



**UNHCR**

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

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**DATE: 10 AUGUST 2022**

**REQUEST FOR QUOTATION: No. RFQ/2022/ZAH/007**

**FOR THE PROVISION OF BRAND NEW TIPPER TRUCKS**

**QUOTATION TO BE RECEIVED BY: 24 AUGUST 2022, 16:00 HRS (LEBANON LOCAL TIME)**

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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 brand new Tipper Trucks specified in this Request for Quotation (RFQ).

**1. REQUIREMENTS**

Description: Brand New Tipper Trucks

- Quantity: Two (2)
- Delivery point: DAP - UNHCR Zahle warehouse
- Delivery lead time (After receipt of order): As early as possible

Please find attached in ANNEX A more information about the goods required (Technical specifications).

Please include the following price information in your quote (without VAT):

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

**2. BIDDING INFORMATION:**

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

- Annex A: Technical Specifications;
- Annex B: Financial Offer Form;
- Annex C: Technical Offer Submission Checklist;
- Annex D: UNHCR Vendor Registration Form - June 2018;
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods - July 2018;
- Annex F: UN Supplier Code of Conduct - December 2017;
- Annex G: Confirmation on Vendors Non-sanctions Lists

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<sup>1</sup> For further information on UNHCR, please see <https://www.unhcr.org/lb/>



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**Bidders are required to submit** any request for clarification in respect of this RFQ to [elmajzou@unhcr.org](mailto:elmajzou@unhcr.org) with a copy to [raya@unhcr.org](mailto:raya@unhcr.org). The deadline for receipt of questions is on **Monday 15 August 2022 at 16:00 Hrs local time**. UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.

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

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

#### **Pass / Fail criteria:**

1. Company must be registered with the Government of Lebanon (GoL);
2. Company must submit official registration document(s) with VAT.
3. Company should have at least three (3) years of experience in providing similar goods;
4. Signing and stamping **Annex A** to indicate the acceptance of the company on our requirements;
5. Company must submit technical data sheets which indicate all specifications of quoted Tipper Truck, Tipper body specifications and additional requirements;
6. Company must submit written statement that the company has a Valid authorized dealer and service provider certificate in Lebanon from the original manufacturer for the brand quoted;
7. Company must submit list of service centers in Lebanon;
8. Company must submit written statement that confirming that quoted Tipper Truck has a service warranty, valid for not less than three (3) years and covers periodic services and manufacturing defects;
9. Company must fill, sign, stamp and submit the Vendor Registration Form (**Annex D**), in case they are not registered in UNCHR vendor database;
10. Company must sign, stamp and submit UNHCR's General Conditions for the provision of Goods (**Annex E**) and UN Supplier Code of Conduct (**Annex F**);
11. Company must fill, sign, stamp and submit Non-Sanction Clearance Form (**Annex G**);
12. Company must submit written statement that the company accepts the delivery Incoterms (Delivered At Place-DAP) to UNHCR Zahle Office in Central Bekaa;
13. Company must submit written statement confirming the delivery lead-time from the date of purchase order. Please note that bidders with shorter delivery lead time will be given higher consideration.

Failure to submit all of the above documents by the closing date of **24 August 2022, 16:00 Hrs (Lebanon local time)**, may result in disqualifying your offer.

### **4. RFQ Submission**

We would appreciate receiving your quotation on or before **24 August 2022, 16:00 Hrs (Lebanon local time)** by e-mail in duly signed and stamped PDF format to [elmajzou@unhcr.org](mailto:elmajzou@unhcr.org) copying [raya@unhcr.org](mailto:raya@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/ZAH/007
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

**All bids must be received latest by 24 August 2022, 16:00 Hrs (Lebanon local time) or earlier.**

Your quotation must be valid as least for **60 days**. The standard payment term of UNHCR is within 30 days upon satisfactory delivery of goods or services and acceptance thereof by UNHCR.

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

Please find attached in ANNEX D the UNHCR's General Conditions of Contracts for the Provision of Goods - July 2018. You must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.

Gwendoline Mensah

Head of Sub-Office  
UNHCR Office – Zahle Lebanon