

DATE: 03/04/2024

REQUEST FOR EXPRESSION OF INTEREST: No. EOI/2024/009

**FOR THE PROVISION OF MAINTENANCE
OF ARMORED VEHICLES IN LEBANON**

CLOSING DATE AND TIME: 23/04/2024 – 23:59 HRS LEBANON LOCAL TIME

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 20,739 staff in more than 135 countries continues to help about 108.4 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

2. BACKGROUND

The Office of the United Nations High Commissioner for Refugees (UNHCR) intends to prequalify service providers for the establishing a frame agreement for the provision of maintenance services for armored vehicles in Lebanon. The contract is planned to be established for three (3) years with possible extension for additional two (2) periods of one (1) each.

This is an invitation for service providers to express interest in providing the above-mentioned services. Service providers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, services and qualification information.

UNHCR invites all interested service providers to carefully follow the instructions described below.

3. SCOPE OF REQUIREMENTS

Technical requirements and scope of work is fully detailed in the attached "Terms of Reference" - **Annex A**.

Please read thoroughly the document for information on services required and maintenance types that needs to be attended to armoured vehicles.

4. BIDDING INFORMATION:

4.1 EOI DOCUMENTS

The following annexes form integral part of this EOI:

Annex A:	Terms of Reference.
Annex B:	UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018.
Annex C:	UNHCR Supplier Code of Conduct.
Annex D:	Sanction Clearance form.
Annex E:	UNHCR Vendor Registration Form

4.2 INSTRUCTIONS:

To be considered, your feedback must meet the following minimum requirements:

1. The services your company offers are of interest to UNHCR programs.
2. Your company has relevant experience.
3. Your company accepts the Terms of Reference, **Annex A**.
4. Your company accepts the UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018, **Annex B**.
5. Your company accepts UNHCR Supplier Code of Conduct, **Annex C**.
6. Your company is cleared from any sanctions lists, **Annex D**.
7. Submission of duly filled in UNHCR Vendor Registration Form, **Annex E**.

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

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 EOI responses.

4.3 QUALIFICATION PROCESS

Interested suppliers should send the below listed qualification documents and information as indicated in:

1. Profile of the company
2. Major clients and relevant experience.
3. Duly signed and stamped copy of the Terms of Reference. **Annex A**.
4. Written acceptance or signed copy of the UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018. **Annex B**.
5. Written acceptance or signed copy of UNHCR Supplier Code of Conduct. **Annex C**.
6. Duly signed, filled, and stamped copy of the sanction's clearance form. **Annex D**.

UNHCR team may conduct due diligence visits to the interested service provider's workshops to check:

- Availability and utilization of proper special and repair tools.
- The existing job card System.
- Service history system.
- Quality Management system in place
- Service maintenance /repair procedure.
- Spare Parts procurement process.
- Workshop infrastructure and outlet.
- Periodic inspection.

4.4 REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this EOI by e-mail to Hussam Yousfi at YOUSFIH@unhcr.org with copy to Tawab Omary OMARYT@unhcr.org. **The deadline for receipt of questions is 23:59 hrs Lebanon local time on 15 April 2024.** Bidders are requested to keep all questions concise.

4.5 SUBMISSION:

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

By E-mail:

EOI should be mailed in PDF format to YOUSFIH@unhcr.org copying to OMARYT@unhcr.org, please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10.0 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/2024/009
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

IMPORTANT NOTICES:

- **Deadline: 23 April 2024, 23:59 hrs Lebanon Local Time**
- Prices are not required at this stage.
- 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 contract awarding.

Thank you for your kind attention.



Gerard Moya
Senior Supply Officer
UNHCR Office - Beirut, Lebanon