



Request for Quotation - RFQ 010	
RFQ Date: 13-05-2024	Request no: RFQ 010
Quotation for: Transportation Services	Submitted by:

The Forum for the Rights of Persons with Disabilities - FRPD, requests your price quotation for the items specified in this Request for Quotation (RFQ).

All quotes provided should meet the specification(s) listed, and include the following information for the criterion listed, which shall be used in evaluating the best bidder:

- Financial proposal (refer to page 5 of RFQ)
- Technical proposal (refer to page 4 of RFQ)

**Submission Deadline:** The quote should be submitted no later than **27-05-2024 COB.**

**Submission means:** The quote should be submitted via email to the below-mentioned person:

<b>Name:</b> Salem Dabliz
<b>Position:</b> Procurement officer
<b>Email:</b> <a href="mailto:procurement@theforum-lb.org">procurement@theforum-lb.org</a>
<b>Phone:</b> 06-610195



## **Special Conditions:**

- **Validity of Quotes**

Quotes submitted shall remain open for acceptance for one month at least from the last date specified for receipt of quotes. The selected Bidder(s) shall supply the requested services at the quoted prices for the performance period specified in this RFQ.

- **Eligibility Criteria**

Interested vendors are invited to submit quotations in response to this Request for Quotation (RFQ). To be eligible, vendors must meet the following criteria:

- **Legal Compliance:** Vendors must be registered in MoF. Copy of MoF registration certificate is required.
- **Quotation Submission Requirements:** Vendors must ensure that all required documentation, including completed quotation forms and any additional requested information, is submitted by the specified deadline.
- **Service Information:** Quotes should be supplemented by a list of vehicles available, a copy of the vehicle registration certificate for each car as public transportation (red plate), a copy of drivers' ID as well as a copy of insurance policy.

***Failure to meet these eligibility criteria may result in the rejection of the quotation.***

The evaluation of quotations will be based on a fair and transparent assessment of the information provided by each vendor. Any inquiries regarding eligibility or the RFQ process should be directed to the procurement department at [procurement@theforum-lb.org](mailto:procurement@theforum-lb.org) by **17-05-2024** COB.

- **Basis of Selection**

Bidders should provide their most competitive quotes. All Bidders will be notified in writing should there be a significant change to the listed requirements. A **Purchase Order** will be issued to the responsible Bidder that is judged to be most advantageous to FRPD in terms of technical and financial proposals. FRPD reserves the right to make an award on any service for a quantity less than the quantity stated, at the unit prices quoted.

FRPD may reject any quote that is determined to be non-responsive. A responsive quote is one that complies with all terms and conditions of the RFQ. A quote must be complete, signed by an authorized signatory, and delivered by the submission time and date indicated on the first page of this RFQ. FRPD may reserve the right to waive any minor discrepancies in a quote.

This RFQ does not legally obligate FRPD to award a contract. FRPD reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quote



**Response to Request for Quotes:**

<b>To:</b>	Salem Dabliz	Procurement Officer
<b>From:</b>		
<b>Subject:</b>	Response to RFQ number:	010

The following quote is submitted in response to the RFQ from FRPD for the following items. This quote takes into consideration any additional specifications listed on page one (1) of the RFQ.

## Technical Proposal

Technical Requirements	Supplier to fill	Score
GPS or other real time tracking system for the vehicles جهاز ملاحه او مراقبة للسيارة و تحديد موقعها الجغرافي		10
Availability of safety equipment in all vehicle categories at all times such as: First Aid Kit, fire extinguisher wheel jack and repair tools - <b>Please attach a photo of the safety equipment</b> توفر معدات السلامة في جميع فئات المركبات في جميع الأوقات مثل: مجموعة الاسعافات الأولية, و طفاية الحريق, و رافعة العجلات, وأدوات الإصلاح - <b>الرجاء رفق صورة لمعدات السلامة داخل كل سيارة</b>		15
Type of insurance in case of accident while our beneficiaries are inside the vehicle - <b>Please attach a copy of the insurance policy</b> نوع التأمين في حال حدوث اي حادث خاصة اثناء نقل مستفيدينا في السيارة - <b>الرجاء رفق صورة عن سياسة التأمين</b>		15
Similar previous experience in implementing similar projects with NGOs - <b>Please provide recommendation letters or a summary detailing previous work experience, including contact information for references.</b> خبرة سابقة في تنفيذ مشاريع مماثلة مع المنظمات غير الحكومية - <b>الرجاء تقديم رسائل توصية أو ملخص يوضح الخبرات السابقة، بما في ذلك معلومات الاتصال للمراجع.</b>		15
Invoicing method (preferably on monthly basis) طريقة تحصيل الدفعات و الفواتير (يفضل الدفع شهرياً)		10
Size and number of the vehicles حجم وعدد السيارات والمركبات التابعة للمؤسسة		5
Total Number of Drivers – <b>Please attach a list of the drivers and their registration documents under your company</b> مجموع السائقين المسجلين في المؤسسة - <b>الرجاء رفق لائحة بأسماء السائقين وأوراق التسجيل الخاصة بهم في مؤسستكم</b>		10
Do your available vehicles include features such as ramps, lifts, lowered floors, and securement systems designed to accommodate passengers with mobility challenges and ensure their safety and comfort during transportation? – <b>If yes, please attach photos of the accessibility accommodations.</b> هل تشتمل المركبات المتاحة لديكم على ميزات مثل المنحدرات، والمصاعد، والأرضيات المنخفضة، وأنظمة التثبيت المصممة لاستيعاب الركاب ذوي التحديات في التنقل وضمان سلامتهم وراحتهم أثناء النقل؟ - <b>إذا كانت الإجابة بنعم، يُرجى إرفاق صور التعديلات.</b>		20
<b>Total Score</b>		<b>100</b>



**Financial Proposal:**

- **Items Description:** Transportation Services
- **Table of Unit and Total Prices**

<b>Transportation Services</b>						
#	Trips	Description	Unit	Estimated QTY	Unit Cost (USD)	Total
1	Wadi Khaled ⇔ FRPD Halba Branch	Roundtrip + Waiting for 45 mins	Trips	41		
2	Tripoli Mina ⇔ FRPD Mina Branch	Roundtrip + Waiting for 45 mins	Trips	15		
<b>Total Cost</b>						

**Supplier Name:**

**Representative name:**

**Representative title:**

**Financial Number:**

**Date:**

**Signature & Stamp:**