



**UNHCR**

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

**DATE: 30 MARCH 2023**  
**REQUEST FOR QUOTATION (RFQ): No. RFQ/2023/012**

**FOR THE SUPPLY AND DELIVERY OF**  
**WOOD CHIPPER MACHINES**

**CLOSING DATE AND TIME: 12 April 2023, 23:59 HRS (LEBANON 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 wood chipper machines (hereinafter referred to as the “Goods”).

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

**REQUIREMENTS**

The Technical Requirements is detailed in **Annex A**.

It is strongly recommended that this Request for Quotation document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

Sub-Contracting: Please take careful note of article 4 of the attached General Terms and Conditions (**Annex D**).

Note: this document is not construed in any way as an offer to contract with your firm.

**1. BIDDING INFORMATION:**

The following annexes form an integral part of this request for quotation:

- Annex A: Technical Requirements
- Annex B: Financial Offer Form
- Annex C: UNHCR Vendor Registration Form - June 2018
- 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

**2. BID EVALUATION:**

All bids will be evaluated based on compliance with the established UNHCR Requirements and price. Please include the following details in your quotation:

**Pass / Fail criteria:**

1. Company must be registered with the Government of Lebanon (GoL);
2. Company must submit official registration document(s) with VAT.
3. Company should have at least three (3) years of experience in providing similar goods;
4. Signing and stamping **Annex A** to indicate the acceptance of the company on our requirements;
5. Company must submit technical data sheets which indicate all specifications of the



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- quoted product specifications;
6. Company must fill, sign, stamp and submit the Vendor Registration Form (**Annex C**), in case they are not registered in UNHCR vendor database;
  7. Company written statement that the company has a valid authorized dealer in Lebanon for the brand/make quoted;
  8. Company must submit written statement that confirming that the quoted product has a service warranty, valid for not less than one (1) year and covers manufacturing defects;
  9. Company must sign, stamp and submit UNHCR's General Conditions for the provision of Goods (**Annex D**) and UN Supplier Code of Conduct (**Annex E**);
  10. Company must fill, sign, stamp and submit Non-Sanction Clearance Form (**Annex F**);
  11. Company must submit written statement that the company accepts the delivery Incoterms (Delivered At Place-DAP) to UNHCR Zahle Warehouse in Bekaa;
  12. Company must submit written statement confirming the delivery lead-time from the date of purchase order. Please note that bidders with shorter delivery lead time will be given higher consideration.
13. For the Financial Offer, please use **Annex B** (Price should be without VAT):

Failure to submit all the above by the closing date **12 April 2023, 23:59 Hours (Lebanon Local Time) or earlier**, may result in disqualifying your offer.

**3. 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 UNHCR Zahle Warehouse in Bekaa.

**4. SUBMISSION OF BIDS:**

We would appreciate receiving your quotation on or before **12 April 2023, 23:59 Hours** Lebanon Local Time by e-mail in PDF format (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.) to [YOUSFIH@unhcr.org](mailto:YOUSFIH@unhcr.org) with a copy to [OMARYT@unhcr.org](mailto: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/2023/012
- Name of the company
- Number of e-mails that are sent (example: 1/2, 2/2)

**LATE SUBMISSION OF BIDS: Bids received after the deadline for submission of bids may not be considered.**



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**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