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DATE: [24/10/2024]

REQUEST FOR QUOTATION: No. RFQ/11- **DEADLINE EXTENSION**

FOR BUS AND SHUTTLE TRANSPORTATION SERVICES

**EXTENSION OF DEADLINE TO: [5/11/2024] COB**

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First Step Together Association (FiSTA) invites qualified Vendors to make an offer for the bus transportation services specified in this Request for Quotation.

### **1. REQUIREMENTS**

- Description: FISTA is dedicated to providing inclusive education and support for persons with disabilities, located in the Akkar region of Lebanon. **The bus and shuttle bus** transportation services are essential in ensuring safe and reliable daily travel for these children between their respective residences and the FISTA school, enabling access to vital services in a supportive environment. This transportation service will operate regularly, ensuring all beneficiaries have dependable access to and from the school, supporting their ongoing education and development.
- FISTA is seeking a driver who owns a bus.
- ***The number of routes and their timing cannot be fixed, as the trips provided are estimates and may be subject to change. The schedule will be updated and shared on a monthly basis.***
- The bus must be fully insured to cover any accidents while transporting beneficiaries.
- The driver is required to have a valid bus driving license and appropriate certification.
- The bus must be properly registered and compliant with all relevant regulations.
- The mechanic should be paid on time.
- Availability of safety equipment in all vehicle categories at all-time such as: First Aid kit, fire extinguisher, wheel jack and repair tools.
- The proposed vehicle Include Comfort and Safety Features, such as air conditioning and seatbelts.
- The bus is equipped to accommodate individuals with disabilities. ***Is a plus.***
- Driver Possess knowledge of safety regulations and emergency procedures. ***Is a plus.***



- The driver is required to adhere to the Prevention of Sexual Exploitation and Abuse (PSEA) guidelines

## **2. Duties and responsibilities:**

- Drive safely along designated routes, ensuring full compliance with traffic laws, safety protocols, and transportation regulations.
- Pick up and drop off passengers at assigned locations, prioritizing their safety throughout the journey.
- Follow the established schedule and ensure timely transportation.
- Assist passengers with disabilities in boarding and exiting the bus with care.
- Address and manage disruptive behavior to maintain a calm and safe environment.
- Communicate effectively with passengers and employers regarding any delays or issues that arise during the trip.
- Perform routine checks on bus tires, lights, and oil as needed to ensure basic vehicle maintenance along the route.

## **3. Bus Driver Skills and Competencies:**

- Ability to interact respectfully and professionally with passengers, parents, and staff.
- Strong communication skills to effectively address safety concerns and inform passengers and employers of issues related to traffic, weather, or unexpected events.
- Attentive driving skills, with a high level of hand-eye coordination, ensuring the safety and well-being of all passengers.
- A minimum of 2 years of driving experience, demonstrating competence in operating buses safely and responsibly.

## **4. Hygiene Standards for Bus and Driver:**

- The bus must be thoroughly cleaned, both inside and out, before the start of each day and after completing the day's routes.
- The driver is required to maintain a high standard of personal hygiene at all times.
- The selected driver must strictly follow a no-smoking policy during the transportation service. Smoking is prohibited inside the bus and in its immediate vicinity during stops and breaks.

**Please Find attached in:**



- ANNEX A: More information about the service description.
  - ANNEX B: Vendor registration form.
- Please submit the below additional documents:
- ID of the Duly authorized person.
  - Copy of the bus registration papers.
  - Copy of Insurance papers.
  - Copy of the driver valid Public Driving License for operating the designated bus.
  - Copy of سجل عدلي.

#### 5. **RFQ Submission:**

Please include the following price information in your quote (excluding VAT):

- Currency: USD

**The price quoted per trip in the quotation must include the cost of fuel, oil changes, mechanical services, insurance, and any necessary repairs, as these expenses will not be covered by FiSTA.**

-Additional charge, if any (please specify)

We would appreciate receiving your quotation on or before **[05/11/2024]– 3:00PM Beirut Time** [by e-mail<sup>1</sup>] in PDF format to [amalfrancis@fistanorthlebanon.org](mailto:amalfrancis@fistanorthlebanon.org)

Please be aware of the fact that the e-mail policy employed by FiSTA Association limits the size of attachments to a maximum of 8 **Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/11
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

#### 6. **Payment terms and condition:**

FiSTA may award Frame Agreement (s) with a duration of 9 months potentially extendable for 9 other months subject to good performance and availability of funds. The successful bidders will be requested to maintain their quoted price for the duration of the agreement.

FiSTA association will provide payment per month. Payment will be issued after PO confirmation, confirmation of service quality, along with the acceptance by Fista association. **The payments will be in US Dollar as offers.** FiSTA's standard payment term are within 10 working days of each month.

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- Full amount is transferred to your account without bank commission deduction in case your company possesses a fresh account at Byblos Bank.
- No deductions shall be made from the total invoice amount in case of payment through a cash payment letter.
- Bank other than Byblos: For payments made via outgoing bank transfer, Fista will cover its bank fees, while your bank's commission will be deducted from the total invoice amount.
- Currently, FISTA is working with Bob Finance for payment processing. Payments can be made through this money transfer agency with no fees deducted. However, please note that transfers may take up to 10 to 15 working days to complete.

Thank you for your kind attention.

Amal Francis,  
Procurement Officer