



**TERMS OF REFERENCE (TOR)  
FOR CONTRACTS FOR SERVICES AND WORK**

**September 2018**

**Invitation for a bid:**

**Project Title:** Strengthening job creation and creativity in the agro-food sector in Lebanon through technology transfer and skills training.

**Statement of Work:** Procurement of Project Vehicle for Lebanon

Dear Sir,

UNIDO invites you to submit a tender in competition, for the procurement of Project Vehicle for Lebanon (see below specifications):

1. The Tender shall be delivered before closing time of the official working hours on the 17th of September 2018.
2. The Tender shall be irrevocable for a period of ninety (90) days with effect from the latest date fixed for receiving Tenders.
3. Delivery of the vehicle shall be completed 45 days from the date of receipt of Notice from our side, to Commence.
4. Payment procedures will be initiated upon the delivery and commissioning of equipment and receiving an official bill from your side.
5. It takes up to fourteen (14) days to issue a cheque or transfer to a bank account after we receive the official original bill.
6. We will not be bound to accept the lowest tender nor to assign a reason for the rejection of any tender.
7. Specifications of the vehicle: please, see attached documents.

**For any additional information, please contact:**

Nada Barakat

National Project Coordinator- UNIDO

Tel: +961-1-423644

Email: [n.barakat@unido.org](mailto:n.barakat@unido.org)



## **TERMS OF REFERENCE (TOR) FOR CONTRACTS FOR SERVICES AND WORK**

**September 2018**

### **Project Reference:**

**Project Title:** Strengthening job creation and creativity in the agro-food sector in Lebanon through technology transfer and skills training.

**Statement of Work:** Procurement of Project Vehicle for Lebanon

### **Project Summary and Objectives:**

Since 2011, UNIDO has been supporting the agro-industrial sector through the CELEP project by helping local micro and small industries to cope with the crisis and training unemployed affected communities on market oriented professional skills in technical sectors.

Through the three phases of the CELEP, 68 MSMEs and 20 agricultural cooperatives were directly supported by specialized equipment, civil works and capacity building development and more than 2000 Households benefited indirectly from the project activities.


Therefore, the Ministry of Industry has requested UNIDO to support its efforts towards the development of agro-industry value-chains and expressed its support in developing a follow up phase for CELEP I&II&III aiming at improving the competitiveness and value of a number of Lebanese authentic products, the areas affected by the high influx of Syrian refugees.

In addition to upgrading the quality and quantity standards of the products as previously done during phases I&II&III, this follow up phase will focus on innovation and creativity. An in-depth assessment of the Lebanese agro-food value chains will be done during the inception phase, which will help understanding the export capacity of small producers and cooperatives and identifying the barriers for trade. This project will be the first focusing on product development, introduction of creativity tools and innovation for Lebanese products.

Building on UNIDO's expertise, this project will target a number of MSMEs and agricultural cooperatives and will mainly consist of (i) the identification of a number of Lebanese authentic agro-food value chains having the potential to compete locally and internationally based on a technical study to be conducted; (ii) the provision of technical assistance and inputs to upgrade selected agro-processing facilities especially micro, small- and medium-enterprises (M&MSMEs) and agricultural cooperatives; (iii) the development of creativity tools and new products; and (iv) the development of marketing tools in order to facilitate market access.

### Technical Specifications for Procurement of Project Vehicle for Lebanon

UNIDO REQUIREMENTS			TO BE COMPLETED BY THE INVITEE			
Item No	Name and required parameter  *** images are provided for bidder guidance ONLY  will be considered for alternative brand names and products ***	QTY	Unit price	Total item price	compliance*	Remarks**
	A brand new vehicle similar to the following:		Currency LBP	Currency LBP	Yes/No	
1.	<b>Four Wheel-Drive (4WD) Project Vehicle – (5 to 7-seater)</b>  <b>Specifications:</b> <ul style="list-style-type: none"> <li>▪ 3.6 Liter and above gasoline (petrol) engine</li> <li>▪ Engine power 250 BHP</li> <li>▪ Overall length 4880 mm</li> <li>▪ Overall width 1900 mm</li> <li>▪ Overall height 1850 mm</li> <li>▪ Wheelbase 2845 mm</li> <li>▪ Ground clearance 250 mm</li> <li>▪ Weight between 1850-2250kgs</li> </ul> <u>Chassis:</u> <ul style="list-style-type: none"> <li>▪ Front: Double wishbone, coil spring, hydraulic double acting shock absorber, anti-roll bar.</li> <li>▪ Rear: Multi-link system, coil spring, hydraulic double acting shock absorber, anti-roll bar.</li> <li>▪ Ventilated front discs / Rear drum brakes.</li> <li>▪ Fuel tank capacity 76 liters approx. with underneath shield.</li> </ul>	1				

	<p><u>Transmission</u></p> <ul style="list-style-type: none"> <li>▪ 6 Speed automatic transmission/Transfer case, 2-speed, electric shift, part-time 4WD</li> <li>▪ Type: 6-cyl. 24-valve</li> <li>▪ Max. torque (Sae net) (HP/rpm)- 359N-@ 3400 rpm and above</li> <li>▪ Fuel system: Electronic Fuel Injection.</li> </ul> <p><b>Must be supplied with :</b></p> <ul style="list-style-type: none"> <li>▪ Spare tire, full size with a jack</li> <li>▪ Fire extinguisher</li> <li>▪ Owner's manual</li> <li>▪ Spare key (x1)</li> <li>▪ Standard tool set</li> <li>▪ Parking Sensors/Camera</li> <li>▪ GPS system</li> </ul> <p><b>Warranty :</b> Manufacturer's warranty</p> <p><i>As guidance for bidders, similar style to this :</i></p> 					
--	---	--	--	--	--	--

2.	<b>Customs and VAT.</b> <ul style="list-style-type: none"> <li>▪ Customs clearance should not be included, the car should be delivered free of customs charges.</li> <li>▪ VAT charges (11% of car total price).</li> <li>▪ In the case of a local bidder VAT will be included and in the case of a foreign bidder VAT should not be included.</li> </ul>					
----	---	--	--	--	--	--

\*) compliance must be confirmed in detail by the contractor's offer and technical documentation and will be verified by UNIDO during technical evaluation;

\*\*) if not compliant with UNIDO's required parameters, the invitee must indicate his parameters in this column

Company Name of Bidder: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address of Bidder: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

### **Notes for the invitees:**

1. Offers to be made in LBP. UNIDO reserves the right to accept all or part of your offer.
2. UNIDO will **accept partial offers** but not partial offers for a given line item i.e. the complete quantity must be offered for each item.
3. **Evaluation will be conducted on a line-by-line basis** and successful bidders may be requested to quote for delivery to Beirut airport (international bidders) or UNIDO local office in Beirut, Lebanon (local bidders).
4. Your bid must be accompanied by adequate technical documentation, catalogue(s) and other printed material or pertinent information (in English) for the items quoted.
5. **VEHICLE:** The vehicle to be supplied should be worldwide known "Brand Name" manufacturer, unused and of the most recent or current models or stock lines, incorporating any recent improvements in design and components.
6. Delivery Period – No later than SIX weeks to DDP delivery point from the date of signing the purchase order.  
Final point of delivery is in the Ministry of Industry Building, UNIDO Offices, 8th Floor Adlieh Area, Sami El Solh Street Beirut, LEBANON Telephone: +961-1-423644, Fax: +961-1-423653.

### **Special conditions for the VEHICLE element:**

1. Bidders must include details of warranty conditions and an overview of the recommended service intervals to adhere to warranty conditions.
2. Bidders should include in their offer the list of manufacturers' service outlets within Beirut, Lebanon.
3. Bidders must demonstrate that they are approved importers or sales agents for the manufacturer of the vehicles being proposed. Where a bidder is a third party reseller, the bidder should demonstrate the supply chain and provide a letter to prove the manufacturers authorisation to offer their vehicles through this channel. Bids without a manufacturer's authorisation letter may be rejected.

### **The Counterpart Responsibility**

Once assigned, and fully in line with the above requirements, the counterpart is committed to deliver the vehicle at the UNIDO Project Management Office at the Address: Ministry of Industry Building UNIDO Offices, 8th Floor Adlieh Area, Sami El Solh Street Beirut LEBANON Telephone: +961-1-423644. Upon the award and countersignature of this contract, the receiving contact will be Mr. Cristiano PASINI, UNIDO Representative, Beirut/Lebanon.