

DATE: 13 July 2021
REQUEST FOR QUOTATION (RFQ): No. RFQ/2021/026
FOR THE SUPPLY AND DELIVERY OF SOAP BARS

CLOSING DATE AND TIME: 22 July 2020 – 15:00 HRS (LOCAL) OR EARLIER

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut invites qualified and eligible vendors, to make firm offers for the supply and delivery of soap bars as per below description. This document is not construed, in any way, as an offer to contract with your firm.

1. REQUIREMENTS:

Item Description	Specifications	Unit of Measure	Qty Needed	Delivery location
Soap bars	<p>Technical specifications: For personal hygiene, hypoallergic, suitable for baby and adult, 125 g, long durability.</p> <p>Composed of: TFM content: Minimum, 70%. Glycerine approx. 1%. Approx. 29% pH value (CONC.1% at 40 Celsius. Does not contain fat from pig</p> <p>Shelf life: at least 3 years</p>	Unit	90,000	DAP, UNHCR warehouse in Zouk Mosbeh

2. BIDDING INFORMATION:

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

- Annex A: Financial Offer Form.
- Annex B: UNHCR Vendor Registration Form - June 2018.
- Annex C: UNHCR General Terms and Conditions of Contracts for the provision of Goods (Jul 2018)
- Annex D: UN Supplier Code of Conduct

3. BIDDING INFORMATION:

- **Bidders are required to submit all their queries** in respect of this request for quote to Sarieddi@unhcr.org with cc to omaryt@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 price must be provided excluding VAT and it must be “all-inclusive” price.

4. YOUR OFFER:

The following should be submitted as part of your offer:

- Filled in, signed and stamped vendor registration form (Annex B).
- Acceptance of annex C & D.

- Filled, signed, and stamped Annex A.

5. SUBMISSION OF BIDS AND SAMPLE:

5.1 Bid Submission:

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

Please indicate in the e-mail subject field:

- RFQ/2021/026
- Name of your firm

5.2 Sample submission:

Bidders must submit one (1) sample of the product clearly marked with the name of the bidding company to UNHCR office in Beirut

6. BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR requirements, delivery terms and price.

The evaluation will consist of PASS / FAIL criteria as per below:

- ✓ The company submitted Annex A and B filled in, signed, and stamped
- ✓ Acceptance of annex C & D
- ✓ Verification of submitted sample
- ✓ Compliance with the established UNHCR specifications, price, and delivery capacity to provide the required goods.

All bids must be received latest by 22 July 2021, 15:00 Hours (LOCAL TIME) or earlier.

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 are not accepted.

BID VALIDITY: You are requested to hold your proposal valid for 45 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

A handwritten signature in blue ink, appearing to be "Muntasir Siddig", is written over the typed name and title.