DATE: 18/10/2022

REQUEST FOR QUOTATION: No. RFQ/2022/045

FOR THE SUPPLY AND DELIVERY OF ART AND DRAMA KITS

QUOTATION TO BE RECEIVED BY: 27/10/2022 – 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 Assembly\(^1\), requests your price quotation for 130 units of art and drama kit specified in this Request for Quotation (RFQ).

A- DESCRIPTION OF REQUIREMENTS:

The content of each art kit and drama kit along with the specification of each item can be found under Annex A – technical specification sheet

**Quantity needed:** 130 kits (130 Drama kit / 130 Art kit)

**Packaging:** Drama kit and Art kit are to be packed separately.

- **Drama kit:** Each drama kit is to be packed in Strong plastic boxes (approximative 40*40*60 cm on wheels for storage)

- **Art Kit:** Each Art kit is to be split into two different packages
  - **A-** A4 papers, Cardboard- “Canson” and Crepe paper are to be packed in foldable and transportation cardboard boxes (double layers)
  - **B-** All other items to be packed in Strong plastic boxes (approximative 40*40*60 cm on wheels for storage)

**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
  - 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 / Tripoli: 36
    - South / Nabatiyeh: 22

\(^1\) For further information on UNHCR, please see [https://www.unhcr.org/lb/](https://www.unhcr.org/lb/)
- Beirut / Mount Lebanon: 36
- Bekaa: 36

Please note that number of schools per Governorate 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 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);
- 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
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 priced technically compliant offer.

G- **SUBMISSION OF BIDS:**

Your quotation shall be received on or before 27 October 2022 – 16:00 HRS (Local time) or earlier by e-mail in PDF format to habchy@unhcr.org cc 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/2022/045
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2)

For example: RFQ/2022/045 Company ABC (email 1 of 3)
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