

Request for Proposal (RFP) Provision of Taxi Services

Background:

The American Lebanese Language Center (ALLC) intends to solicit proposals from experienced and professional land transport providers in Lebanon. Successful bidder(s) will be given an arrangement for one year, which can be extended for one subsequent year and up to a total of two years, should the performance of the Taxi Company be satisfactory and the need arises from ALLC, keeping the same price, terms and conditions.

TENDER NOTICE

Bidders shall submit the proposal by **June 8th, 2020 before 5.00PM** by email to procurement@allcs.edu.lb. Proposals submitted after the deadline will not be accepted.

1. The bidders shall submit two separate files labeled “Technical Proposal for Providing Taxi services to ALLC - TS/08-06-2020/Taxi Services” and “Financial Proposal for Bid for Providing Taxi services to ALLC - TS/08-06-2020/Taxi Services”.
2. The bids shall be valid for a period of 90 days from the date of opening of the bids.
3. The bidders are required to use the form in Annex 1 for the Technical Proposal and the form in Annex 2 for the Financial Proposal
4. The bidders are required to enclose duly attested copies of the following documents along with the **Technical Proposal**
 - Registration Certificate as taxi service operator.
 - Letter of authorization for the signatory.
 - List of vehicles clearly indicating Model, Name, Registration. No. and Year of Registration of each vehicle and their registration cards and insurance policies.
 - Copies of drivers’ valid driving license.
5. Each page of the Technical and Financial Proposals should be signed by the bidder’s authorized signatory.

SCOPE OF WORK

ALLC seeks a highly qualified Taxi Company to provide full and comprehensive taxi services for ALLC employees.

The Taxi Company shall provide the services per the following terms and conditions:

- 1) Services means the “The Transport Services” provided by the Taxi Company to ALLC from time to time pursuant to the Taxi Company’s receipt of ALLC Job Order specifying exact transport services required, in accordance with the specifications and prices of the agreement.
- 2) Job Order means the order raised by ALLC to request services in specific quantities from the Taxi Company from time to time.
- 3) The Transport Services shall be carried out by licensed registered taxis.
- 4) In the event of ALLC placing a Job Order which the Taxi Company considers it cannot substantially meet because of limited number of taxis or inability to meet the specific request, before proceeding to make a partial delivery or change in plan of the Services, the Taxi Company shall seek further written instructions from ALLC.
- 5) The Taxi Company shall accept changes to or cancellations of Job Orders provided that reasonable notice is given by ALLC.
- 6) The Taxi Company shall be responsible for providing all the necessary licensed cars and personnel, and for making all necessary arrangements for the performance of its obligations under this agreement.
- 7) The Taxi Company shall be responsible for providing all the necessary insurances as required by the Local Laws for the drivers and the passengers. Taxi Company shall provide copies of the fleet’s licenses and drivers’ driving licenses.
- 8) The Taxi Company shall inform ALLC of any changes in the service circumstances including license and insurance.
- 9) The Taxi Company acknowledges that timely provision, security and safety of the passengers and abiding by the circulation law shall be of the essence in performance of the agreement, and it shall use its best endeavors to abide by the delivery periods and as may be specified in the Job Order, provided however, that where the Taxi Company does not meet the delivery period(s) ALLC shall be entitled to give the Taxi Company notice of its intention to terminate the agreement.
- 10) Estimated number of trips per year is **400** trips across Lebanon divided between regions as follow:
 - **South:** 50 trips
 - **North:** 80 trips
 - **Bekaa:** 160 trips
 - **Beirut/ Mount Lebanon:** 110 trips

- 11) For each Job Order ALLC and the Taxi Company agree to adopt the following procedure:
- a. Logistics Officer to notify the Taxi Company of a Job Order for each assignment during the contract period. The Job Order to include trip destination.
 - b. Taxi Company to provide transportation according to the signed Job Order.
 - c. Passenger to sign a receipt once final destination is reached certifying that the service satisfactory delivered.
 - d. Submit on a monthly basis the invoices along with the Job orders and proof of service delivery. The Taxi Company shall submit a signed original tax invoice in the name of ALLC in English, including the Order reference and the deliverables related to each authorized in the Job Order.
 - e. Logistics Officer to verify invoice.
 - f. ALLC to make payment to the company within 20 working days.

TECHNICAL BID QUALIFICATION CRITERIA

The tendering Agency must fulfill the following technical specifications/parameters in order to be eligible for technical evaluation of the bid.

1. The agency should have at least three years' experience in supplying Taxi services across Lebanon.
2. The agency must have its own or have on lease, sufficient number of vehicles (more than 15 vehicles out of which at least 5 minibuses or Avanza).

CRITERIA FOR EVALUATION OF TENDER

1. Technical bid evaluation:

The evaluation of Technical bid will be done on the parameters listed in the technical bid form. All Parameters are required and essential in order to be eligible. Only that Agency who meet the requirements and provide documentary proof of the same will be considered for financial evaluation.

2. Financial Bid:

Financial Bids of only those who have been shortlisted after opening of the Technical Bids shall be opened. The agencies would be evaluated as per the lowest average price per location and the award would be given to the lowest bidder based on the rates quoted