



# UNHCR

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

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**DATE: 21/10/2022**

**REQUEST FOR QUOTATION: No. RFQ/2022/050**

**FOR THE SUPPLY AND DELIVERY OF CHOLERA BEDS**

**QUOTATION TO BE RECEIVED BY: 28/10/2022 – 16:00 HRS**

**LOCAL TIME OR EARLIER**

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14 December 1950 by the United Nations General Assembly<sup>1</sup>, requests your price quotation for the supply and delivery of Cholera beds as specified in this Request for Quotation (RFQ).

**A- DESCRIPTION OF REQUIREMENTS:**

**Specification:**

- Beds with a hole in the centre (20 cm-10 cm)
- Waterproof
- Washable
- Easy to disinfect between two patients
- Foldable (preferably)
- Height (60cm-70 cm)



**Quantity:** 200 units

**Delivery address (DAP):**

Zouk Mosbeh  
Zouk Main Road  
Agility Logistics (Lebanon) / Warehouse  
Mount Lebanon  
Lebanon

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<sup>1</sup>

For further information on UNHCR, please see <https://www.unhcr.org/lb/>

**B- RFQ DOCUMENTS:**

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 Conditions of Contracts for the Provision of Goods & Services - July 2018  
**Annex D:** UN Supplier Code of Conduct - December 2017  
**Annex E:** Vendor Confirmation of non-Sanction lists

**C- BID EVALUATION:**

All bids will be evaluated based on the compliance with UNHCR requirement, cost and capacity to provide the required goods.

**D- BIDDING INFORMATION:**

- 1) Bidders are required to submit all their enquiries in respect of this request for quote to [habchy@unhcr.org](mailto:habchy@unhcr.org) copying [omaryt@unhcr.org](mailto:omaryt@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.

**E- YOUR OFFER:**

The following documents should be submitted with your offer:

- Company registration documents with the Government of Lebanon
- Official registration document(s) with VAT (if applicable);
- Proof that your company was established and has been selling similar goods for 3 or more years prior to the closing date of this Request for Quotation;
- Delivery lead time;
- Data Sheet of the offered product
- CE certificate or equivalent of the offered product
- Filled in, signed and stamped financial offer form (**Annex A**)
- Filled in, signed and stamped Vendor Registration Form (**Annex B**);
- Acceptance of UNHCR's General Conditions for the provision of Goods and Services (**Annex C**) and UN Supplier Code of Conduct (**Annex D**).
- Submission of vendor confirmation of non-sanction lists (**Annex E**).

Please include the following price information in your quote (without VAT) and make sure to use Annex A for your financial offer:

- Currency:
- Unit Price:
- Additional charge, if any (please specify):
- Total price for goods (all inclusive):

Please note that UNHCR has tax and duty exemption status.

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**Additional Notes:**

- UNHCR may request for a sample of the product during the evaluation of the offers and all costs for delivery to UNHCR Office in Jnah, Beirut and re-collection should be borne by the bidders.
- The total price must be inclusive of transportation to the above stated warehouse delivery place.
- The prospective supplier must check/inspect the product before dispatching them to UNHCR.
- All rejected items must be replaced by the prospective supplier at no cost to UNHCR.
- The quantity shown may increase or decrease although it is not expected to be substantial.

**F- BID EVALUATION:**

All bids will be evaluated based on compliance with the established UNHCR Requirements identified as per the below 2 stages:

**a. Technical evaluation:**

Checking and verification of submission of required tender documents under Point E. Missing documents, if any, will be requested from the vendors. Vendors failed to provide missing document, when requested, will not be included for further evaluation. Submitted product in compliance with UNHCR requirement.

b. **Financial Evaluation:** Bids will be tabulated and compared for all companies passing the technical evaluation. It is important to send a complete and detailed offer as per the requested specifications. The contract may be awarded to the vendor(s) with the lowest technically compliant offer.

**G- SUBMISSION OF BIDS:**

Your quotation shall be received on or before 28 October 2022 – **16:00 HRS (Local time) or earlier by e-mail** in PDF format to [habchy@unhcr.org](mailto:habchy@unhcr.org) cc [omaryt@unhcr.org](mailto:omaryt@unhcr.org).

Please be aware of the fact that the e-mail 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 e-mail for the whole submission.

Please indicate in the e-mail subject field:

- RFQ/2022/050
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**For example: RFQ/2022/050 Company ABC (email 1 of 3)**

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

**BID ACCEPTANCE:** UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

**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.

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**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.

**Please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods and Services.**

Thank you for your kind attention.

Gerard Moya  
Senior Supply Officer  
UNHCR Office - Beirut, Lebanon