

DATE: 14 December 2020

REQUEST FOR QUOTATION (RFQ): No. RFQ/2020/050

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT
FOR THE SUPPLY, DELIVERY AND INSTALLATION OF VEHICLES TIRES FOR UNHCR
VEHICLES FOR INITIAL DURATION OF TWO YEARS
WITH POSSIBILITY OF EXTENSION FOR ADDITIONAL ONE YEAR**

CLOSING DATE AND TIME: 25 December 2020, 23:59 Hours (LOCAL TIME) OR EARLIER

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut invites qualified and eligible vendors, registered with the Government of Lebanon, to make firm offers for the establishment of a frame agreement for the supply and installation of vehicles tires for UNHCR vehicles, for initial duration of two years with possibility of extension for additional one year (hereinafter referred to as the "Goods").

This document is not construed, in any way, as an offer to contract with your firm.

1. SCOPE OF REQUIREMENTS:

Technical specifications and requirements are fully explained in **Annex A**.

Important Notes:

- The supplier must check/inspect the items before dispatching them to UNHCR. And in case of rejected items, they must be replaced by the supplier at no cost to UNHCR.
- The stated figures must only be considered as indicative figures on the projected requirements, which may increase or decrease. It does not represent a commitment that UNHCR will purchase the above quantity. Quantities may vary and will depend on the actual requirements and funds available, regulated by issuance of individual Purchase Orders against the Frame Agreement.
- UNHCR may award the Frame Agreement (FA) to the selected vendor with initial duration of two (2) years, potentially extendable for a further period of one (1) year, subject to the quality performance of the selected company during the contract duration period.
- The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

2. BIDDING INFORMATION:

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

- Annex A: Technical Specifications;
- Annex B: Financial Offer Form;
- Annex C: UNHCR Vendor Registration Form - June 2018;
- Annex D: UNHCR General Conditions - Procurement of Goods – July 2018;
- Annex E: UNHCR Supplier Code of Conduct – December 2017;

3. BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR Requirements and delivery terms, price and verification of submitted sample.

Pass / Fail criteria:

- ✓ Company must be registered with the government of Lebanon;
- ✓ Company should have at least three (3) years of experience in providing similar goods;
- ✓ Written confirmation of quoted products being **genuine and original**
- ✓ Filing, Signing and Stamping **Annex A** to indicate the acceptance of the company on the required technical specifications and delivery terms.
- ✓ Written confirmation of acceptance of **UNHCR general terms and conditions** including payment which is within 30 days from the date of receipt of invoice following satisfactory supply and installation of goods/services;
- ✓ Company must fill, sign and stamp the Vender Registration Form, in case they are not registered in UNCHR vendor data base.
- ✓ Delivery lead time from the Purchase Order issuance date.

4. BIDDING INFORMATION:

- **Bidders are required to submit all their queries** in respect of this request for quote to yousfih@unhcr.org copying eljebbaw@unhcr.org. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.
- **Language:** Bids shall be prepared in English.
- **CURRENCY:** Your quote shall be in US\$.
- **PRICES:** unit cost must be provided excluding VAT and it must be “all-inclusive” price.

5. YOUR OFFER:

The following details shall also be provided along with the offer:

- a) **Delivery Time:** The bidder shall state the delivery lead time from the Purchase Order issuance date. Shorter delivery time will be given higher consideration.
- b) **Place of manufacture of the products:** Your offer shall state the country of manufacture of products.
- c) **Delivery terms**
The selected supplier will be required to install the tires to UNHCR vehicles.
- d) **Warranty for supplied items and installation works**
Please state the free warranty period offered and services covered. Longer free period of warranty will be considered as an added value.

Warranty period should begin from the date of satisfactory installation and commissioning of the supplied items at a named location following a certification by the authorized UNHCR staff (Requester).
- e) The Vendor shall appoint a Focal Person to liaise with UNHCR.
- f) The Vendor shall ensure quality and timely services to avoid any delay in goods delivery.



Failure to submit all the above by the closing date **25 December 2020, 23:59 Hours (LOCAL TIME)** or earlier, may result in disqualifying your offer.

6. SUBMISSION OF BIDS:

6.1 Bid Submission:

Bids must be submitted as follows: by e-mail in PDF format to yousfih@unhcr.org copying eljebbaw@unhcr.org

Please indicate in the e-mail subject field:

- RFQ/2020/050
- Name of your firm

All bids must be received latest by 25 December 2020, 23:59 Hours (LOCAL TIME) or earlier.

Note: UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past, if the bidders are found to be technically compliant by-passing technical evaluation. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification report will prevail

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. The lowest tender needs not be accepted.

BID VALIDITY: You are requested to hold your proposal valid for 90 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

