



Request for Proposal (RFP)

FOR CARS RENTAL

RFP No: [RFP23122002]

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 CAR RENTAL SERVICES for its programme in Beirut.

I. GENERAL INFORMATION

- a. **Purpose.** This request for proposal (RFP) is to contract Car Rental Services.
- b. **Who may respond.** Service Providers which are licensed to operate in Lebanon and which maintain an office in Lebanon.
- c. English language is required.

II. INSTRUCTIONS

- a. Closing submission date: **COB December 02, 2022**
- b. The subject of the email should be **Request for Proposal for Cars Rental**
- c. Bids must be submitted in the English language via email to Lebanontenders@npaid.org in the NPA format provided and must be signed and stamped.
- d. All attached documents must be clearly labelled so it is clear to understand what each file related to.
- e. Bids must be valid and open for consideration for a period of no less than 60 days.
- f. Inquiries concerning this RFP should be mailed to: ghiel457@npaid.org or by phone +961 81675925.
- g. Don't copy other NPA email addresses when you submit your quotations as this will invalidate your offers.
- h. Service Providers are requested to send their company profile, as well as the registration number and VAT number.
- i. Any Provider seeking to arrange individual meetings with NPA regarding this request for quotation may be excluded from this procedure.
- j. Notifications of award. It is expected that selection of the successful Service Provider will be made within four (2) 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.

III. SCOPE OF SERVICE

The scope of work of the SERVICE PROVIDER includes but is not limited to the following:

The SERVICE PROVIDER will provide NPA with three Cars class of Sedan, SUV and 4x4 serving NPA programmes in its field work throughout the year 2023.



Qualifications Requirements:	Yes	No	Remarks
Sedan - Qt. 1 Model 2019 & 2020			
SUV - Qt. 1 Model 2019 & 2020			
4x4 - Qt. 1 Model 2019 & 2020			
Unlimited Mileage inside the country			
Regular maintenance for the rented cars (including lubes change)			
In case of breakdown to one of the rented cars, a replacement should be available			
Valid insurance (obligatory, all risk and the car itself) before providing service(s), including loss, theft, collision damage, additional insurance, towing services etc.			
Spare Tire & Spare Tire Kit			
Any other services (Please specify them)			

IV. PROPOSAL EVALUATION

- a. Price
- b. Cars Conditions
- c. Any additional services provided will be taken into consideration.

V. CONTRACT PERIOD AND MOBILISATION

The Contract will be for a period of 12 months starting 1 January 2023. The contract period can be extended by mutual agreement between both parties.

The contract award will be made for the quotation offering the best value for money, based on service, quality and pricing considerations. Type of contract to be signed is Procurement Agreement, in accordance with the NPA's standard procurement terms.

VI. PAYMENT TERMS

SERVICE PROVIDER shall issue monthly invoice and monthly timesheet at the end of the calendar month. Payment shall be made within (7) days of invoice submission date by bank transfer 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 1,507 LBP, taking into consideration any changes announced by the Lebanese Government.



Norwegian People's Aid

Lebanon

All bidders are kindly requested to fill the table below:

Company name	Location- full address	Registration number	Field of expertise	Previous experience with NGOs / INGOs (please list the names)

Charges per month:

(1) Sedan	USD
(1) SUV	USD
(1) 4x4	USD.....

Name :

Signature :

Stamp :