

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 27 September 2024****REQUEST FOR QUOTATION (RFQ): No. RFQ/2024/024****FOR THE SUPPLY AND DELIVERY OF SCRUBBER DRYERS****CLOSING DATE AND TIME: 6 October 2024, 23:59 Hours (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 scrubber dryers (hereinafter referred to as the “Goods”).

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

**1. LIST OF REQUIREMENTS:**

#	Product Description	Qty	Technical Specifications
1	Large size machine	1	<ul style="list-style-type: none"> <li>Battery powered, One Disc.</li> <li>Minimum working width of brushes : 510 mm</li> <li>Minimum working width, vacuuming: 900 mm</li> <li>Max. area performance: 2,040 m<sup>2</sup>/h</li> <li>Practical area performance: 1,070 m<sup>2</sup>/h</li> <li>Minimum Tank of fresh/dirty water: 50/50 liters</li> <li>Brush contact pressure: 27.3-28.5 g/cm<sup>2</sup></li> <li>Minimum Brush rotational speed: 180 RPM</li> <li>Minimum Rated Input power: 1,100 WATT</li> <li>Minimum battery Runtime: 3 hours</li> </ul>
2	Small size machine	1	<ul style="list-style-type: none"> <li>Suction can be switched off, Cleans forwards and backwards.</li> <li>Minimum working width of brushes : 300 mm</li> <li>Minimum working width, vacuuming: 300 mm</li> <li>Max. area performance: 200 m<sup>2</sup>/h</li> <li>Practical area performance: 130 m<sup>2</sup>/h</li> <li>Minimum Tank of fresh/dirty water: 4/4 liters</li> <li>Brush contact pressure: 100 g/cm<sup>2</sup></li> <li>Minimum Brush rotational speed: 1450 RPM</li> <li>Rated Input power: 220-240 V</li> </ul>
3	General Requirements for both items	n/a	<ul style="list-style-type: none"> <li>Warranty duration. (A minimum of 12 months is required)</li> <li>Availability of after-sales support and maintenance options.</li> <li>Delivery lead time starting from PO date.</li> </ul>

**Special Instructions:**

- 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.

**2. BIDDING INFORMATION:**

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

Annex A: Technical specifications form

Annex B: Financial Offer Form



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- 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 providing technical specifications of quoted items, please fill, sign and stamp **Annex A**, taking into consideration that quoted items must be in line with technical requirements.

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

- Registration certificate with Government of Lebanon.
- Signed, filled, and stamped technical specifications form **Annex A**.
- Technical data sheets and brochures for quoted items showing the specifications of quoted items.
- 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 of UNHCR General terms and conditions Annex D and Confirmation on Vendors' Non-Sanction list form **Annex F**.

Failure to submit all the above by the closing date **6 October 2024, 23:59 Hours (Local time) or earlier**, may result in disqualifying your offer.

### **3. BID EVALUATION:**

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

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.

### **4. 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 Office in Jnah, Beirut.

### **5. SUBMISSION OF BIDS:**

We would appreciate receiving your quotation on or before **6 October 2024, 23:59 Hours (Local time) or earlier** by e-mail in duly signed and stamped PDF format to [yousfih@unhcr.org](mailto:yousfih@unhcr.org) copying [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.



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Please indicate in the e-mail subject field:

- RFQ/2024/024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**All bids must be received latest by 6 October 2024, 23:59 Hours (Local time) or earlier.**

UNHCR will not be responsible for locating or securing any information that is not identified in the offer. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the offer, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

**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.

**BID VALIDITY:** You are requested to hold your quotation valid for 90 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

