

DATE: 5 MAY 2023

REQUEST FOR INFORMATION (RFI): RFI/2023/003

FOR SUPPLY OF WOVEN PROPYLENE FABRIC OR SIMILAR BIG BAGS

CLOSING DATE AND TIME: 12 MAY 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 companies, registered with the Government of Lebanon, for supply of woven propylene fabric or similar big bags to UNHCR Warehouse in Beirut.

This Request for Information (RFI) seeks market information regarding supply of woven propylene fabric or similar big bags. 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 companies, but to gather information that would help UNHCR understand the market . Responses to this RFI will not be used to prequalify companies. This RFI seeks to collect information/data that will be used to understand the market for the required item. 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 Companies for supply of woven propylene fabric or similar big bags.

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

Your company is kindly requested to provide details of available options with the following characteristics:

Requirements:

- **Bags Material :**

Woven polypropylene fabric or similar, with a minimum of 180 gr/m2.

- **Bags Dimensions:**

Base: 95 x 95 cm (±5 cm).

Height: between 95 cm and 120 cm.

- **Minimum accepted bags weight capacity:**

1200 KG

- **Bag lid:**

Lid with heavy duty zipper.

- **Bag handles:**

Four durable handles that can withstand the weight of a full bag and used for carrying with crane or forklift.

Sample photos are included in annex C of this RFI.

Please attach brochures, photographs and any other illustrative details with your submission. UNHCR may inform your company if it wants sample(s) of the item(s).

The following annexes form integral part of this RFI:

- **Annex A:** UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018 July revision
- **Annex B:** Vendor Registration Form
(Please submit if your company is not already registered with UNHCR)
- **Annex C:** Technical details of requirements
- **Annex D:** Financial offer form

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:

Companies are kindly requested to submit information including but not limited to the following points:

- Information on the above mentioned requested item
- General information on company'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 Annex D

Interested companies are kindly requested to respond in writing not later than -

12 May 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:

- RFI/2023/003: Information on woven propylene fabric or similar big bags
- 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.

Gerard Moya
Senior Supply Officer
UNHCR Office - Beirut, Lebanon

