



UNHCR

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

DATE: 09 NOVEMBER 2024

**REQUEST FOR QUOTATION (RFQ): No. RFQ/2024/038
FOR THE SUPPLY AND DELIVERY OF FIRE RESCUE LADDER**

CLOSING DATE AND TIME: 14 NOVEMBER 2024, 16:00 HRS (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 Fire Rescue Ladder (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:

Sr.	Item description	UoM	Projected QTY
A.1	Fire Rescue Ladder As per the specifications sheet in Annex A	Unit	1

Delivery term (Incoterm): DDP

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 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: Financial Offer Form
- Annex B: Technical Specifications
- 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 participation, please submit ALL the following information in your quote:

- Registration certificate with Government of Lebanon.
- If your company is not already registered with UNHCR, please submit duly filled in and signed Vendor Registration Form **Annex B** or if already registered with UNHCR provide the company’s UNHCR ID number.
- Total price (including supply and delivery) for the requested goods as per the Financial Offer form **Annex A** (Price should be without VAT)
- Duly signed and stamped of UNHCR General terms and conditions **Annex D**.



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- Duly signed and stamped of UN Supplier Code of Conduct **Annex E**.
- Filled and duly signed and stamped Confirmation on Vendors' Non-Sanction list form **Annex F**.

Failure to submit all the above by the closing date **14 November 2024, 16:00 Hrs (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.

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.

5. SUBMISSION OF BIDS:

We would appreciate receiving your quotation on or before **14 November 2024, 16:00 Hrs (Local time) or earlier** by e-mail in duly signed and stamped PDF format to elahmady@unhcr.org with copy to eljebbaw@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/2024/038
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

All bids must be received latest by 14 November 2024, 16:00 Hrs (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 60 days from the deadline for submission. UNHCR will make its best effort to select a firm within this period.



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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