

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

DATE: 13/10/2022**REQUEST FOR QUOTATION: No. RFQ/2022/042****FOR THE SUPPLY AND DELIVERY OF SPORTS KIT****QUOTATION TO BE RECEIVED BY: 24/10/2022 – 16:00 HRS LOCAL TIME OR EARLIER**

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 130 units of sport kits specified in this Request for Quotation (RFQ).

A- DESCRIPTION OF REQUIREMENTS:

The content of each sport kit is as listed below:

Sports Kit (quantity per kit)		
Description	Quantity	Unit of measurement
Football-Ball (Size 3)	6	Piece
Football-Ball (Size 4)	6	Piece
Basketball-Ball	12	Piece
Jumping rope for kids	12	Piece
Badminton racket set	40	Piece
Shuttlecock	20	Pack
Hats- casquette	250	Piece
Skittles soccer cones for training	2	Pack
Agility ladder	2	Piece
Whistles	12	Piece
Hulla- hoops	12	Piece
Hexagon training rings	2	Pack

Specification of each item can be found under Annex A – technical specification sheet

Quantity needed: 130 kits

Packaging: Individual packaging is mentioned in Annex A – technical specification, while each kit is to be packed in strong fillet bag

Delivery address: Delivery address is not yet confirmed, however UNHCR have 2 possible delivery options which needs to be quoted separately:

Option A (DAP):
Zouk Mosbeh

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

Zouk Main Road
Agility Logistics (Lebanon) / Warehouse
Mount Lebanon
Lebanon

Option B (DAP):

Direct delivery to final destination, maximum of 130 schools divided as per below:

- North / T5: 36
- South / Nabatiyeh: 22
- Beirut / Mount Lebanon: 36
- Bekaa: 36

Please note that number of schools per kaza have been stated in order to enable bidders to have an indication of the delivery projected requirements. Final delivery destination will be communicated upon the contract stage.

B- RFQ DOCUMENTS:

The following annexes form an integral part of this Request for Quotation:

- Annex A:** Technical Specification sheet
- Annex B:** Financial Offer Form
- Annex C:** UNHCR Vendor Registration Form - June 2018
- Annex D:** UNHCR General Conditions of Contracts for the Provision of Goods & Services - July 2018
- Annex E:** UN Supplier Code of Conduct - December 2017
- Annex F:** Vendor Confirmation of non-Sanction lists

C- BID EVALUATION:

All bids will be evaluated based on the compliance with the established UNHCR specifications as indicated in Annex A, cost, and capacity to provide the required goods.

D- BIDDING INFORMATION:

- 1) Bidders are required to submit all their enquiries in respect of this request for quote to habchy@unhcr.org copying omaryt@unhcr.org . UNHCR may, at its discretion, copy any reply to a particular question to all other invited bidders.
- 2) **Language:** Bids shall be prepared in English.
- 3) **CURRENCY:** Your quote shall be in USD.

E- YOUR OFFER:

The following documents should be submitted with your offer:

Part 1:

- Company registration documents with the Government of Lebanon
 - Official registration document(s) with VAT (if applicable);
 - Proof that your company was established and has been selling similar goods for 3 or more years prior to the closing date of this Request for Quotation;
 - Delivery lead time;
 - Filled in, signed and stamped financial offer form (**Annex B**);
 - Filled in, signed and stamped Vendor Registration Form (**Annex C**);
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- Acceptance of UNHCR's General Conditions for the provision of Goods and Services (**Annex D**) and UN Supplier Code of Conduct (**Annex E**).
- Submission of vendor confirmation of non-sanction lists (**Annex F**).

Part 2:

- Sample of proposed product (a kit including 1 unit of each element is to be sent to UNHCR below address attention Supply Unit, the kit should clearly indicate the tender reference and the name of the company and should be delivered **before the closing deadline**/ Samples shall be returned to the company upon the award):
S&K Building
Nicolas Ibrahim Sursock Str
Jnah, Beirut -Lebanon
P.O.Box 11-7332
- If possible Data sheets for proposed device (Supplier should proof that offered products are technically compliant to the mentioned specification in Annex A);

Please include the following price information in your quote (without VAT) and make sure to use Annex B for your financial offer:

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

Please note that UNHCR has tax and duty exemption status.

F- BID EVALUATION:

All bids will be evaluated based on compliance with the established UNHCR Requirements identified as per the below 2 stages:

a. Technical evaluation:

Part 1: Checking and verification of submitted tender documents by UNHCR Technical Evaluation Committee (TEC). UNHCR's TEC will check the submitted mandatory tender documents under Point E - part 1 and shall mark 'yes' or 'no' against each point. Missing documents, if any, will be requested from the vendors. Vendors failed to provide missing document, when requested, will not be included for further evaluation.

Part 2: Samples and data sheet (if submitted) for companies who passed part 1 will be evaluated for technical compliance.

b. Financial Evaluation: Bids will be tabulated and compared for all companies passing the technical evaluation (Part1 and Part 2). It is important to send a complete and detailed offer as per annex A. The contract may be awarded to the vendor(s) with the lowest technically compliant offer.

G- SUBMISSION OF BIDS:

Bids must be submitted as follows: By email to habchy@unhcr.org cc omaryt@unhcr.org

All bids must be received latest by 24 October 2022 – 16:00 HRS (Local time) or earlier.

LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids and bids transmitted in any other manner than those indicated above 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 proposal 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 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 - Beirut, Lebanon