



UNITED NATIONS

Relief and Works Agency
for Palestine Refugees in the Near East

RFP NO.: SER/005/2017

Procurement & Logistics Department
Lebanon Field Office

REQUEST FOR PROPOSAL

To : _____

From: OIC/Procurement & Logistics Department, Lebanon

Date: 02 February 2017

Title:	Consultancy to Conduct an Evaluation of UNRWA's Employment Service Centers in Lebanon
Reference RFP Number:	SER/005/2017
Office:	UNRWA – Lebanon Field Office
Date Of Issue:	Thursday, 02 February 2017
Deadline for Receiving Queries	Friday, 10 February 2017
Response to queries	Monday, 13 February 2017
Closing Date:	Wednesday, 22 February 2017 at 12:00 p.m. local Beirut Time
Duty Station:	Lebanon

1. UNRWA hereby solicits your proposal, by the way of local direct invitations, by advertising thru' UNRWA & UNGM websites for the above title in accordance with this document and the annexes attached. Proposals are required to be submitted to UNRWA not later than the date and time set forth above.
2. Based on the questions received by the deadline for queries, UNRWA will send responses to queries on **13 February 2017**.
3. Those bidders short-listed as technically compliant may be requested, at the discretion of UNRWA, to make themselves available for a bidders' presentation in which they would have to be prepared to (a) present their proposed methodology and product, and (b) answer any technical questions the UNRWA technical evaluation panel may have.
4. Bidders are requested in their proposal to explicitly confirm acceptance of and compliance with UNRWA's General Conditions of Contract (GCC)-mentioned below as Annex B. (This GCC shall form an integral part of this RFP and could be accessed any time under <http://www.unrwa.org/etemplate.php?id=264>)

5. Proposals must be received no later than by the tender closure date and time, by either e-mail, fax, courier or by hand as specified in Annex (A) below.
6. This Request for Proposal (RFP) consists of this document and the following annexes:

Annex A:	Instructions to Bidders
Annex B:	UNRWA General Conditions of Contract (GCC)
Annex C:	Term of Reference (TOR)
Annex D:	Acknowledgment Letter
Annex E:	Letter of Introduction
Annex F:	Evaluation Criteria
Annex G:	Vendor Registration Form
Annex H:	Financial Proposal Format
Annex I:	Service Contract Template

7. Suppliers interested in supporting the United Nations Global Compact can visit the Global Compact website at www.unglobalcompact.org.
8. The Instructions to Bidders (Annex A) must be complied with in preparing your proposal. We would also be grateful if you could acknowledge receipt of this RFP.
9. Please note that the terms set forth in this RFP, including the General Conditions of Contract (Annex B), the Project Description/Terms of Reference – TOR - (Annex C) and any special conditions set forth herein will be an integral part of any contract should UNRWA accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications to the proposal agreed to by UNRWA in the context of negotiations, should negotiations be entered into.



Moh'd Elhadi
OIC/PLD, Lebanon

