

## TOR

### Trucking Services and Labor

#### **About Anera:**

Since 1968, Anera has helped refugees and others hurt by conflicts in Palestine, Lebanon and Jordan live with purpose and hope.

Anera, which has no political or religious affiliation, works on the ground with partners in Palestine (West Bank and Gaza), Lebanon and Jordan. We mobilize resources for immediate emergency relief and for sustainable, long-term health, education, and economic development. Our staff serve in their communities, navigating the politics that constrict progress to get help where it's needed most.

#### **Required Services:**

Anera is seeking professional trucking services to deliver the following items all over Lebanon:

- Medications
- Office Equipment and Furniture
- Medical Supplies
- Medical Equipment

#### **Documents Required:**

##### **For Companies:**

- Letter of Commitment to carry an uninterrupted service from start until end of the project.
- Legal Documents
  - 1. Commercial registration الإذاعة التجارية
  - 2. MOF Registration الرقم المالي
  - 3. VAT Registration التسجيل على الضريبة
- Owner's ID
- Proof that the Trucks have valid insurance policies.

- Updated driving Licenses for all drivers with the eligibility to drive a truck.
- Past Contract & References for related contracts or contracts with NGO's or UN agencies

### For Individuals:

- Letter of Commitment to carry an uninterrupted service from start until end of the project.
- ID
- Clean Criminal Record سجل عدلي
- Proof that the Trucks have valid insurance policies.
- Past Contract & References for related contracts or contracts with NGO's or UN agencies
- Updated driving Licenses for all drivers with the eligibility to drive a truck.

### General Conditions and required Services:

General Conditions	Required Services
The driver should be able to read and write in English	Ability to communicate with centers and informing them about the delivery timing
The truck should be covered with a lockable door	Receiving medicines and medical supplies from the Anera warehouse based on the delivery paper: Name of the medicine, expiry date and production number
An assistant/Co-Pilot should always be present with the driver	Deliver the order to the centers and ensure its delivery based on the delivery paper with the centers' signature and stamp
Availability of Four trucks at least per day	Each driver is responsible for delivering to three or four centers and should have at least one porter depending on the needs

### Locations:

### Please Check Annex A

**How to apply:**

Interested service providers should submit their offers via email to:  
[procurement@anera-lebanon.org](mailto:procurement@anera-lebanon.org)

The offer should include all the required documents in addition to Annex A signed and stamped.

Deadline for submission: May 24 2024.