



# Request for Proposal (RFP)

## Transportation services

**RFP No: [RFP23124001]**

Norwegian People's Aid (NPA) Lebanon is an International Non-Governmental Organization that has been working in Lebanon since 1982. The country management office is located in Beirut, with two main programmes:

- Development Humanitarian Cooperation programme;
- Mine Action and Disarmament Programme located in South Lebanon.

NPA invites proposals from interested and eligible Service Providers for the provision of transportation services for its programmes in Beirut and Tyr.

### I. GENERAL INFORMATION

- a. **Purpose.** This RFP seeks to contract Taxi Services for transportation needs within Greater Beirut.
- b. **Who may respond.** Service Providers licensed to operate in Lebanon and maintaining an office in the country may respond.
- c. Proposals must be submitted in English.

### II. INSTRUCTIONS

- a. Closing submission date: COB 27 March 2024.
- b. The subject of the email should be **Request for Proposal - Transportation Services**
- c. Bids must be submitted in the English language via email to [Lebanontenders@npaid.org](mailto:Lebanontenders@npaid.org) in the NPA format provided and must be signed and stamped.
- d. Bids must be valid for a period of 60 days.
- e. Inquiries concerning this RFP should be mailed to: [YvaBou377@npaid.org](mailto:YvaBou377@npaid.org) or by phone +96176661860.
- f. Don't copy other NPA email addresses when you submit your quotations as this will invalidate your offers.
- g. Service Providers are requested to send their company profile, as well as the registration number and VAT number.
- h. Any Provider seeking to arrange individual meetings with NPA regarding this request for quotation may be excluded from this procedure.
- i. Notifications of award. It is expected that selection of the successful Service Provider will be made within four (4) weeks of the closing date for the receipt of proposals. Upon conclusion of final negotiations with the successful Service Provider, all those submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful Service Provider.
- j. It is expected that the contract shall be for one year starting the 1<sup>st</sup> of June 2024.



### III. SCOPE OF SERVICE

The scope of work should include, but not limited to:

- Transportation Services within Greater Beirut.
- Availability of taxi parking for drop-off and pick-up.
- Integration with an online application for tracking purposes.
- Tracking waiting time and charging on an hourly basis.
- Provision of credit facility for payment.
- Call center support for coordination and assistance.
- Use of signboards for easy identification.

### IV. PROPOSAL EVALUATION

- a. Level of experience with similar clients
- b. Response from references; if conducted
- c. Price

### V. CONTRACT PERIOD AND MOBILISATION

The Contract will be for a period of 12 months, on mutual agreement the contract period can be extended.

### VI. PAYMENT TERMS

SERVICE PROVIDER shall issue monthly invoices Payment shall be made within (14) days of invoice submission date by bank transfer or cash in favor of the Service Provider.

NPA reserves the right for not paying any additional bank charges since the amount that will be transferred matches the invoice and the bank slip.

VAT will be paid according to the Governmental Official rate 89,500 LBP, taking into consideration any changes announced by the Lebanese Government.

**Name**

**Signature**

**Stamp**