

06 February 2020

CALL FOR EXPRESSIONS OF INTEREST

EOI /2020/001

1. INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than five decades, the agency has helped tens of millions of people restart their lives. Today, UNHCR has more than 6,600 staff in more than 126 countries continues to help about 34 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environment, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

2. SCOPE OF REQUIREMENTS

2.1 The Office of the United Nations High Commissioner for Refugees (UNHCR) would like to outsource a services provider for the provision of catering and Management services at UNHCR Canteen located at UNHCR office located at the below stated address:

Delivery Address:

UNHCR Beirut Office
S&K 4396 building near Beirut Hospital
Nicola Ibrahim Sursock St,
P.O.Box 11-7332
Bir Hassan, Beirut – Lebanon

2.2 Detailed description of the requirement is detailed in Annex A – Terms of Reference.

3. BIDDING INFORMATION:

3.1 EOI Documents

The following annexes form integral part of this Request for proposal:

Annex A:	Terms of Reference (ToR)
Annex B:	Scope of Services
Annex C:	Indicative Price list of food
Annex E:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2010
Annex F:	UNHCR Supplier Code of Conduct

3.2 Participation

Participation to this tender is open to companies duly registered in line with the Lebanese regulation and having required technically qualified personnel on board who can fulfil the requirements and conditions of the tender.

In the circumstances that bidder will subcontract one or more part to a specialty subcontractor (i.e. expert), then this must be declared in the bidder's proposal. The subcontractor shall be considered as part of the bidder's organization and all conditions thereto shall apply. The bidder acknowledges that nothing in this tender commit, nor shall be construed as committing, UNHCR to deal with the subcontractor as a sole provider of services.

3.3 Supplier Pre-Bidding Meeting/Site Visit

All suppliers that acknowledge interest to submit a proposal are invited to attend the supplier **MANDATORY** pre-bidding meeting/site-visit that will be held on **18 February 2020, at 11:00 hrs** S&k Building. Please note the site visit and attendance at pre-bidding conference is obligatory. Offers from companies not attending the site visit and pre-bidding conference may be disqualified.

3.4 Requests for Clarification

Bidders are required to submit any request for clarification or any question in respect of this EOI by e-mail to Mr. Ahmad El Jebbawy (eljebbaw@unhcr.org). **The deadline for receipt of questions is 23:59 hrs local time on 20 February 2020.** Bidders are requested to keep all questions concise.

4. EXPRESSION OF INTEREST (EOI):

4.1 Submission:

If you are interested in proceeding to finalize a formal, written Agreement under the scope set out above, you are kindly invited to submit your EOI as indicated below:

If by Email:

EOI should be mailed in PDF format to eljebbaw@unhcr.org , please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 20.0 Mb per message. If your offer exceeds the maximum size, offer should be sent by e-mail in batches as per instructions below:

Please indicate in the e-mail subject field:

- EOI/2020/020
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

If by hand:

EOI should be submitted by a **sealed envelope** along with all needed supporting documents, as per below:

- **Attention:** Supply unit, Ahmad El Jebbawy
- **Delivery place:**
UNHCR Beirut Office
S&K 4396 building near Beirut Hospital
Nicola Ibrahim Sursock St,
P.O.Box 11-7332
Bir Hassan, Beirut – Lebanon
- **Reference:** EOI/2020/001

Deadline: 27 February 2020, 15.00 hrs (LEBANON TIME) OR EARLIER.

4.2 Content of the EOI:

The EOI must include, as a minimum, the following documentation / information:

- Companies registration certificate and licenses;
- Companies contact details (address, telephone and fax numbers, email etc)
- Suggested building location and name
- A full description of the suggested building such as:
 - Spreadsheets of surfaces in square meters or square feet
 - Floor plans, sections, elevation drawings
- General Information on rental conditions, including rental price per square meter and any other applicable charges such as service/maintenance and parking fees (if not included in the rent).

4.3 PROPOSAL EVALUATION

After the opening, each proposal will be technically assessed first and the proposals that meet the technical equipment will subsequently be financially assessed. The technically accepted proposal with the best prices will be recommended for approval.

UNHCR will set up a technical evaluation committee that will evaluate each response for technical compliance with the requirement of this EOI.

Responses deemed not to meet any of the mandatory requirements will be considered non-compliant and rejected. Failure to comply with any of the terms and conditions contained in this EOI, including provision of all required information, will result in disqualifying the proposal further consideration.

A. Technical Proposal Evaluation Criteria

The proposals will be evaluated against the following technical criteria:

Technical Proposals should not contain price information. Any Technical Proposal that contains any price indication shall be disqualified.

Mandatory Requirements*		
No.	Heading	Supporting Documents
1	Company profile including but not limited to, Certificate of Incorporation/official registration, complete address and contact details, number of staff and management, products/services, capabilities etc. <u>Company background and experience:</u> Minimum of 1 year of experience in similar scope and environment (Non-compliance shall result in technical disqualification).	Copy of all required documents
2	Reference letters from at least 2 clients for whom the Contractor provided services of a similar scope and environment. No provision of at least 2 reference letters shall result in technical disqualification	Documentation
3	<u>Staffing:</u> Mainly the assigned supervisor and Cook. (Non-compliance of Supervisor and/or Cook with the above shall result in technical disqualification)	CVs and copies of degrees
4	Judicial Report/no criminal record for the Supervisor and Cook proposed for the operations, issued in 2019-2020.	Official Documentation سجل عدلي
5	Conformity and adherence of proposal to UNHCR requirements and Scope of Services.	Statement
6	Capability to provide services in compliance with local legislation including full adherence to Lebanese Labor Laws	Statement

7	All pre-prepared food must be transported in hygienic and covered containers by special transport means such as refrigerated vehicles.	Statement
8	Mobilization Plan. Mobilization period exceeding 1 month shall result in technical disqualification	Plan with time frames

*** Non-compliance or non-submission of any of the above requirements shall result in technical disqualification.**

B. Financial Proposal Evaluation Criteria

- All offered and displayed prices of the daily functions (Annex - C) shall be inclusive of tax and in Lebanese Pound (LBP) only.
- Price proposals of non-compliant proposals may remain sealed.
- Contractors are required to complete and submit the attached Pricing Schedule (as Annex C) in their price proposals, nonetheless it is not mandatory to quote for stated items which are NOT offered by the contractors.
- Contractors shall offer their prices based on the exact weights (and breakdown of weights) requested in the enclosed Indicative Price List of Food (Annex – C):
 - Sheet-1: Cafeteria Menu Various.
 - Sheet-2: Plat Du Jour/Beef based.
 - Sheet-3: Plat Du Jour/Chicken based.
 - Sheet-4: Plat Du Jour/Fish based.
 - Sheet-5: Plat Du Jour/ Pasta and Vegetarian based.
 - Sheet-6: Side Orders.

Prices offered shall remain fixed through the entire duration of the Contract.

Important Notice:

The EOI does not constitute a solicitation. UNHCR reserves the right to change or cancel the requirements at any time during the EOI and / or solicitation process. Thus, submitting a response to this EOI does not automatically guarantee that your company will be considered for receipt of the solicitation If/when issued.

The expression of interest must be communicated directly by the landlord or the agent representing the landlord who is a holder of a valid power of attorney. Kindly be informed that the UNHCR does not subscribe to agent fees under any circumstances and this is to be stipulated in the contract.