



UNHCR

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

DATE: 18 April 2024

REQUEST FOR QUOTATION: No. RFQ/2024/ZAH/005

FOR SUPPLY AND DELIVERY OF EDUCATIONAL ITEMS

QUOTATION TO BE RECEIVED BY: 3 MAY 2024, 16:00 HRS (LEBANON LOCAL TIME)

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on 14 December 1950 by the United Nations General Assembly¹, requests your price quotation for supply and delivery of educational items as specified in this Request for Quotation (RFQ).

1. REQUIREMENTS

Description: Educational items

- Quantity required: As per Annex A
- Delivery point: DAP - UNHCR Zahle Sub-office Warehouse in Taanayel
- Sample required: No
- Delivery lead time (After receipt of order): As early as possible

Please find attached in Annex A more detailed information about the goods required (specifications).

Please note: The stated figures above 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 Purchase Order.

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;
- Annex E: UNHCR General Conditions of Contracts for the Provision of Goods - Jul 2018;
- Annex F: UN Supplier Code of Conduct - December 2017;
- Annex G: Confirmation on Vendors Non-sanctions Lists.

¹ 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 with a copy to raya@unhcr.org. The deadline for receipt of questions is on **Thursday 25 April 2024 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 should have at least three (3) years of experience in providing similar goods;
3. Signing and stamping (**Annex A**) to indicate the acceptance of the company on our requirements as per specifications requested.
4. Company must fill, sign, stamp and submit the Vendor Registration Form (**Annex D**), in case they are not registered in UNHCR vendor database;
5. 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**);
6. Company must fill, sign, stamp and submit Non-Sanction Clearance Form (**Annex G**);
7. Company must submit written statement that the company accepts the delivery Incoterms (Delivered At Place-DAP) to UNHCR Zahle Sub-office warehouse in Central Bekaa (Taanayel);
8. 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 by the closing **date 3 May 2024, 16:00 Hrs (Lebanon local time)**, may result in disqualifying your offer.

4. RFQ Submission

We would appreciate receiving your quotation on or **before 3 May 2024, 16:00 Hrs (Lebanon local time)** by e-mail in duly signed and stamped PDF format to elmajzou@unhcr.org with a copy to 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/2024/ZAH/005
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

All bids must be received latest by 3 May 2024, 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.



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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.

Please find attached in **Annex E** 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.

Gerard Moya

Senior Supply Officer
UNHCR Beirut, Lebanon