



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.

René Moawad Foundation is pleased to invite you to submit a quotation no later than Friday, May 31, 2024.

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

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



2. Timetable:

Description	Date	Details
Date of Issue	Monday, 13 th of May 2024,	
Deadline for asking for Clarifications	Monday, 20 th of May 2024	Clarifications to be made via email at procurement@rmf.org.lb
Last date on which Clarifications are issued by RMF	Wednesday 22 th of May 2024	Answers will be sent to Bidder who asked for clarifications
Deadline for submission of Offers	Friday 31 th of May 2024	
Contract start date (estimated)	July 2024	To be confirmed

3. Submission of offers:

3.1 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.

3.2 The documentation to be submitted to RMF shall include:

- ANNEX I** Service Provider Information Form.
- A copy of the VAT Number and /or a copy of the MOF Registration Number.
- A copy of the ID of the legal representative
- ANNEX II** Financial Identification Form
- 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**



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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	



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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)	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	Kia	Cerato				
2x4	Nissan	Sunny				
2x4	Nissan	Solaris				
2x4	Toyota	Avanza				
2x4	Dacia	Dokker				
2x4	Nissan	Micra				
2x4	Nissan	Sentra				



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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



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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				