

Subject: Invitation to Tender

Driver with Car

Dear Supplier,

In June 2012, the Syrian refugee crisis reached its peak in Lebanon. Immediately, thirty humanitarian non-governmental organizations felt the need to coordinate their humanitarian efforts under one strong umbrella, thus paving the way for the Union of Relief and Development Associations to be born.

URDA provides its services through seven different humanitarian programs:

Relief, Shelter, Healthcare, Education, Protection Development, and Sponsorship.

We commit to assisting and nurturing human beings regardless of age, race, gender, nationality, faith, or political affiliation. Whether we intervene in disaster relief or sustainable development actions, we serve both underserved Lebanese citizens as well as Palestinian and Syrian refugee communities to the highest international, professional, and ethical standards.

We are interested in renting a "**Driver with car**", and we kindly request you to fill the table below:

Element	Details From - To	Amount \$/trip Car	Amount \$/trip 4 Wheels
1	Khaldeh – Aرسال - Khaldeh		
2	Khaldeh – Beqaa - Khaldeh		
3	Khaldeh – Akkar – Khaldeh		
4	Khaldeh – Saida - Khaldeh		
5	Khaldeh – Beirut - Khaldeh		

A) Prices should be quoted per round trip. (ex. From Khaldeh to Aرسال then going back to Khaldeh ...\$)

B) Please indicate if your prices do not include sales taxes, as we assume your quotations include sales taxes.

Working areas: Aرسال, Beqaa, Saida, Akkar, Beirut and Khaldeh.

Rent description:

- Responsible for driving the car.
- Responsible for repairing faults by specialists.

- Keeping the car clean and organized.
- The car model must be between 2020-2024.
- The driver must possess a public driving license.
- The driver must have Lebanese nationality.
- Renting days from Monday to Sunday.

URDA Association is not bound to award the quotation to the lowest bid or any bid and reserves the right to accept all or part of the quotation.

- **IMPORTANT:**

Please note that Bid Submissions are not to be sent to the e-mail address above.

Any Offer received after the deadline will be rejected. Any Offer received via email will be rejected.

URDA Office working hours is from Monday to Friday (8:00 AM – 4:00 PM)

All works should be delivered maximum after One week of signing the contract.

How to apply

Applicants should submit their applications request in a sealed envelope (hard copy) to Union of Relief and Development Associations (URDA) Office:

Name: Jana Manasfi – URDA Procurement Officer

Address: Khaldeh, Behind Al-Rammal Supermarket, Al-Anwar Building, Ground floor
Mount Lebanon.

Email: urda.procurement@urda.org.lb

Phone: +961 71679710

The deadline for submitting quotations is February 23, 2024, at 4 in the afternoon (Beirut time).