



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 23/07/2021

REQUEST FOR QUOTATION: No. 2021/RFQ/027

FOR THE PROVISION OF DISTANCE LEARNING SERVICES TO REFUGEE CHILDREN

QUOTATION TO BE RECEIVED BY: 06/08/2021 - 17:00 HRS LEBANON LOCAL TIME

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut, Lebanon¹, invites qualified companies registered with the Government of Lebanon to make a firm offer for the establishment of a Frame Agreement for the provision of Distance Learning Services to Refugee children, for an initial duration of one (1) year with possibility of extension for another one (1) year.

1. REQUIREMENTS

A full description of the required Services is provided under Annex A (TOR).

As UNHCR may award a Frame Agreement with an initial duration of one (1) year potentially extendable for a period of one (1) more year, the bidder will be requested to maintain its quoted price model for the duration of the Agreement.

The following annexes form integral part of the RFQ:

- Annex A: Terms of Reference (TOR)
- Annex B: Technical Offer form
- Annex C: Financial Offer form
- Annex D: UNHCR General Terms and Conditions of Contracts for the Provision of Services (2018)
- Annex E: Vendor Registration Form
- Annex F: UN Supplier Code of Conduct
- Annex G: UNHCR Special Data Protection Conditions
- Annex H: UNHCR Security Requirements for Application Projects

2. BIDDING INFORMATION

Bidders are required to submit any request for clarification in respect of this RFQ by e-mail to **HABCHY@unhcr.org** with a copy to **OMARYT@unhcr.org**.

The deadline for receipt of questions is on 29 July 2021 at 17:00 Hrs Lebanon Local Time.

Language: Bids shall be prepared in English.

¹ For further information on UNHCR, please see <https://www.unhcr.org/lb/>

Currency: Your quote shall be in US\$.

Price: Price must be provided excluding VAT and it must be “all-inclusive”.

3. YOUR OFFER

Please use the Technical Offer form (Annex B) to align your Technical offer as per the requested information. For the Financial Offer, please use (Annex C) and include the following documents/information in your quote:

- Copy of company registration documents with the Government of Lebanon **(Mandatory)**
- Copy of audited financial statements for the last 2 years **(Mandatory)**
- Copy of registration certificate with VAT **(Mandatory)**
- Certificate proofing that the firm has been in business for the last 3 years **(Mandatory)**
- Acceptance of UNHCR’s General Conditions of Contracts for the Provision of Services (2018)
- Acceptance of UN Supplier Code of Conduct
- Acceptance of UNHCR Special Data Protection conditions
- Acceptance of UNHCR Security Requirements for Application projects
- If your company is not already registered with UNHCR, please submit duly filled in and signed Vendor Registration Form (Annex E) or if already registered with UNHCR provide the company’s UNHCR supplier ID number
- A detailed project startup timeline and deliverables
- All other requirements as requested in the Technical Offer form (Annex B)

- Total price (all inclusive) for the requested services as per the Financial Offer form (Annex C)

4. BID EVALUATION

All offers will be evaluated based on compliance with the established UNHCR requirements (including **mandatory** documents), project startup timeline/deliverables and price.

The mandatory documents should be submitted for your offer to be eligible for further evaluation.

Note: UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past if the bidders are found to be compliant. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification will prevail.

5. RFQ SUBMISSION

We would appreciate receiving your quotation on or before **06 August 2021 – 17:00 Hrs Lebanon Local Time** by e-mail in PDF format (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.) to **HABCHY@unhcr.org** with a copy to **OMARYT@unhcr.org**.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.



Please indicate in the e-mail subject field:

- 2021/RFQ/027
- Name of the company
- Number of e-mails that are sent (example: 1/2, 2/2)

Your quotation must be valid at least for 90 days. The standard payment terms of UNHCR is within 30 days upon satisfactory completion of services and acceptance thereof by UNHCR.

Thank you for your kind attention.

p.p. Muntasir Siddig
Senior Supply Officer
UNHCR Office in Beirut, Lebanon