

NOTE: FOR UNHCR internal use

**First Stage Evaluation: Eligibility Criteria
(Pass/Fail)
Document Check**

ITB # : ITB 2024 018

Company's Name:

#	Conditions	Pass/Fail	Comments <i>(if fail, please provide your justification)</i>
1	Bidder submitted its company's registration and license documents from the Government at country of origin to provide such items		
2	Bidder submitted proof that the Company was established and been manufacturing or selling identical products for 3 or more years from tender date.		
3	Bidder submitted its Company's profile		
4	Bidder submitted proof of being registered with the VAT Lebanese Ministry of Finance, <i>applicable to local companies in Lebanon</i>		
5	Bidder submitted duly completed, signed, stamped and dated vendor registration form (Annex E)		
6	Bidder submitted written statement - Confirming and accepting UNHCR general terms and conditions including payment within 30 days from the invoice receipt date following satisfactory delivery of goods/services		
7	Bidder submitted written statement - Confirming acceptance to the incoterm DDP and delivery to all UNHCR warehouse locations in Beirut-Zouk Mosbeh, Zahle-Taanayel, Tripoli-Minieh and Tyre areas.		
8	Bidder submitted written statement - Confirming submission of mandatory samples in line with tender requirements on sampling.		
9	Bidder submitted and provided at least three (3) references including of (<i>reference letter, email address, contact person, phone number</i>) from current/previous clients		
Overall: Pass/Fail			

NB. Missing documents, if any, will be requested from the vendor via Supply Unit. Vendor refusing to provide missing document, when requested within a given deadline, will not be included for further evaluation. Others scoring 'Pass' to all requirements will qualify for further evaluation.

Members of Technical Evaluation Committee: