

DATE: 13 JANUARY 2022
REQUEST FOR QUOTATION (RFQ): No. RFQ/2022/ZAH/002
PROVISION OF TRANSPORTATION SERVICES WITHIN BEKAA AREA

CLOSING DATE AND TIME: 21 JANUARY 2022, 16:00 HRS (LOCAL TIME) OR EARLIER

The Office of the United Nations High Commissioner for Refugees (UNHCR) in Lebanon invites qualified and eligible vendors, registered with the Government of Lebanon, to make firm offers for the establishment of Frame Agreement(s) for the Provision of Transportation Services within Bekaa Area, for an initial duration of one (1) year with possibility of extension for additional one (1) more year.

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

1. REQUIREMENTS:

All related requirements and details are well explained in the attached Terms of Reference (**Annex A**).

2. RFQ DOCUMENTS:

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

Annex A:	Terms of Reference
Annex B:	Technical Offer Submission Checklist
Annex C:	Financial Offer Form
Annex D:	UNHCR Vendor Registration Form - June 2018
Annex E:	UNHCR General Conditions of Contracts - July 2018
Annex F:	UN Supplier Code of Conduct - December 2017

3. BIDDING INFORMATION:

- **Bidders are required to submit** any request for clarification in respect of this RFQ to elmajzou@unhcr.org with a copy to raya@unhcr.org. The deadline for receipt of questions is on **Monday 17 January 2022 at 16:00 hrs local time**. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.
- **Language:** Offers shall be prepared in English.
- **Currency:** Your offer shall be in US\$.
- **Prices:** Price must be given without VAT and it must be “all-inclusive”.

4. YOUR OFFER:

The following should be submitted as part of your offer:

- Your company’s official registration document(s) with Government of Lebanon (GoL) to provide such services showing the year of establishment;
- Your company’s official registration document(s) with VAT (if available);
- Confirmation in the form of written statement a proof that your company has at least three (3) years of experience in providing similar services;
- Confirmation in the form of written statement that all offered vehicles by your company will be in good functional condition, have valid registration documents and licenses;

- Confirmation in the form of written statement that all assigned drivers will have valid driving licenses and submit at least five (5) valid driving licenses as a proof;
- Confirmation in the form of written statement that your company will comply with the applicable COVID measures introduced by Humanitarian Coordinator and Ministry of Public Health upon rendering the services;
- Confirmation in the form of written statement that all vehicles offered by your company will be covered with proper insurance against all sort of accidents affecting the passengers while rendering transportation services and to submit copy of this insurance policy;
- Signed and Stamped (**Annex A**) to confirm the full acceptance of the company on our requirements;
- Filled in, signed and stamped financial offer form (**Annex C**);
- Filled in, signed and stamped Vendor Registration Form (**Annex D**) in case bidder is not registered in UNCHR vendor database;
- Signed and stamped UNHCR's General Conditions for the provision of Services (**Annex E**) and UN Supplier Code of Conduct (**Annex F**).

Failure to submit all the above details by the closing date of **21 January 2022, 16:00 Hours (Local Time) or earlier**, may result in disqualification of your offer.

5. BID EVALUATION:

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

Mandatory Requirements: Pass / Fail criteria:

1. Company must be registered and licensed by the Government of Lebanon (GoL) to provide such services showing the year of establishment;
2. Company should have at least three (3) years of experience in providing similar services;
3. Written statement that all offered vehicles will be in good functional condition, have valid registration documents and licenses;
4. Written statement that all assigned drivers will have valid driving licenses and your company submitted at least five (5) valid driving licenses as a proof;
5. Written statement that your company will comply with the applicable COVID measures introduced by Humanitarian Coordinator and Ministry of Public Health;
6. Written statement that all vehicles offered by your company will be covered with proper insurance against all sort of accidents affecting the passengers while rendering transportation services;
7. Signing and stamping **Annex A** to indicate the acceptance of the company on our requirements;
8. Company must fill, sign and stamp the Vendor Registration Form (**Annex D**), in case they are not registered in UNHCR vendor database;
9. Company must sign, stamp and submit UNHCR's General Conditions for the provision of Services (**Annex E**) and UN Supplier Code of Conduct (**Annex F**).

Note: UNHCR may conduct a due diligence/supplier verification exercise if the bidders are not known to UNHCR or have not already worked satisfactorily for UNHCR in the past, if the bidders are found to be technically compliant and passed the technical evaluation. Should the findings of the due diligence/supplier verification indicate non-suitability of bidders, the finding of the due diligence/supplier verification report will prevail.

6. SUBMISSION OF BIDS:

Offers may be submitted by depositing sealed envelopes in the **UNHCR Sub-Office Zahle Tender**

Dropbox or via E-mail.

-The **UNHCR Sub-office Zahle Tender Dropbox** is located at the front gate of UNHCR Sub-Office Zahle Office, address: Mouallaka Aradi, Facing Kayssar Ata Ice Cream shop, Zahle - Baalbek highway, Lebanon.

Please indicate the following on the envelope:

- RFQ/2022/ZAH/002
- Name of your company

-Or via E-mail in PDF format, to E-mail address:

maitac@unhcr.org with cc to naderp@unhcr.org.

Submissions to any other E-mail addresses will not be considered.

Please be aware of the fact that the E-mail policy employed by UNHCR limits the size of attachments to a maximum of **10MB** 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/ZAH/002
- Name of your company
- Number of E-mails that are sent (example: 1/3, 2/3, 3/3)

All bids must be received latest by 21st of January 2021, 16:00 HRS (LOCAL TIME) or earlier.

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 offer is not necessarily to be accepted.

BID VALIDITY: You are requested to hold your proposal 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 from date of receipt of invoice at UNHCR office Zahle following satisfactory delivery of services. UNHCR does not undertake to pay by letter of credit or in advance of delivery.

Yours Sincerely,

**Gwendoline
Mensah**

 Digitally signed by Gwendoline
Mensah
Date: 2022.01.12 14:40:32 +02'00'

Gwendoline Mensah

Head of Sub-Office
UNHCR Office – Zahle Lebanon