



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 05 OCTOBER 2021

REQUEST FOR QUOTATION (RFQ): No. RFQ/2021/039

FOR SUPPLY AND DELIVERY OF VESTS, JACKETS, PENS, SCREEN PROTECTORS, TABLETS COVERS AND TABLETS TO UNHCR LEBANON

CLOSING DATE AND TIME: 15 October 2021, 23:59 Hours (LOCAL TIME) OR EARLIER

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Beirut invites qualified suppliers, to make firm offers for the supply and delivery of Vests, Jackets, Pens, Tablets Covers and Screen Protectors and Tablets to UNHCR Lebanon. (hereinafter referred to as the "Goods").

A- SCOPE OF REQUIREMENTS:

SUPPLIERS CAN SUBMIT OFFERS FOR ALL OR ANY NUMBER OF LOTS

Lot	Items	Specifications	Qty	
1	Vests	<ul style="list-style-type: none">MATERIAL: Hi-vis material, lightweight and comfortable 100% polyester knitted fabric with a zipper closure for quick on and off.MULTI-FUNCTION POCKETS: 4 pockets for multiple useColor: beigeOV logo to be printed on 46 vests and CHV to be printed on 41 vestsSize: 15 small, 35 medium, 27 large and 10 XX-large	87	Photos attached (Annex A)
2	Jackets	<ul style="list-style-type: none">Multi Pockets: 4 pockets for multiple useWaterproof: Insulation Type Undetectable fleece linerWindproofHood: DetachableColor: Black / Dark BlueSize: 53 large and 31 X-large and 13 XX-large	97	
3	Pens	<ul style="list-style-type: none">ErichKrause R-301 Classic 1.0 or Equivalent	426	
4	Tablets (with respective tablet covers and screen protectors)	<ul style="list-style-type: none"><u>minimum system requirements:</u>Size: 7 to 9 inchOS: android 5.0 and upProcessor: Octa core CPUMemory: 3 to 6 GB ramStorage: 32 to 64 GB of storage	50	
5	Tablets (with respective tablet covers and screen protectors)	<ul style="list-style-type: none"><u>minimum system requirements:</u>Size: minimum 10 inchOS: android 5.0 and upProcessor: Octa core CPUMemory: 3 to 6 GB ramStorage: 32 to 64 GB of storage	120	
6	Tablet Covers	<ul style="list-style-type: none">Covers for Lenovo TB-7504X – 7 inches	5	

7	Screen Protectors	<ul style="list-style-type: none"> • For Lenovo TB-7504X – 7 inches 	22
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Delivery Address:

UNHCR Beirut Office
S&K 4396 building, Nicolas Ibrahim Sursock St,
P.O.Box 11-7332
Jnah, Beirut – Lebanon

Special Instructions:

- The cost must be inclusive of transportation to the above stated delivery place.
- The supplier must check/inspect the items before dispatching them to UNHCR.
- All rejected items must be replaced by the supplier at no cost to UNHCR.
- The quantity shown may increase or decrease although it is not expected to be substantial.

B- BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR specifications, cost, warranty period, delivery capacity and availability of products in your stock.

Below information is necessary for bids to be considered:

1. Company registered with the Government of Lebanon;
2. Company was established and has been manufacturing or selling similar products for at least 3 years;
3. Your confirmation to **avail one sample** for the offered items if requested by UNHCR.

C- BIDDING INFORMATION:

- 1) Bidders are required to submit all their enquiries in respect of this request for quote to farhat@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 US\$.
- 4) **Delivery terms:** delivered at place (DAP) to the above stated delivery place.
- 5) **PRICES:** unit cost and total cost must be provided without VAT. It must cover all the services to be provided (price "all inclusive") including delivery.

D- YOUR OFFER:

The following documents should be submitted with your offer:

- The Financial offer is to be submitted as per the Financial Offer Form (**Annex B**). Bids that have a different price structure may not be accepted.
- Registration certificate with Lebanese government;
- Confirmation on the Year your company was founded/established;
- Origin of goods / Manufacturer.

E- SUBMISSION OF BIDS:

Please follow the below instructions for submitting the offers via email:

- a. Format: PDF files (Preferred);
- b. Email size must not exceed 20 MB;

- c. For big attachment over 20MB please split into multiple numbered emails (e.g. 1 of 3, 2 of 3 and 3 of 3);
- d. No document downloading links are accepted. All documents must be attached with the email.
- e. If you are uploading number of small files, please move the files into a "ZIP folder" and send a zip file instead of each file individually;
- f. All files must be free of viruses and not corrupted;
- g. UNHCR reserves the right to accept or reject any offers that is not following the email submission instructions;
- h. No other person from UNHCR to be copied on the tender emails otherwise the supplier may be disqualified.

Yours sincerely,

Muntasir Siddig
Senior Supply Officer
UNHCR Office - Beirut, Lebanon

