vehicle company for the provision of vehicles and daily drivers for a period of 1 year commencing on October 1st, 2023, and ending on September 29th, 2024.

How to Apply:

- **Bid Document:** Interested bidders are to download the invitation to bid, fill the Annex A with all the required information and sign it. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- **Tender Process:** Interested and eligible bidders are requested to submit their bids by email to: procurementlebanon@neareast.org with a subject line, “**Rental Vehicles & Daily drivers**”.
 - **OR** by hand in a sealed envelope to the following address: Badaro, Bani Kanaan street, Badaro 4741 building, 10th floor.
- **Closing Date:** Deadline for bids submission is **Friday, September 22, 2023**. All bids submitted after that date and time will be rejected.

Bidders can email procurementlebanon@neareast.org for questions.

Corrupt practices:

The standards of ethics of the Near East Foundation should be respected during any procurement process and the execution of contracts. In pursuit of this, the Near East Foundation defines, for the purposes of this provision, the terms set forth below as follows:

- “Corrupt practice” includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- “Fraudulent practice” includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Near East Foundation and includes collusive practices among bidders prior to or after bid submission designed to establish bid prices at artificial, non- competitive levels and to deprive the Near East Foundation of the benefits of free and open competition.

In any case where fraud or corruption is identified, NEF will take appropriate action, including but not limited to:

- rejecting any bids where the bidder has engaged in corrupt or fraudulent practices in competing for the contract.



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Eligible Bidders:

A bidder shall meet the following criteria to be eligible to participate in NEF procurement:
the bidder, at the time of bid, is not:

- insolvent
- in receivership
- bankrupt
- being wound up

A bidder, and all parties constituting the bidder including sub-contractors, are required to disclose any and all conflicts of interest. All bidders found to have an undisclosed conflict of interest may 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 Near East Foundation regarding this bidding process.

Currency of bid:

All prices should be quoted by the bidders in **USD**, unless otherwise stated.

Payment

The specified rental vehicle fee and Daily Drivers' fees will be paid on monthly basis. The car rental company will be paid in USD via an international bank transfer or in Cash. Thus, the daily drivers are expected to be paid in cash USD.

Bid Validity:

Bids shall remain valid for a period of 30 calendar days after the date of the bid submission deadline.

Evaluation of Bids:

The Near East Foundation will evaluate the submitted bids according to the following criteria:

- Quality of the product/service according to the required specifications.
- Price in comparison to NEF established rate.
- Ability to deliver the requested good/service by the required time.
- Demonstrated excellent service, after sale and warranties.
- Solidity of the offer/quotation prepared.
- Reputation of the supplier/service provider.
- Adherence, to ethic and anti-corruption practices of NEF.
- Previous experience with NEF and other similar NGOs.



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Award procedures:

- The Near East Foundation shall notify the selected bidder in writing, with an award letter, before the end of the bid validity period.
- Shortlisted bidders who has not been awarded a contract, will be notified in writing.
- The award letter will state the sum that the Near East Foundation will pay the supplier/service provider in consideration of the good/service prescribed in the contract, and in accordance with the bid.
- Issuance of this ITB in no way constitutes a commitment by NEF to award a contract.

Signing of contract

- Upon receipt of the letter of acceptance, the Near East Foundation shall call the successful bidder to sign the contract.
- Within an agreed timeframe, an authorized representative of the successful bidder shall sign, date, and return the contract to NEF.

Bidder Representative Name:

Position:

Signature:

Date:



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ANNEX A DESCRIPTION OF GOODS/SERVICES

The bidder is requested to fill all the below tables.

Rental Vehicles:

#	Service Description & Specification	Year Model	Vehicle Brand & Model	Unit Price per Month including VAT (USD)
1	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
2	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
3	SUV 4x4, 4 cylinders, Automatic transmission, Dual airbag, 5 doors, AC			
4	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			
5	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			
6	Sedan Medium size, 2x4, 4 cylinders, Automatic transmission, Dual airbag, 4 doors, AC			

PS: More than one vehicle's brand/model can be offered in each category.

Daily Drivers:

Category	Service Type	Unit Price including VAT (USD)
Driver	Daily	



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Price rates should include the following services offered by the service provider:

- Mechanic fee and registration fee.
- Compulsory Insurance.
- All risk Insurance coverage.
- Administrative formalities.
- Immediate vehicle replacement in case of accident or breakdown all over Lebanon.
- 24/7 emergency road assistance including towing service.
- Full maintenance program.

Terms & conditions:

- The Near East Foundation will rely on the vehicle rental provider to supply drivers since NEF does not have contracted drivers within its staff.
- The daily drivers working with NEF shall be paid according to their monthly timesheet.
- The daily Drivers working with NEF shall be paid by the vehicles rental's company in Cash **USD (since NEF will be paying the service provider in USD)**.
- A pool of drivers should be identified for the Near East Foundation and trained by NEF logistics officer on its fleet rules and procedures.
- NEF will select 2 drivers to stay permanently at its disposal – from Monday to Friday - regardless the number of weekly trips. Each driver will be paid according to his timesheet.
- For urgent operational reasons, NEF might need to request, on exceptional basis, for extra drivers without prior planning (i.e., 1 day or 2 days prior to a field trip).
- The service provider must commit to providing drivers upon NEF request to avoid interruption of NEF activities.
- The drivers provided by the service provider shall hold legal identifications, proper driving license and shall respect the Lebanese traffic laws.
- The drivers provided by the service provider are responsible for any scratch/dent/damage or any accident occurs to the vehicle.
- One representative from the service provider should be the focal point to communicate with NEF logistics officer regarding any issue related the rented vehicles or the drivers' provision.
- The Near East Foundation expects to rent 2 SUV vehicles but has the right to exchange them with any other vehicle mentioned in the vehicle rental table above.
- All vehicles delivered to the Near East Foundation must have a full fuel tank and to be returned to the rental company with a full fuel tank.



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- All vehicles delivered to the Near East Foundation must have a low mileage.
- The vehicles must be delivered to NEF within maximum 1 week upon signing the service contract or upon NEF request to exchange vehicles.
- NEF may, at its discretion, allow the rented vehicle to be driven by a NEF staff member, anytime and anywhere in Lebanon. In this case NEF or the staff member is responsible for any scratch/dent/damage or accident occurs to the vehicle.
- The service provider must send with the vehicles the relevant documents that prove his ownership.
- The rental includes unlimited miles traveled.
- The rental company shall provide the following safety equipment:
 - Spare wheel
 - Wheel wrench, Toolbox/Spanner
 - Carjack
 - Fire extinguisher
 - Warning triangle
- The service provider shall provide the necessary valid documents for the vehicle during handover including the vehicle registration, the insurance certificate, the authorization to drive etc...
- Additional vehicles requested by NEF shall be delivered with a fixed special price at any time (even in high seasons).

Service Provider Representative Name:

Position:

Signature:

Date: