

**REQUEST FOR QUOTE
RFQ/2020/058**

FOR THE PROVISION OF SKILLS KIT- SOAP

CLOSING DATE AND TIME: 11 November 2020 – 15:00 HRS (LOCAL) OR EARLIER

The Office of the United Nations High Commissioner for Refugees invites qualified, eligible vendors duly registered with the Government of Lebanon to submit their firm offers for the procurement and delivery of 130 packed kits of soap items as specified in Annex A.

Each kit should include all the items as specified in Annex A. Kits with missing items will not be considered.

RFQ DOCUMENTS

The following Annexes form integral part of this Request for Quotation:

- Annex A: Technical Specification;
- Annex B: Financial Offer Form;
- Annex C: Vendor Registration Form;
- Annex D: UNHCR General Conditions of Contract for the Provision of Goods and Services, January 2010 version;
- Annex E: UN Supplier Code of Conduct.

A- Sample:

Submission of Samples:

Providing a sample is mandatory. All samples **should be arranged in one box and delivered** over to UNHCR office. Samples must bear your official letter head, clearly identifying your company and the RFQ number. All samples should be submitted **the same closing date as for your offer.**

- **Sample Delivery place:**
 - UNHCR Beirut Office
 - S&K building, Nicolas Sursock Street.
 - P.O.Box 11-7332
 - Ramlet El Baida, Beirut – Lebanon
 - Attention: Bernard Farhat**

B- BID EVALUATION:

All bids will be evaluated based on:

- 1- Verification of submitted sample. Kit will be approved or rejected as a whole.
- 2- Compliance with the established UNHCR specifications, cost, capacity and delivery terms to provide the required goods.
- 3- It is mandatory to use the financial offer form attached as Annex B

C- BIDDING INFORMATION:

1) Bidders are required to submit all their enquiries in respect of this request for quote to sarieddi@unhcr.org. 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.

D- TECHNICAL OFFER:

The following documents should be submitted with your offer:

- Registration certificate with Lebanese government;
- Registration certificate with VAT
- Any information that will facilitate our evaluation of your company's substantive reliability;

E- SUBMISSION OF BIDS:

Bids must be submitted as follows: By email to sarieddi@unhcr.org

All bids must be received latest by: 11 November 2020 – 15:00 HRS (LOCAL) OR EARLIER

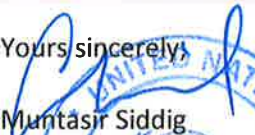
LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above would not be considered.

BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid. The lowest tender needs not be accepted.

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 Beirut following satisfactory delivery of services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

Yours sincerely,


Muntasir Siddig
Senior Supply Officer
UNHCR Office - Beirut, Lebanon