



UNHCR

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

DATE: 30 MARCH 2023
REQUEST FOR QUOTATION (RFQ): No. RFQ/2023/011

**FOR THE SUPPLY AND DELIVERY OF
BIOMASS FUEL
TO UNHCR LEBANON**

CLOSING DATE AND TIME: 12 APRIL 2023, 23:59 HRS (LEBANON 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 supply and delivery of biomass fuel (hereinafter referred to as the “Goods”).

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

REQUIREMENTS

The Technical Requirements is detailed in **Annex A**.

It is strongly recommended that this Request for Quotation document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (**Annex D**).

Note: this document is not construed in any way as an offer to contract with your firm.

1. BIDDING INFORMATION:

The following annexes form an integral part of this Request for Quotation:

- Annex A: Technical Requirements
- 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: UN Supplier Code of Conduct – December 2017
- Annex F: Confirmation on Vendors’ Non-Sanction lists

For the Financial Offer, please use **Annex B** and include the following information in your quote (Price should be without VAT):

- If your company is not already registered with UNHCR, please submit duly filled in and signed Vendor Registration Form **Annex C** or if already registered with UNHCR provide the company’s UNHCR ID number.
- Total price (all inclusive) for the requested goods as per the Financial Offer form **Annex B**.
- Filled and duly signed and stamped Confirmation on Vendors’ Non-Sanction lists form **Annex F**.



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IMPORTANT:

Partial bidding is accepted. i.e your company can quote for any amount you are able to commit in case of awarding.

Failure to submit all the above by the closing date **12 April 2023, 23:59 Hours (Local time) or earlier**, may result in disqualifying your offer.

2. BID EVALUATION:

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

3. BIDDING INFORMATION:

- **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, including delivery DAP to UNHCR Zahle Warehouse.

Address:

UNHCR Zahle Warehouse, Bekaa, Lebanon.

4. SUBMISSION OF BIDS:

We would appreciate receiving your quotation on or before **12 April 2023, 23:59 Hours** Lebanon Local Time by e-mail in PDF format (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.) to YOUSFIH@unhcr.org with a copy to 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/2023/011
- Name of the company
- Number of e-mails that are sent (example: 1/2, 2/2)

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 to be accepted.



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BID VALIDITY: You are requested to hold your quotation valid for 60 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 goods/services. UNHCR does not undertake to pay by letters of credit or in advance of delivery.

Thank you for your kind attention.



Gerard Moya
Senior Supply Officer
UNHCR Office in Beirut, Lebanon