|  |  |  |  |
| --- | --- | --- | --- |
| **From:** | Wahat-Al-Farah Association for special needs | **To:** |  |
| **Address :** | Bkeftine-El-Koura-Lebanon | **Address :** |  |
| **Contact Person:** | Rim Fares/Procurement Specialist | **Contact Person:** |  |
| **Phone:** | +961 71 98 66 97 | **Phone:** |  |
| **Email:** | procurement.wahafarah@gmail.com | **Email:** |  |

Wahat-Al-Farah Association for Special Needs (WAF) invites registered Company to submit quotation(s) for the provision of Transportation service as detailed in this Request for quotation.

|  |  |
| --- | --- |
| **Request for quotation details:** | |
| **RFQ #:** | C4W043/24 |
| **RFQ Issuing Date:** | July 02, 2024 |
| **Quotation & Sample Submission deadline:** | July 08, 2024, 2:00 p.m. |
| **Currency of Bid (3-letter code):** | USD |
| **Bid Validity Period :** | 90 days |
| **Required Delivery Date:** | As per the TOR |
| **Required Delivery Destination of the Goods:** | Roundtrip - From Tripoli & Dedde to Wahat al farah HQ Bkeftine-El-Koura-Lebanon |
| **Payment terms :** | Bank Note |

**IMPORTANT NOTE**

* WAF will award this contract to a single bidder based on the lowest-cost technically compliant bid.
* All bids received in pencil will be disqualified.
* WAF reserves the right to correct any miscalculation on the bid form.
* Bids in any currency other than USD may be disqualified.
* WAF reserves the right to cancel any item from this RFQ and adjust the quantity based on budget availability.

**RFQ INSTRUCTIONS**

**Submission Instructions:**

All interested parties are invited to submit their offers for RFQ#: C4W043/24 - Provision of Transportation Service. The submission deadline is July 08, 2024, at 2:00 p.m.

**Submission Method:**

Offers must be submitted via email to [procurement.wahafarah@gmail.com](mailto:procurement.wahafarah@gmail.com) Please ensure that the subject of your email is <RFQ#: C4W043/24 - Transportation Service>.

The following Documents are required ***:***

1. This RFQ ***completed signed and stamped.***
2. Technical Offer completed ***Signed and Stamped.***
3. Financial offer form ***fully and accurately filled in, signed and stamped.***
4. Copy of company registration.***(mandatory)***
5. Copy of VAT registration ***if any (Ministry of Finance)***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Financial Offer Form:* | | | | | | |
| **WAF TO COMPLETE** | | | | **BIDDER TO COMPLETE** | | |
| **Item No.** | **Service Description** | **Estimated Quantity** | **UOM** | **Unit Price /Bus/Trip (USD)**  *Excluding VAT* | | **Total Price (USD)**  *Excluding VAT* |
| 1 | **Bus Transportation Service (1 BUS) Roundtrip:**  For up to 30 persons: Transporting people with disabilities from The Forum for the Rights of Persons with Disabilities Center(المنتدى لحقوق الأشخاص ذوي الإعاقة) located in Tripoli El Mina, at 7:30 a.m. and participants will be dropped off at Wahat-Al-Farah Bkeftine at 8:30 a.m.  Return Time: The return journey will commence at 2:00 p.m., back to Tripoli El Mina.  Expected Starting Date: July 09, 2024, for a duration of approximately 3 months, subject to adjustment based on actual needs.  Total Number of Round Trips/3 months: 40 Round-Trips | Round-Trip | 40 |  | |  |
|  |  |  | **SUBTOTAL Excluding VAT:** | | |  |
|  |  |  | **VAT 11% (If any):** | | |  |
|  |  |  | **TOTAL Including VAT:** | | |  |
|  |  |  |  |  |  |  |
| **Delivery Lead Time:***(From receipt of Purchase Order/signing the contract)* | | | |  | | **(Calendar) days** |
| **Bid Validity Period*:*** *Bid must be valid as stated on the* ***Request for Quotation Details****. Bids not meeting the Bid Validity Period may be disqualified.* | | | |  | | **(Calendar) days** |
| **Supplier Payment Modality:** *Bid not meeting Wahat al farah payment terms may be disqualified* | | | |  | | |
| **The bidder Expected Starting Date:** *Bid not meeting WAF starting date may be disqualified* | | | |  | | |
| **Supplier name:** *as per the registration paper* | | | |  | | |
| **Submission Date:** | | | |  | | |
| ***Signature & Stamp:*** *Company Stamp only is accepted* | | | |  | | |

|  |  |  |
| --- | --- | --- |
| **Technical Requirement**  ***Bids not meeting the below requirement may be disqualified*** | | |
| **WAF Essential Requirements** | **Is bid compliant?** Bidder to complete | **Bidder's Comments on Non-Compliance with WAF Requirements** |
| Availability of safety equipment in all vehicle categories at all-time such as: First Aid kit, fire extinguisher, wheel jack and repair tools/ توافر معدات السلامة في جميع الأوقات مثل: حقيبة الإسعافات الأولية، وطفاية الحريق، ورافعة العجلات، وأدوات الإصلاح ***Mandatory*** | ☐ Yes ☐ No |  |
| The bidder has insurance in case of accident while our staff are inside the vehicle / يتمتع مقدم العرض بالتأمين في حالة وقوع حادث أثناء تواجد موظفينا داخل السيارة***Mandatory*** | ☐ Yes ☐ No |  |
| Total number of registered drivers under the company/ مجموع السائقين المسجلين في الشركة | ☐ Yes ☐ No |  |
| **Vehicle capacity: *Mandatory***  Bus with a seating capacity of up to 30 Passengers. | ☐ Yes ☐ No |  |
| The bus is equipped to accommodate individuals with disabilities ***is a plus*** | ☐ Yes ☐ No |  |
| The proposed vehicle Include Comfort and Safety Features, such as air conditioning and seatbelts. ***Mandatory*** | ☐ Yes ☐ No |  |
| Driver Possess a valid Driving License for operating the designated bus. / السائق لديه رخصة قيادة سارية المفعول ***Mandatory*** | ☐ Yes ☐ No |  |
| Driver Possess knowledge of safety regulations and emergency procedures. ***Is a plus*** | ☐ Yes ☐ No |  |
| **Bus Cleanliness: *Mandatory***  The bus must be thoroughly cleaned (interior & exterior) before the start of each day and after completing the day's routes. | ☐ Yes ☐ No |  |
| **Driver Hygiene: *Mandatory***  The driver must maintain a high standard of personal hygiene.  Drivers are required to wear clean and presentable uniforms during service hours. | ☐ Yes ☐ No |  |
| **Smoking Prohibition: *Mandatory***  The selected bidder/Driver must adhere to a strict no-smoking policy during the provision of bus transportation services. Smoking is strictly prohibited within the bus and in the immediate vicinity during stops and breaks. The successful bidder shall take necessary measures to communicate and enforce this policy among passengers and staff | ☐ Yes ☐ No |  |