



TERMS OF REFERENCE

Title: Car rental

Location: Lebanon

Project Title: AFDAL phase IV

Goods to be delivered by: 25 March 2024

Deadline to submit: 19 March 2024

Contact: procurement@fairtradelebanon.org

SCOPE OF WORK

1- Summary

FTL is looking to rent a car for its staff to organize field visits and travel from the office to meet the project's beneficiaries.

2- Objective

The project AFDAL phase IV aims to foster the growth of MSMEs in the Bekaa and Mount Lebanon, specifically Baalback, Zahleh, Chouf and Aley, through the implementation of a business accelerator program. The program aims to provide targeted support, training, and resources to enable participating businesses to optimize their operations, enhance their market position, bolster their export-readiness, facilitating economic growth and international market penetration.

The main objective of this project is to enhance resilience to climate change/shocks, increase productivity, access to market, and overall improve employability and income generation opportunities within the food system in Akkar.

3- Technical Specifications

Company qualification

- The vendor must have a valid permit from all relevant ministries.

Vehicle Specifications

- Model and make year: 2019 and newer (older models are not accepted)
- Vehicles with low mileage are preferable.
- Registration: the vehicle must be registered in the traffic directorates in Lebanon and have valid plate and mechanical inspection fully paid
- Braking system: All vehicles should have a well-functioning ABS braking system.
- Transmission: Automatic
- Traction: The vehicle should have a 4x4, all-wheel drive traction.
- Fuel: The vehicles' operating system is mainly based on Gasoline. The vehicle should not be omitting any irregular smoke or odors from the exhaust system. Eco-friendly vehicles are preferable.
- Climate controls: cold and hot both Front and back

- General conditions: The vehicle should be in great condition. For example, (Clean interior. Clean exterior body without any visible dents or defects. The tires and wheels are aligned and in good condition. All glass windows are power operated and are clean and functioning well, power lock doors, new wipers. All lights (bulbs) are working. Etc...
- Insurance: Full insurance coverage is included in quoted price, in case of any accident or any damage to the vehicles which is not covered by the Car Rental Company's insurance policy, the latter shall bear the full responsibility and all the related costs.
- Remanufactured vehicles are not accepted.
- All vehicles should be equipped with GPS and tracking systems.
- All vehicles should be equipped with at least 2 front air bags and seat belts for all seats.
- Safety: All vehicles are supplied with standard equipment as required by Lebanese Law (including but not limited to first aid kit, spare tire, repair tools, fire extinguisher, Emergency triangle, tire change tools, etc.).
- In case a vehicle breaks down on the road or has an accident, the vendor is responsible to provide a new vehicle within a few hours and is liable for all costs associated with providing the new vehicle, removing the broken vehicle, towing, and repairing.
- Sedan or compact vehicles should have a minimum of 4 seats without the driver seat and a minimum of 4 doors.
- No need for a driver, the car will be used by FTL staff.

Technical criteria

- SUV or 4x4 car
- Air conditioning (hot & cold)
- Airbags
- All risk insurance
- Good Axles/Balance Status
- Anti-lock Braking System (ABS)
- Central Lock
- External and internal body safety
- GPS navigation system
- Power windows controls & knobs
- Registration
- Safety and security of front and rear lights, brakes and signals
- Seat belts
- Tires status (in use and spare)

4- Requirements & conditions

- FTL is not obligated to pay any compensation for any emergency technical issue or for any periodic maintenance of the vehicle or any accident during and outside the official working hours.
- FTL will pay the VAT in LBP based on the official exchange rate approved by the government on the invoice date.
- The cost of the fuel is not included.
- The service provider must send the vehicles to FTL with a full fuel tank. The vehicles will be returned with the same fuel level at the end of the agreement.
- Trips and vehicle supervision are within the eligibility of FTL.
- Working days are 5 days per week, FTL may ask from its staff to work on weekend and/or holidays depending on the workplan of the projects

- The car should be delivered to FTL Akkar with a full fuel tank; and it will be picked up from this location once the contract is terminated.

5- Company qualification

The company must have the following valid legal documents:

- Commercial Circular
- Fiscal Certificate of Incorporation at the Ministry of Finance
- VAT Certificate of Registration (if applicable)
- ID of company's authorized representative(s)
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6- Evaluation

- The bidder's evaluation process will consider following with assigned weights:
- Financial 50%
- Technical 40%
- Reputation & Reference Check 10%

7- Payment Terms

- Payments will be made only through bank transfer or bank cheques
- The price will be paid in USD while the VAT will be paid in LBP based on the official exchange rate on the date of the invoice.
- Payment will be made on monthly basis within 15 business days of invoice receipt.

8- How to apply

- Detailed offer and all legal documents to be submitted via email to: procurement@fairtradelebanon.org
- Only selected candidates will be contacted