



UNHCR

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

DATE: 04.02.2022

REQUEST FOR INFORMATION: No. RFI/HCR/AA/2022/001

FOR THE SUPPLY OF FOAM MATTRESS AND BUCKETS

CLOSING DATE AND TIME: 11/02/2022 – 23:59 hrs EAT

(STRICTLY FOR ETHIOPIAN COMPANIES)

The Office of the United Nations High Commissioner for Refugees (UNHCR), In Addis Ababa wishes to establish a long-term agreement with qualified suppliers for mattress and water Buckets.

We are therefore seeking for the specifications of the two items that are available in the local market. If you are either a manufacturer or supplier of these two items, please share with us the technical data sheets and specifications of the products. This information will eventually lead to launching of a competitive tender, which you will then be able to participate in.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

IMPORTANT:

Since this is not a tender, please **DO NOT SEND PRICES OR QUOTATIONS** at this stage

2. SUBMISSION OF RFI:

Interested suppliers should send the requested information, in PDF format no later than **11/02/2022, 23:59 hrs EAT by e-mail¹ ONLY to: ethadsms@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 **25 Mb**.

Please indicate in the e-mail subject field:

- RFI/HCR/AA/2022/001
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

Please find attached in ANNEX A the UNHCR's General Conditions of Contracts for the Provision of Goods-2018, ANNEX B Technical Specification (Foam Mattress and Buckets), Annex C, Vendor registration form ANNEX D: Supplier code of conduct, you must clearly indicate in your quotation if you accept them.

Thank you for your kind attention.



Supply Management Services
UNHCR Country Office in Ethiopia,
Addis Ababa

ANNEX B: TECHNICAL OFFER FORM-MATRESS

RFI/HCR/AA/2022/001

Bidder Name:					
Contact name:					
Contact phone number:					
Contact email address:					
Item	Criteria		Submitted	Comments	
1	Company Profile	a. Company registration certificate			
		b. Commercial licenses and documentation required to operate as a provider / distributor in [country]			
		c. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018			
		d. Vendor Registration Form or Vendor ID (if already registered).			
		e. Signed Annex F - UN Supplier Code of Conduct.			
		f. [Specify any other relevant documents e.g. certificate of incorporation]			
2	Financial Stability	a. Financial statements from the past X years			
		b. Tax certificate/s			
		c. Audit reports from the past X years			
3	Product Specifications	a. General requirements	i. General description: For adult's usage, made of [polyurethane] foam in one piece (not glued), wrapped in [material]		
			ii. Length: [190] cm (tolerance of +/- X%)		
			iii. Width: [80] cm (tolerance of +/- X%)		
			iv. Thickness: [10] cm (tolerance of +/- X%)		
			v. Must support a person of [weight]		
		b. Foam material	i. Material(s): [Polyurethane]		
			ii. Density: minimum [density] kg/m³		
			iii. Indentation load deflection ILD (@ 40% > 350 Newton)		
			iv. Compression load deflection CLD (@ 40% > 10 Kpa)		
			v. Tensile Strength: > 100 Kpa		
			vi. Tensile elongation: > 60%		
			vii. Tear Resistance: > 200 N/m		
	viii. Chemicals: Pure Foam Original Chemicals (excluded from calcium carbonate powder or [percentage])				
	ix. Not less than [70% open cell]				
	x. Sag factor Greater than 2.0				
	c. Fabric Cover	i. Material: [Mixed cotton with polyester], [corovin material], washable, non-woven, spun bound.			
		ii. Fabric GSM: Minimum [100 g / m²]			
		iii. Plain dark color			
		iv. Equipped with zipper for easy removal			
	d. Cover Zipper	i. L shaped			
		ii. Dark or same color as [material]			
	f. Packaging	i. Each mattress must be individually sealed by [material] [nylon], or [transparent polyurethane bag film having a thickness of (30-50 microns)] in to protect			
		ii. Mattresses must be supplied in packs of [X or X] in [material] [pressed air vacuumed and sealed] to protect them from moisture.			
		iii. [EUR] pallets of [60-81] pieces of mattresses in total. 3-4 iron strands for firm and			
g. Marking	i. [A4][A3] label with UNHCR logo on [long / both] sides of each pack and/or				
	ii. Must also include supplier name, number of mattresses on the given				
h. Certificates	i. [Internationally recognized / relevant] certificate of quality				
	ii. Country and place of [origin]				
4	Capacity	a. Production capacity	Minimum (X) mattresses ready for delivery per week		
		b. Delivery capacity	Minimum (X) mattresses delivered per day		
		c. Delivery lead time	Scenario 1:		
			Scenario 2:		
5	Warranty	a. Warranty period	Minimum of (X) months of warranty period		
6	[Other evaluation criteria as applicable]	[as applicable]			

Signature: _____

Name and position: _____

Official Stamp: _____

NOTE: This is for the supplier to fill out. This is a template only - insert/remove any relevant/irrelevant criteria as needed.



ANNEX B: BUCKETS (PLASTIC)

S/No.	Specifications	Please Provide Information in this column
1.	Capacity -Ltrs	
2.	Material	
3.	Weight	
4.	Outer Diameter	
5.	Inner Diameter	
6.	Outer Diameter of cap	
7.	Colour	
8.	Height	
9.	Production Capacity- Per Week	
10.	Delivery Capacity Per Day	
11.	Print and engraving UNHCR Logos to the Buckets	

DATE: _____

NAME: _____

SIGNATURE: _____

IN THE CAPACITY OF: _____

DULY AUTHORIZED TO _____

SIGN BID FOR AND ON BEHALF OF:

OFFICIAL STAMP: