Volume A: INSTRUCTION TO TENDERERS – SCHOOL TRANSPORTATION SERVICES

1. INTRODUCTION

The Lycée Louis-Massignon is the French School in Abu Dhabi (CLIENT) is under the responsibility of the French Embassy, and a private school licensed by ADEC. It now hosts 1715 students from pre-school to grade 12th and about 220 staff members, from teachers to administration and maintenance personnel who enable the daily operation of the campus.

2. SCOPE OF WORKS

The CLIENT is tendering for: School Transportation Services.

The tender is related to the transportation of pupils of the Lycée Louis Massignon (CLIENT) from their pick-up place to the Lycée (and return) for the scholar year September 2021 to June 2022 . It includes among others the provision for buses, drivers and chaperones.

No sublet subcontracting is authorized.

The present contract is bound to start in order to be able to start transportation from September 05th, 2021.

3. CALL FOR TENDER AND OBTAINING TENDER DOCUMENTS / CONFIDENTIALITY OF DOCUMENTS

Soft copies of tender documents are transmitted by email and are freely available to all tenderers that have previously answered to the call for Tender for those SERVICES.

All documents issued and information given to the Tenderer shall be treated as confidential.

4. *COST OF TENDERING*

All costs for the preparation and submission of this Tender are at the sole account of the Tenderers. The CLIENT will not be responsible for compensating any expenses which may be incurred by any Tenderer for this Tender.

5. LANGUAGE AND CURRENCY

The Contract documents shall be drawn up in English, which shall be the governing language of The Contract. However, should the CLIENT request the translation of any document submitted by the Contractor into Arabic it shall be prepared by and at the cost of the SERVICE PROVIDER.

The currency of the contract will be UAE Dirhams. All prices quoted must be in U.A.E. Dirhams (AED). Fractions of Dirhams shall be in Fils.

6. CLIENT'S REPRESENTATIVE AND REQUEST FOR INFORMATION (RFI)

In order to ensure uniform interpretation of the specifications and to facilitate the exchange of information, the employer has appointed the following person(s) to represent him for this project:

M. Cédric ALBY – CLIENT Financial Manager

daf@louismassignon.com

Miss Sylvie POULAT – CLIENT Deputy Financial Manager

dafadjoint@louismassignon.com

Should there be any doubt or query in the meaning of any of the Tender documents or as to anything to be performed or not to be performed or as to any other matter, the Tenderer must set forth in writing and submit the same to the Client not later than 7 days before the date stipulated for submittal of Tenders. The replies to written queries, the explanations and clarifications given and copies of documents will be issued as "Tenderers Bulletin" and circulated to all Tenderers not later than 3 days before the date stipulated for submittal of Tenders.

7. TENDER PRICE/VALITY OF TENDER PRICE

The prices are firm.

Tenders shall remain valid and binding upon the Tenderer for a period of **90 days**, commencing from the date fixed for submittal of Tenders to the Client and it may be accepted at any time before the expiration of this period. A provision for extension upon mutual agreement shall be explicitly mentioned.

8. TENDER DOCUMENTS TO BE SUBMITTED

The Tenderers shall submit one complete set of "ORIGINAL" in hard copy in a sealed envelope of the Tender documents together with a soft copy (USB or CD).

The Tenderers shall submit the following documents signed and stamped:

VOLUME A - The instructions to tenderers

Volume A: INSTRUCTION TO TENDERERS – SCHOOL TRANSPORTATION SERVICES

VOLUME I - Conditions of Contract of the SERVICES.

VOLUME II- Scope and Specifications of the SERVICES

All the above documents shall be dully signed and stamped.

In addition, the documents following documents shall be provided: VALID

TRADE LICENSE: Copy *of the current trade license (DED Abu Dhabi)*

VALID LICENSE FROM Abu Dhabi Department Of Transportation

AUTHORIZED REPRESENTATIVE duly substantiated by the *Power of attorney*

MOL LIST: *Last up to date list of staff*

FINANCIALS STATEMENTS: audited *reports for last three years*

SELETED REFERENCE ON SIMILAR BUISNESS: *The service provider will have to select a minimum of 4 references demonstrating its ability to perform the services required in the tender*

COVER LETTER: The SERVICE *PROVIDER will explain the reasons of answering the Tender and confirming full compliance with the technical and contractual condition set forth by the CLIENT*

TECHNICAL OFFER: *The service provider must submit an example menu for 20 days based on the Specifications and Scope of Work and the CVs of the key personnel*

COMMERCIAL OFFER: Prices detail must be presented for meals and items sold in the kiosk

9. TENDER SUBMISSION

Tender shall be submitted in plain (i.e without any mark allowing the identification of the Tenderer) sealed envelope at the CLIENT's premises reception desk.

The envelope shall be endorsed as follows: "LLM – TRANSPORTATION SERVICES"

The Tender shall be deposited not later than **June 06 th 2021 noon.**

10. APPLICABLE LAW

The applicable law for the Tender and the Contract will be the applicable Emirati law.

11. ACCEPTANCE

Tender will be evaluated upon the bid handed by the Tenderers. The Tenderers must be prepared to meet the CLIENT's representative's office during tender evaluation if requested to do so, in order to clarify and/or amplify any part of his Tender.

The CLIENT is not binded to accept the lowest or any tender and will not state a reason for the acceptance or rejection of a tender.