



UNHCR

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

DATE: 31st MAY 2024

REQUEST FOR QUOTATION (RFQ): No. RFQ/2024/016

FOR THE SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF AUDIO/VIDEO SYSTEMS FOR UNHCR OFFICE IN TYRE, LEBANON

CLOSING DATE AND TIME: 12th JUNE 2024, 23:59 HRS (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, delivery, installation, testing and commissioning of audio/video systems for meetings rooms as per technical requirements specified in **Annex A** in this Request for Quotation (RFQ) (hereinafter referred to as the "Goods").

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

1. REQUIREMENTS

Please refer to **Annex A** for the full details on the requirements, including specifications, quantities, delivery location, warranty, etc.

Please note: The stated figures must only be used to enable bidders to have an indication of the projected requirements and 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.

- 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 may increase or decrease although it is not expected to be substantial.

2. 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 – July 2023
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** that must be in US\$ and provided excluding VAT. Financial offer must be "**all-inclusive**", including delivery DAP to UNHCR Office in Tyre.

Partial bidding is accepted. Bidder may quote for one or both projects, and UNHCR has the right to accept the whole or part of the quotation.

PLEASE NOTE THAT UNHCR WILL CONSIDER ONLY **ANNEX B** FOR THE REFERENCE ON QUOTED PRICES.



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3. BID EVALUATION:

Pass / Fail criteria:

Below information is necessary for bids to be considered:

- ✓ Company registered with the Government of Lebanon.
- ✓ Company was established and has been manufacturing or selling similar products for at least three (3) years.
- ✓ Duly filled and signed copy of Technical Requirements **Annex A** confirming the acceptance of the company on requirements and indicating information about quoted items.
- ✓ Confirmation on warranty duration for at least 12 months.
- ✓ Delivery Leadtime from purchase order date, not exceed two months from purchase order date.
- ✓ Technical specifications of the quoted items, as well as country of origin.
- ✓ Duly signed copy of UNHCR General Terms and Conditions **Annex D**.
- ✓ Company must fill, sign, and stamp the Vender Registration Form, in case they are not registered in UNCHR vendor data base **Annex C**.
- ✓ Duly signed copy of UN Supplier Code of Conduct **Annex E**.
- ✓ Dully filled, signed and stamped Non-Sanction Clearance Form **Annex F**.

Failure to submit all the above by the closing date **9th of June 2024, 23:59 Hours (Local time) or earlier**, may result in disqualifying your offer.

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

Optional Site Visit:

Optional site visit can be arranged if needed, with prior notification shared latest by 4th June 2024.

Although site visit is not mandatory, however offer to be maintained when awarded, and cannot be changed.

4. SUBMISSION OF BIDS:

We would appreciate receiving your quotation on or before **12th of June 2024 – 23:59 hrs** 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/2024/016
- Name of the company
- Number of e-mails that are sent (example: 1/2, 2/2)

Language: Bids shall be prepared in English.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.



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BID ACCEPTANCE: UNHCR reserves the right to accept the whole or part of your bid. The lowest tender needs not to be accepted.

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