**Request for Quotation for Car Rental**

**under Framework Contract**

René Moawad Foundation (RMF) is a Lebanese non-profit, non-political, non-sectarian organization that was established on November 22, 1991 two years after President René Moawad’s assassination, who was elected President of the Lebanese Republic on November 5, 1989 and killed 17 days later. President René Moawad believed in a strong and democratic state and fought for a progressive and modern Lebanon, a peaceful Lebanon, which embraces the values of democracy, human rights, moderation and pluralism.

René Moawad Foundation intends to launch a Request for Quotation for Car Rental Services in Lebanon with the aim of signing a framework contract for 1 year.

Rene Moawad Foundation is pleased to invite you to submit a quotation no later than Friday, June 17, 2022.

The procedures applied by RMF in the present RFQ are inspired by the principles of:

* Transparency in the procurement procedures;
* Proportionality between procedures followed to attribute agreements and the value of the contracts;
* Equal treatment and non-discrimination of potential Service Providers.

**A. Content**

1. **Services to be provided**

* 1. RMF invites interested Service Providers to submit an offer for Car Rental Services, as specified in **ANNEX III.**

1. **Timetable:**

|  |  |  |
| --- | --- | --- |
| Description | Date | Details |
| Date of Issue | Wednesday, 7th of June 2022, |  |
| Deadline for asking for Clarifications | Monday, 13th of June 2022 | Clarifications to be made via email at procurement@rmf.org.lb |
| Last date on which Clarifications are issued by RMF | Tuesday 14th of June 2022 | Answers will be sent to Bidder who asked for clarifications |
| Deadline for submission of Offers | Friday 17th of June 2022 |  |
| Contract start date (estimated) | July 2022 | To be confirmed |

1. **Submission of offers:**

* 1. Offers shall be sent to the email: procurement@rmf.org.lb before the deadline specified in the timetable above.

- RMF may extend the deadline for submission of offers by issuing an amendment.

* 1. The documentation to be submitted to RMF shall include:

* + 1. **ANNEX I** Service Provider Information Form.
    2. A copy of the VAT Number and /or a copy of the MOF Registration Number.
    3. A copy of the ID of the legal representative
    4. **ANNEX II** Financial Identification Form
    5. **ANNEX III** Financial and Technical offer. Prices shall be expressed in United States Dollars (USD)

# 4. General Conditions

RMF invites Bidders and Service Providers to quote for the Services described and summarized in the below documents (**Annex III**), and in accordance with procedures, conditions, and contract terms presented herein. RMF reserves the right to determine the number of vehicles specified in Annex III without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of the submitted quotation.

The bidders must sign and stamp all RFQ document pages including the required annexes. Failure to submit all required documentation may result in the exclusion from the procedure.

**5. Delivery**

Delivery will be determined by a Purchase Order issued in writing and signed by RMF and countersigned by the Service Provider

# 6. Payment procedure and conditions

**6.1**  All payments will be made by Cash Order or wire transfer to the service provider’s account.

**6.2** The currency in which payment will be made in USD

**6.3** Payment will be made no later than 30 days upon receipt and acceptance of the invoice by RMF

# 7. Evaluation of Offers

The Evaluation Committee will check that the offers comply with the essential requirements of the present invitation, including the administrative compliance and technical admissibility of each offer. An offer is deemed to comply if it satisfies all the conditions, procedures, and specifications in the present request for quotation.

The evaluation committee will not necessarily choose on the basis of the lowest price alone but will award the contract on the basis of price, quality of Services, compliance with what is requested, previous experience, and timing of delivery. In case RMF will not select the lowest price offered by the Service Provider, the decision will be explained in the evaluation offer report.

# 8. Quotation Basis

* No respondent should add, omit or change any item, term, or condition herein.
* If any Service Provider has any additional requests and conditions, these shall be stipulated in an exception sheet.
* Each offer may make one quotation only.
* Each offer shall be valid for a period of a minimum (45 days) from the date of submission.
* All offers should include taxes, compulsory payments, levies, and/or duties, including VAT, if applicable.
* Service Providers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity in the unit price, the Selection Committee may decide to disqualify the offer.

This RFQ does not obligate RMF to execute a contract nor does it commit RMF to pay any costs incurred in the preparation and submission of quotations.

Furthermore, RMF reserves the right to reject any and all offers, if such action is considered to be in the best interest of RMF

**Important notes:**

* Please complete all fields.
* Complete the price quotation sheet – **Annex III**

# Annex I Service Provider Information Form

The information provided will be used to evaluate the Bidders before contracting

**Service Provider Information**

|  |  |
| --- | --- |
| Company Name: |  |
| Service Provider Nationality: |  |
| Full Address: |  |
| Validity of offer: |  |
| Contact Person: |  |
| Email: |  |
| Phone / Mobile: |  |
| Registration Date |  |
| Registration Number |  |

# Annex II

**Financial Identification Form**

|  |  |
| --- | --- |
|  | **ACCOUNT HOLDER** |
| **NAME** |  |
| **ADDRESS** |  |
| **TOWN/CITY** |  |
| **POST CODE** |  |
| **TELEPHONE** |  |

|  |  |
| --- | --- |
|  | **BANK** |
| **BENEFICIARY NAME** |  |
| **ADDRESS** |  |
| **TOWN/CITY** |  |
| **COUNTRY** |  |
| **ACCOUNT NUMBER** |  |
| **IBAN** |  |
| **SWIFT** |  |

|  |  |  |
| --- | --- | --- |
| Date and Signature BANK |  | Date and Signature |

# Annex III Price Quotation Sheet

**Currency & Pricing:**

The prices of the offer will be expressed in USD

The prices will be considered fixed and valid for the entire duration of the contract, unless a huge fluctuation or deviation in the prices in Lebanon, the service provider can ask for a meeting with RMF to discuss a possible quotation review.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TYPE** | **BRAND** | **MODEL** | **Price Per Month**  (No VAT) | **Price Per Week**  (No VAT) | **Price Per Day** (No VAT) | **Deposit**  **Needed**  (Yes/ No) how much | **Remarks**  (First Year of registration / Nb of KM / etc…) |
| 4x4 | Nissan | Xtrail |  |  |  |  |  |
| 4x4 | Renault | Duster / Manual |  |  |  |  |  |
| 4x4 | Renault | Duster / Automatic |  |  |  |  |  |
| 4x4 | Hyundai | Tuscon |  |  |  |  |  |
| 4x4 | Kia | Sportage |  |  |  |  |  |
| 2x4 | Nissan | Sunny |  |  |  |  |  |
| 2x4 | Nissan | Solaris |  |  |  |  |  |
| 2x4 | Toyota | Avanza |  |  |  |  |  |
| 2x4 | Dacia | Dokker |  |  |  |  |  |
| 2x4 | Nissan | Micra |  |  |  |  |  |
| 2x4 | Nissan | Sentra |  |  |  |  |  |
| 2x4 | Toyota | Yaris |  |  |  |  |  |
| 2x4 | Hyundai | H1 |  |  |  |  |  |
| 4x4 | Toyota | Prado |  |  |  |  |  |
| 4x4 | Mitsubishi Pajero (or Similar) | 7 seats |  |  |  |  |  |
| 4x4 | Car US Origin | (Jeep, Ford, GMC..) |  |  |  |  |  |
| 2x4 | Car with driver | |  |  |  |  |  |
| 4x4 | Car with driver | |  |  |  |  |  |
| 2x4 | Driver without car | |  |  |  |  |  |
| 4x4 | Driver without car | |  |  |  |  |  |

|  |  |
| --- | --- |
| **Services**  **Details/Specifications/Availability** |  |
| Number of Vehicles Available |  |
| Type & Model of the Vehicles |  |
| Carrying items (welcome kit, phone, keys ) to deliver to arriving passengers | Yes / No |
| Smoking in the Car | Yes / No |
| Use the phone when driving | Yes / No |
| Accessible vehicles for special needs | Yes / No |
| A/C in all the Vehicles | Yes / No |
| Driver's Criminal Record | Yes / No |

Note: Please attach pictures of cars (if applicable)

Name of Representative:

Date:

Signature & Stamp:

**Conclusion:**

Please provide at least 3 **PREVIOUS EXPERIENCES** with other Contracting Authorities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Company Name** | **Representative** | **Email Address** | **Phone Number** |
| **Reference 1** |  |  |  |  |
| **Reference 2** |  |  |  |  |
| **Reference 3** |  |  |  |  |