
DATE: 5 July 2021
REQUEST FOR QUOTATION (RFQ): No. RFQ/2021/005

For the provision of garbage collection for UNHCR office-Tyr

CLOSING DATE AND TIME: 20 July 2021 OR EARLIER

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Tyr invites qualified suppliers, to make firm offers for garbage collection services from UNHCR Tyr's office for 1 year from 01 Jan 2022 until 31 Dec 2022 with possibility of extension for 1 or 2 years.

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

A- SCOPE OF REQUIREMENTS:

The following annexes form integral part of this request for quotation:

- Annex A: RFQ 001-2021
- Annex B: Financial Offer Form
- Annex C: Technical Requirement - Scope of Services
- Annex D: UNHCR Vendor Registration Form
- Annex E: UN Code of Conduct (COC)
- Annex F: UNHCR General Conditions - Procurement of Services

Address of requested services:

Lebanon Tyr - Al Hosh Street – Villa Krisht – Facing Al Mustapha Schools.

B- BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR specifications, cost, ability for service delivery.

Below information is necessary for bids to be considered:

1. Proof that your company is registered with the Government of Lebanon.
2. Proof that your company was established and has been providing similar services for at least 3 years.

C- BIDDING INFORMATION:

- 1) Bidders are required to submit all their enquiries in respect of this request for quote to nouredin@unhcr.org copying mwafak@unhcr.org and poladian@unhcr.org where UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.
- 2) **Language:** Bids shall be prepared in English.

- 3) **CURRENCY:** Your quote shall be in USD \$.
- 4) **Location:** UNHCR Tyr's office in al Hosh area facing Al Msutapha schools – Villa Krisht.
- 5) **PRICES:** unit cost and total cost must be provided without VAT. It must cover all the services to be provided (price "all inclusive") including delivery.

D- YOUR OFFER:

The following documents should be submitted with your offer:

- Annex A: RFQ 001-2021: **Signed and stamped.**
- Annex B: Financial Offer Form: **Signed and stamped.**
- Annex C: Technical Requirement: **Signed and Stamped.**
- Annex D: UNHCR Vendor Registration Form: **Signed and stamped (please include your LBP and USD accounts).**
- Annex E: UN Code of Conduct (COC): **Signed and Stamped.**
- Annex F: UNHCR General Conditions - Procurement of Services: **Signed and Stamped.**

E- SUBMISSION OF BIDS:

Bids must be submitted as follows: by e-mail in PDF format to nouredin@unhcr.org copying mwafak@unhcr.org and poladian@unhcr.org

Please indicate in the e-mail subject field:

- RFQ/2021/005
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

All bids must be received latest by 20 July 2021.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.

BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid.

BID VALIDITY: You are requested to hold your proposal valid for 30 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.

PAYMENT: Payment will be made within 30 days of receipt of invoice at UNHCR Office in Tyr following satisfactory delivery of services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

VAT Payment: VAT will be paid as per the MOF rules and regulation in LBP.