



UNHCR

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

DATE: 12th DECEMBER 2024

REQUEST FOR QUOTATION (RFQ): No. RFQ/2024/045

**FOR THE SUPPLY, DELIVERY, INSTALLATION TESTING AND COMMISSIONING
OF A BRAND NEW POWET LIGHT TOWER GENERATOR**

CLOSING DATE AND TIME: 17th DECEMBER 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, delivery, installation, testing and commissioning of a brand power Light Tower Generator in Qobayat- Akkar (hereinafter referred to as the “Goods”).

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

1. SCOPE OF REQUIREMENTS:

Technical Specifications and requirements are well detailed and described in the **Annex A**.

Delivery Terms : Qobayat - Akkar

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: 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.

Please use **Annex A** to align your technical offer as per the requested information. For the Financial Offer, please use **Annex B** and include the following information in your quote (Price should be without VAT):

- Official registration document(s) with Lebanese government, showing the year of establishment.
- Signed and stamped **Annex A**.
- Technical catalogues that fully describe the quoted power generator matching requirements listed under **Annex A**.
- Acceptance of UNHCR’s General Conditions of Contracts for the Provision of Goods & Services (2018) **Annex D**.
- Acceptance of UN Supplier Code of Conduct **Annex E**.
- If your company is not already registered with UNHCR, please submit duly filled in and signed Vendor Registration Form **Annex C** or if already registered with UNHCR provide the company’s UNHCR ID number.
- Total price (all inclusive) for the requested services as per the Financial Offer form **Annex B**.
- Filled in and duly signed and stamped Confirmation on Vendors’ Non-Sanction list form **Annex F**.

Failure to submit all the above by the closing date **17th December 2024, 16:00 Hrs (Local time) or earlier**, may result in disqualifying your offer.



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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 DAP to Qobayat, Akkar.

5. SUBMISSION OF BIDS:

We would appreciate receiving your quotation on or before **17th December 2024, 16:00 Hrs (Local time) or earlier** by e-mail in duly signed and stamped PDF format to rmasri@unhcr.org copying omaryt@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/2024/045
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

All bids must be received latest by 17th December 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.

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