



## TERMS OF REFERENCE

### Car rental

**Location:** Lebanon-North  
**Starting Date:** September 2024  
**End Date:** August 2025  
**Project Title:** Eco North  
**Contact:** [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

### SCOPE OF WORK

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#### 1- Objective

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- Technical Specifications & Requirements

##### 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: The vehicle should have a well-functioning ABS braking system.
- Transmission: Automatic
- Fuel: 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 conditions. 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.

**3- 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.
- 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.
- The car should be delivered to FTL office in Hazmieh with a full fuel tank; and it will be picked up from this location once the contract is terminated.

**4- Evaluation**

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

**5- Payment Terms**

- Payments will be made through bank cheques
- Payment will be made within 15 to 20 business days after last delivery and submission of final invoice.

**8. How to apply**

- Detailed offer
- Acknowledgment letter of payment modality
- All legal documents to be submitted via email to: [procurement@fairtradelebanon.org](mailto:procurement@fairtradelebanon.org)

Only selected candidates will be contacted