

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**ANNEX A - TECHNICAL SPECIFICATIONS****AND****TECHNICAL OFFER FORM****INVITATION TO BID: No. ITB/BRA/2023/001  
FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR THE SUPPLY AND  
DELIVERY OF BABY AND ADULT DIAPERS****OBJECTIVE**

UNHCR Brazil is interested in establishing Frame Agreement(s) with one or more qualified companies and manufacturers for the supply and delivery of Baby and Adult Diapers in Brazil.

The contracted company(s) must be authorized by the competent authorities and must normally supply such goods under Brazilian regulations with full technical, financial, managerial, and administrative autonomy.

The modality of contract resulting from this tender will be a Frame Agreement. This type of Contract does not require a financial commitment from UNHCR at the time of signing. Financial commitments will be established on a case-by-case basis, each time services are requested, through the issuance of purchase orders.

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable for two (2) further periods of 1 (one) year each, for supplying its operations in Brazil. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The award of a Contract does not confer upon the successful bidder any exclusivity with respect to the services provided (it is at the discretion of UNHCR and UNHCR specifically reserves the right to award more than one Frame Agreement for ~~the provision of the services~~the supply of the goods), nor does it grant the successful bidder any rights of a different or more extensive nature.

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### **TECHNICAL SPECIFICATIONS & TECHNICAL OFFER FORM**

*Note: A 10% difference in dimensions will be tolerated*

Offer validity (days):

Company name:

Name and contact details of the company representative:

Signature and official stamp:

<b><u>N°</u></b>	<b><u>BABY DIAPERS</u></b> <b><u>Item Description</u></b>	Please indicate clearly in your offer whether or not the products you are offering are fully compliant with UNHCR's technical specifications. Clearly indicate and disclose any discrepancies with the specifications provided.	Clearly indicate the recommended shelf life of the products, as well as the usable lifespan, i.e. the recommended period of use. In any case, the shelf life must be at least one (1) year from the date of delivery of the shipment. Please confirm.
<b>1</b>	<b><u>BABY DIAPER SIZE SMALL</u></b>  For children up to 5 kg; Hypo-allergenic (being free of allergenic or toxic substances) and fragrance-free; With adhesive strips for adjustment to the body; With anti-leak barriers; With adjustable elastic bands on the legs and waist; With 2 layers of protection and absorption. Exterior material: cloth type, latex free Package with 100 units; The package must be printed with all the manufacturer's data, lot, size and expiration date.		
<b>2</b>	<b><u>BABY DIAPER SIZE MEDIUM</u></b>  For children from 4 to 9 kg; Hypo-allergenic (being free of allergenic or toxic substances) and fragrance-free; With adhesive strips for adjustment to the body;		

	With anti-leakage barriers; With adjustable elastic bands on the legs and waist; With 2 layers of protection and absorption. Outer material: cloth type, latex free Package with 90 units; The package must be printed with all the manufacturer's data, lot, size and expiration date.		
3	<p><b><u>BABY DIAPER SIZE LARGE</u></b></p> <p>For children up to 9 to 13kg; Hypo-allergenic (being free of allergenic or toxic substances) and fragrance-free; With adhesive strips for adjustment to the body; With anti-leakage barriers; With adjustable elastic bands on the legs and waist; With 2 layers of protection and absorption. Exterior material: cloth type, latex free. Package with 80 units; The package must be printed with all the manufacturer's data, lot, size and expiration date.</p>		

<b><u>N°</u></b>	<b><u>ADULT DIAPERS</u></b> <b><u>Item Description</u></b>	Please indicate clearly in your offer whether or not the products you are offering are fully compliant with UNHCR's technical specifications. Clearly indicate and disclose any discrepancies with the specifications provided.	Clearly indicate the recommended shelf life of the products, as well as the usable lifespan, i.e. the recommended period of use. In any case, the shelf life must be at least one (1) year from the date of delivery of the shipment. Please confirm.
1	<p><b><u>ADULT DIAPER SIZE SMALL</u></b></p> <p>For people up to 40 kg; With elastic waist up to 80 centimeters; High degree of absorbency, with lateral anti-leak barriers, practical, anatomical and comfortable with internal gel layer, moisture retainer, composed of anti-allergic, non-toxic cellulose fibers, packaged in a package with at least 8 units. All the manufacturer's data, batch and expiry date must be printed on the package.</p>		

2	<p><b><u>ADULT DIAPER SIZE MEDIUM</u></b></p> <p>For people from 40 to 70kg; With elastic waist from 80 to 115 centimeters; High degree of absorbency, with lateral anti-leakage barriers, practical, anatomical and comfortable with an internal gel layer, moisture retainer, composed of anti-allergic, non-toxic cellulose fibers, packed in a package with at least 8 units. All the manufacturer's data, batch and expiry date must be printed on the package.</p>		
3	<p><b><u>ADULT DIAPER SIZE LARGE</u></b></p> <p>For people from 70 to 90kg; With elastic waist from 115 to 150 centimeters; High degree of absorbency, with lateral anti-leakage barriers, practical, anatomical and comfortable with an internal gel layer, moisture retainer, composed of anti-allergic, non-toxic cellulose fibers, packed in a package with at least 8 units. All the manufacturer's data, batch and expiry date must be printed on the package.</p>		
4	<p><b><u>ADULT DIAPER SIZE EXTRA LARGE</u></b></p> <p>For people over 90kg; With elastic waist over 150 centimeters; High degree of absorbency, with lateral anti-leak barriers, practical, anatomical and comfortable with internal gel layer, moisture retainer, composed of anti-allergic, non-toxic cellulose fibers, packaged in a package with at least 8 units. All the manufacturer's data, batch and expiry date must be printed on the package.</p>		

No	Requirements	Bidder Response
1	Please confirm whether offered products meet the standards and rules of Brazilian Health Regulatory Agency (ANVISA) or National Institute of Metrology, Quality and Technology (Inmetro) or Brazilian Association of Technical Standards (ABNT)	
2	Please confirm capacity to deliver to Manaus-AM, Boa Vista-RR and São Paulo-SP.	
3	Please indicate your delivery capacity per week and per month to Manaus-AM, Boa Vista-RR and São Paulo-SP, depending on your answer to the previous question.	
4	Indicate your production capacity per month.	
5	<p>Please specify packaging unit, weight dimensions and shipping details.</p> <p><b><u>Primary Packaging:</u></b> Reducing plastic waste in the environment: Individual diaper should have no plastic packaging. As minimum requirements, each package must contain standardized number of diapers and should have manufacturer identification markings.</p> <p><b><u>Secondary Packaging:</u></b> A standardized number of packages of diapers should be packed in export-quality secondary packaging, preferably using sustainable material and its natural colour. Inks must be non-toxic and ecologically friendly. Innovative solutions are welcome.</p> <p><b><u>Tertiary Packaging:</u></b></p> <p>The bales might be packed on a pallet; in this case, they need to be wrapped in a water-tight material, preferably made of, or containing sustainable material (recycled plastic or reusable material, i.e. tarpaulins), or other</p>	

	<p>alternatives.</p> <p>Packaging needs to ensure that products are stackable and protected from any damage including water and moisture. Innovative sustainable solutions are welcome.</p> <p>Items must be securely packed to withstand any rough handling during delivery.</p>	
6	Indicate your monthly storage capacity and the city of the storage location.	
7	<p>Your offer must include a copy of the national registration certificate (CNPJ) o and/or any other applicable document to evidence that your company is duly registered/licensed to do business in Brazil. The bidder must also include a copy of its latest audited financial statement <a href="#">and certificate of non-bankruptcy</a>:-</p> <p>If available, the bidder must submit a copy of the internationally recognized quality certificate of the manufacturing company, along with a copy of the finished product quality certificate.</p>	
8	The bidder must provide photos of the finished products together with the technical offer. Failure to comply may carry the risk of disqualification of the bid.	