**Invitation to Bid No. ITB/HCR/NIGOG/22/12**

**For the Supply and Delivery of Dignity Kits**

**for the UNHCR Operation in Nigeria (Sub Office Ogoja)**

UNHCR Sub-Office Ogoja is seeking qualified companies **for Supply and delivery of dignity kits Nigeria operation.**

Requirements in this annex serve as a direction to the supplier for the requested specifications of the items. The supplier shall deliver the items in accordance with international professional standards of skill, care and diligence.

1. **Conditions for provision and delivery:**

* All items should be new.
* Country of origin/manufacturer name should be mentioned.
* Delivery point is UNHCR Warehouse in Ogoja
* Delivery of items will be coordinated between UNHCR, the supplier, and any other relevant actors
* The Female Dignity Kit will be selected by UNHCR by groups or even component of each item and lot
* Delivery will be in batches as per UNHCR’s requests.
* Each group from each lot must be packed in one box with UNHCR logo and the list of contains with quantities as described this Annex
* Logo of UNHCR must be put on the bucket (sticker).
* Brochure (the size of A4 paper) will be printed by the supplier.

**IMPORTANT:**

1. Failure to meet requirements of one item of the group will result in disqualification of your offer for the entire group.
2. Partial offer per location, lot and per item is accepted.
3. UNHCR may at its discretion buy the full items as stated in group or partially by selecting some components not the entire items in the group,
4. It is the supplier responsibility to packing each group with a proper bag as per the following specs: Polyester outside very strong and durable. Straps on both sides. Large internal space with one main zippered compartment. Samples must be provided with the submission.
5. **Estimation Annual Quantities**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Item** | **Location** | **Description** | **Estimated Qty.** |
| 1 | Female Dignity Kit | Ogoja | As per the below specifications | 15,000 kit |
| 2 | Vacuum Packed Mattresses | Ogoja | As per below specifications below | 5,000 Pcs |
| 3 | Male Shaving Blades | Ogoja | As per the below specifications | 5,000 Pcs |
| 4 | Female Dignity Kit | Adikpo | As per the below specifications | 4,000 Kits |

Following are the required items divided into two lots

**Lot #1-Dignity kit ( Ogoja ):** Group A Contain 7 items

Group B Contain 2 items

**Lot #2-Dignity Kit ( Adikpo ) :**Contain 03 items

1. **Specification and minimum requirement**

**Lot# 1 – Specifications for Female Dignity Kit (Ogoja)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **#** | **Description** | **U.O.M** | **QTY** | **Description and minimum specifications** |
| 86Group #A | 1 | Sanitary napkins | Pack | 1 | Disposable, non-woven tissue, cotton touch feels top sheet, thin with wings, high absorbance, individually wrapped in packs containing 10 pieces (pack of 10 pieces). Include plastic cover for discreet disposal. Not containing allergic and dangerous substances 26cm. |
| 2 | Female Underwear-set of 2 pieces / Female | Set | 2 | 100% cotton. Set of (2) panty, White/Black color size M/L. Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances 250g. |
| 3 | Petroleum Jelly | Pack | 1 | 100% Petroleum Jelly, Fragrance free, hypoallergenic moisturizer, non-irritating and non-comedogenic. 95 – 100 ML Jar |
| 4 | Washing Powder Soap | Kg | 1 | Detergent Powder – 2 Kg |
| 5 | Bath Soap | Bar | 1 | Bar of 250g for bathing, not harmful to skin, from animal or vegetable fat not containing pork fat, must be fit for human utilization, without any disagreeable odours and flavours  Color: Homogeneous color  Size: minimum 5.5x10x3cm  Weight: 250g |
| 6 | Toothpaste | Tube | 1 | 100-125ml tube minimum. Concentrated paste, with fluoride Shelf life is 3 years. The last usage date is mentioned on tube. Label language: English |
| 7 | Toothbrush | Piece | 1 | Strong Plastic toothbrush, adult size, medium bristle, individually wrapped, with protective cap. Bristles are free of sharp or jagged edges and endpoints. The bristles do not fall out with normal use. All the toothbrush components are safe for use. |
| Group #B | 1 | Shaving Razor Blades | Pieces | 5 | Disposable razor blade with handle Pack of 5 Pieces |
| 2 | Foldable Mattresses for Adults | Pieces | 1 | **SPECIFICATIONS**  Double Sided Folded Mattress  Type of foam: Medium: Polyurethane foam, 25kg/m³; thickness: 10cm, minimum, in 1 piece not glued.  Cover: Woven polyester 75g/m² minimum OR non-woven polypropylene of 100g/m² minimum, with strong plastic zip.  Size: 2m x 0.7m. Thickness: 0.06m.  Weight: 2kg  Packaging: Wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag.  Logo: Blue UNHCR Logo approx. 0.5m x 0.5m at center. |

**Lot# 2 – Specifications for Adikpo Dignity Kit**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **#** | **Description** | **U.O.M** | **Quantity** | **Description and minimum /mandatory specifications** |
| Adikpo Female Dignity Kit | 1 | Sanitary napkins | Pack | 1 | Disposable, non-woven tissue, cotton touch feels top sheet, thin with wings, high absorbance, individually wrapped in packs containing 10 pieces (pack of 10 pieces). Include plastic cover for discreet disposal. Not containing allergic and dangerous substances 26cm. |
| 2 | Female Underwear-set of 2 pieces / Female | Set | 2 | 100% cotton. Set of (1) panty, White/Black color size M/L. Thick fabric, not transparent, durable, skin friendly, not containing any allergic substances 250g. |
| 3 | Bath Soap | Bar | Piece | Bar of 250g for bathing, not harmful to skin, from animal or vegetable fat not containing pork fat, must be fit for human utilization, without any disagreeable odours and flavours  Colour: Homogeneous colour  Size: minimum 5.5x10x3cm  Weight: 250g |

1. **Packing and other requirements**

|  |  |
| --- | --- |
| **Other requirements:** | |
| A | Packing details: Goods must be delivered on their original packaging and if needed, additional protective packaging based on industry standards to protect the goods from exposure to extreme weather conditions and unnecessary damage while being transported to the final destination.  Each group of items must be packed in a proper bag as per the following specs: Polyester outside very strong and durable. Straps on both sides. Large internal space with one main zippered compartment   * **Lot #1 group A** (from item 1 to item # 7) must be packed first in a polyster bag as specified in the first page of this annex, and then delivered in five layered Roadworthy Carton Boxes, Content to be printed on the box:   + Name of the items   + UNHCR Visibility: (Blue logo) should be printed on the box (preference white color as background), Dimension of logo on the box should be minimum 20 cm x 15 cm to be printed in the 4 sides of the box (excluding top and bottom).   + Purchase Order (“PO”) to be printed on 2 sides of the box. * **Lot #1 group B** (from item # 1) must be packed first in a polyester bag as specified in the first except and then delivered in five layered Roadworthy Carton Boxes, Content to be printed on the box:   + Name of the items   + UNHCR Visibility: (Blue logo) should be printed on the box (preference white color as background), Dimension of logo on the box should be minimum 20 cm x 15 cm to be printed in the 4 sides of the box (excluding top and bottom).   + Purchase Order (“PO”) to be printed on 2 sides of the box. * **Lot #2 group A** (items #1 and 2) must be delivered in five layered Roadworthy Carton Boxes, Content to be printed on the box:   + Name of the items   + UNHCR Visibility: (Blue logo) should be printed on the box (preference white color as background), Dimension of logo on the box should be minimum 20 cm x 15 cm to be printed in the 4 sides of the box (excluding top and bottom).   + Purchase Order (“PO”) to be printed on 2 sides of the box. * **Lot #2 Adikpo Dignity Kit**(from item #1 to item 3 ) must be packed first in a polyester bag as specified in the first page of this annex, and then delivered in five layered Roadworthy Carton Boxes, Content to be printed on the box: * Name of the items * UNHCR Visibility: (Blue logo) should be printed on the box (preference white color as background), Dimension of logo on the box should be minimum 20 cm x 15 cm to be printed in the 4 sides of the box (excluding top and bottom). * Purchase Order (“PO”) to be printed on 2 sides of the box. |
| B | **Delivery Lead-time:** In order for UNHCR to have an idea of the expected delivery of the goods, Bidders should indicate how many days it will take to arrive at the final destination upon receipt of order confirmation. |
| C | **INCOTERMS:** The International Chamber of Commerce INCOTERMS 2010 shall apply for this ITB and for any resulting purchase orders(s). **The applicable INCOTERM shall be: DAP – Ogoja** |
| D | **Warranty:** Bidders are required to provide (manufacturing) defects and liability period with terms of warranty on the products being offered which should be valid for at least one (1) year, or any portion thereof as the case may be, have been delivered to and accepted at the final destination. |
| E | **Country of Origin of the Supplier:** The technical offer shall state the country in which the supplier is registered. |
| F | **Place of Manufacture:** The technical offer shall state the place of manufacture of the products offered. |
| G | **Certificate:** If available, the bidder shall submit a copy of internationally recognized quality certificate of the manufacturing company together with a copy of quality certificate for the finished product. |