

DATE: 6 JANUARY 2023

REQUEST FOR INFORMATION (RFI): 2023/RFI/01

ON

MAINTENANCE AND MANAGEMENT SERVICES OF UNHCR BEIRUT OFFICE

CLOSING DATE AND TIME: 19 JANUARY 2023 – 16:00 HRS LEBANON LOCAL TIME

The Office of the United Nations High Commissioner for Refugees “UNHCR” in Beirut, Lebanon is requesting information from qualified service providers, registered with the Government of Lebanon for the Management and Maintenance Services of UNHCR Beirut Office.

This Request for Information (RFI) seeks market information regarding Maintenance and Management Services. This RFI is not a solicitation process and will not result in a contract award, nor does it create any obligation on the part of UNHCR. This RFI is not intended to solicit proposals from prospective vendors, but to gather information that would help UNHCR understand the market situation. Responses to this RFI will not be used to prequalify Vendors. This RFI seeks to collect information/data that will be used to understand capabilities in the market. All costs associated with the preparation of a response to this RFI shall be covered by the Vendor.

1. General information:

UNHCR is a global organization dedicated to saving lives, protecting rights and building a better future for refugees, forcibly displaced communities and stateless people. For further information about UNHCR activities please visit www.unhcr.org/lb.

2. Request for information:

UNHCR is soliciting the market for information to identify potential service providers, with the following objectives:

- Survey the market to identify potential service providers for Maintenance and Management Services of UNHCR Beirut S&K building in Jnah.
- Identify the scope for a more formal tender for the procurement of Maintenance and Management Services.

The intention of this RFI is to gather information and gain understanding of the current market of Maintenance and Management Services. Subsequent to this RFI and the submissions received, UNHCR may seek clarification(s) on the information provided by your firm.

Potential service providers are invited to review the detailed requirements stated in **Annex A – Terms of Reference**.

Further annexes as follows form integral part of this RFI:

- **Annex B:** UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018 July revision
- **Annex C:** Vendor Registration Form (Please submit if your company is not already registered with UNHCR)
- **Annex D:** Estimated annual price form for the provision of services

In case of any clarification is needed with regards to this RFI, please consolidate and send your request to YOUSFIH@unhcr.org with cc to OMARYT@unhcr.org. In the interest of transparency, UNHCR may decide to share the clarifications to all other potential Vendors. The names of Vendors will remain anonymous.

3. Submission Instructions:

Potential service providers are requested to submit information including but not limited to the following points:

- Information on the required services as defined in **Annex A – Terms of Reference**
- General information on service provider's capabilities and address, telephone and fax numbers, email etc);
- Copy of company registration certificate and licenses;
- Filled in and signed Vendor Registration Form (Please submit if your company is not registered with UNHCR);
- Filled in annual estimate for the required services

Interested service providers are requested to respond in writing not later than -

19 January 2023 - 16:00 Hrs Lebanon local time.

The documents must be sent by email to YOUSFIH@unhcr.org and copying OMARYT@unhcr.org. The covering letter must bear your official letter head, clearly identifying your company. Documents including attachments should be submitted in PDF format. Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.

It is your responsibility to verify that all emails have been received properly before the deadline. Please note that the email 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 email for the whole submission.

Please indicate in the email subject field:

- 2023/RFI/01: Provision of Maintenance and Management Services
- Name of your firm/company with the name of the attachment
- Number of emails sent e.g. 1/3, 2/3, 3/3 etc.

UNHCR will review the responses and may seek further clarifications and information from certain respondents. These requests for clarifications or information may take the form of communication by telephone, in writing or e-mails.. UNHCR will not bear any costs relating to the preparation and submission of the RFI responses.

Note: This document is not construed in any way as an offer to contract with your firm.

Thank you for your kind attention.

P.P. Gerard Moya
Senior Supply Officer
UNHCR Office - Beirut, Lebanon