



# REQUEST FOR QUOTE

(RFQ)

RFQ 04- 2019

Transportation

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Section 1: Summary

Procurement name: Transportation

Implemented by: International Orthodox Christian Charities (IOCC).

Procurement Unit: in-travel Transportation of staff

Issue Date: 17 January 2019

Closing Date: 23 January 2019

Delivery: by hand delivery to IOCC office in Mkalles (01/687354) in sealed envelope before 3:00 pm.

Opening of Quotes: 24 of January 2019.

Conditions: Signed & stamped RFQ (all sections) and Annexes A-B

Eligible Vendors: Transportation companies fulfilling the required conditions.

[End of section 1: Summary]

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## Section 2: Instructions

International Orthodox Christian Charities(IOCC) is releasing this RFQ in accordance with the following:

- I. **Overview-** IOCC, A USA non- governmental organization -
- II. **Type of Procurement-** This procurement is to be procured by IOCC. One of its components is to provide transportation services.
- III. **Inspection and Acceptance-** All Bidders must provide a copy of each document stated in Annex B
- IV. **Technical Specifications –**
  - a. Annex A: list of legal requirement
  - b. Annex B: Company registration, Commercial Certificate, VAT registration
- V. **Terms & Conditions**
  - a. Type of Taxi
  - b. Areas, timing and duration from Mkalles to All Lebanon
  - c. Pricing must be in US Dollars.
  - d. Pricing must be for each trip detailed in section b above (Areas) and for each type of car and minivan
- VI. **Selection Criteria-** Selection will be based on the most advantageous quotation received, considering the technical criteria above and offered pricing.
- VII. **Submission of quotes-** Bidders must submit their offers in sealed envelope to the IOCC office in Mkalles. Each Envelope must only mark the reference of this bid document (ex: RFQ 04- 2019). Sealed envelopes must contain the RFQ document signed and stamped in addition to all Annexes.
- VIII. **Right to Negotiate and award or withhold Award-** the issuance of this RFQ does not guarantee that a Purchase Order will be issued by IOCC for this RFQ. IOCC may, at its discretion, award a Purchase Order under this RFQ, or not award, without statement of cause. IOCC reserves the right to negotiate or amend any aspect of this RFQ, which may require the revisions of documents or submission of additional documents not mentioned in this RFQ. This RFQ in no way obligates IOCC to pay any cost incurred in the preparation and submission of a quotation.
- IX. **Multiple awards-** Not applicable
- X. **Payment-** IOCC will pay by end of each month after receiving of all invoices to its office in Mkalles, Beirut a check will be paid after 5 working days.

[End of section 2: Instructions]

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## **Annex A**

### *Required Specifications*

For the provision of in-travel transportation in all Lebanon, this is a request for a general quotation with and without waiting with the following trips:

- From Mkalles to inside Beirut
- From Mkalles to Tripoli, Akkar, Bekaa and South.
- Full day with a driver
- Minivan if available

*Name & Signature*

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## Annex B

- Company Registration
- Commercial Certificate
- Vat Registration

*Name & Signature*

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**Annex C**

**Quote**

*Name & Signature*

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