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| --- | --- |
| Please read Annex A and the ITB Cover Letter carefully and fill in your response below.  **SUBMIT ONE (1) TECHNICAL OFFER FOR THE LOT (ITEM) THAT YOU WANT TO BID** | |
| Please note that the given space under each section should not limit your response, please type more if required | |
| COMPANY NAME: |  |
| Bidding company address: |  |
| Manufacturing facility name and location: |  |
| LOT Number (one form for each item): |  |

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| **A. Bidder’s qualification, capacity and experience:** | | | | | |
| 1. Please state core business, year founded, headquarter location, other branches’ locations, company management structure. | | | | | |
| 2. Please indicate in which / countries and place(s) (physical and registered address, including GPD coordinates) of the factory/ factories in which the product is manufactured. Include certificate of origin for the product. | | | | | |
| 3. Please state at least 3 contracts of similar value, nature and complexity implemented over the last 5 years. (For JV/Consortium/Association, all Parties cumulatively should meet requirement). | | | | | |
| **Client Name** | **Reference**  **contact details** | **Product** | **Contract Value** | **Delivery Date** | **Delivery location** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| **4. Management Systems:** The bidder should provide a general overview of their Quality Management System, Environmental Management System and Occupational Health and Safety management system which ensures that the product can be delivered consistently in accordance with the technical specifications detailed in Annex A and with UNHCR sustainability approach. | | | | | |
| **5. Certificate:** The bidder should submit a copy of the following certificates for the supplier and manufacturing company:  A. Quality Management System Certificate (e.g. ISO 9001:2015 or equivalent)  B. Occupational Health and Safety management system (e.g. ISO 45001 or equivalent)  C. Environmental Management System Certificate (e.g. ISO 14001:2015 or equivalent) - desirable  Certificates should be issued by an independent, third-party auditor accredited by authorized certification/registration bodies or authorized national authority of the country of Manufacturer/Supplier. | | | | | |
| **6. Sustainability:** Ability/Capacity or demonstrated commitment to plan, integrate and effectively implement sustainability measures in the execution of the contract including the following aspects:  a) Environmental:  a.1 Bidders’ environmental practices related to production unit/ factory:   * Environmental management policy * Energy reduction measures (e.g. energy efficient equipment, renewable energy sources, etc.) * Water conservation measures * Waste management system   a.2 Bidders’ compliance with environmental laws and regulations, if applicable  a.3 Origin of raw materials: indicate the country of origin and flying distance (km) between the facility where the main raw materials (recycled and other raw materials) are sourced and the facility where the item is manufactured.  b) Social:  b.1 Bidder’s compliance with national working and labour legal requirements.  b.2 Bidder commitments to the environment, labour, occupational health and safety (e.g. Company’s social policy, audit on environment labour, health, and safety)  b.3 Bidder’s gender-responsive practices that demonstrate their commitment with gender equality  C)Economic:  c.1 Local sources: Bidder’s efforts to source locally goods and services to manufacture the item. Please specify the % of local suppliers.  c.2 Bidder’s initiatives with take-back programme (reverse logistic) | | | | | |
| 7. **Financial capacity:** The bidder must certify that they have good financial standing to supply the goods required and perform all existing commercial commitments. The bidder also needs to include a copy of the last 3 years available (2022, 2021, 2020) Audited Financial Statements to demonstrate that the bidder has the financial stability and capacity adequate to successfully implement the frame agreement. | | | | | |
| 8. In case of a bid’s submission through joint venture, the bidder shall submit as part of the technical offer the joint venture agreement. | | | | | |

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| **B. Technical specifications and delivery capacity:** | |
| **Criteria** | **Description and details of the Bidder’s technical offer in compliance with Annex A** |
| 1. Compliance with technical specifications (please submit **Annex B-1**, **photos** and other relevant technical information) |  |
| 1. Material composition[[1]](#footnote-2): For each lot, as applicable, bidders are requested to clearly state the source of material composition of the items including the ration of virgin and recycled material content (pre-consumer and post-consumer plastic, if applicable) with the clear statement of the source of the recycled. |  |
| 1. Production capacity: annual, monthly, and weekly production (quantities). |  |
| 1. Delivery capacity lead time: Please state the delivery lead time to the country (s) where the bidder is submitting an offer. Please indicate countries within the region of East and Horn of Africa & Great Lakes. Specify the applicable incoterms |  |
| 1. Place of inspections |  |
| 1. Warranty/Guarantee |  |
| 1. Additional information |  |

**Company’s name**

**Name and Title of representative**

**Signature**

**Stamp**

**ANNEX B-1: TECHNICAL SPECIFICATIONS COMPLIANCE FORM**

**Please send one signed document for each item that the bidder wants to submit an offer.**

**LOT 1- Blankets, Medium Thermal**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 1: Blankets, medium thermal.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 1. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  | ☐ |  | | Make/Weaving |  | ☐ |  | | Material (s) please specify percentage (%) recycled content |  | ☐ |  | | Colours |  | ☐ |  | | Size |  | ☐ |  | | Weight |  | ☐ |  | | Thickness |  | ☐ |  | | Tensile strength: |  | ☐ |  | | Tensile strength loss after washing |  | ☐ |  | | Shrinkage |  | ☐ |  | | Weight loss after washing |  | ☐ |  | | Thermal resistance |  | ☐ |  | | Resistance to air flow ISO9237  under 100 Pa pressure drop |  | ☐ |  | | Finish |  |  |  | | Span/shelf life |  | ☐ |  | | Fire resistance |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 2- Blankets, High Thermal**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A- LOT 2: Blankets, high thermal.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 2. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Make/Weaving |  |  |  | | Material (s) please specify percentage (%) recycled content |  |  |  | | Colours |  |  |  | | Size |  |  |  | | Weight |  |  |  | | Thickness |  |  |  | | Tensile strength: |  |  |  | | Tensile strength loss after washing |  |  |  | | Shrinkage |  |  |  | | Weight loss after washing |  |  |  | | Thermal resistance |  |  |  | | Resistance to air flow ISO9237  under 100 Pa pressure drop |  |  |  | | Finish |  |  |  | | Span/shelf life |  |  |  | | Fire resistance |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 3- Buckets, heavy-duty plastic, 14L with tap**

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| --- |
| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A- LOT 3: Bucket, heavy-duty plastic, 14L with tap.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 3. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Capacity |  |  |  | | Weight |  |  |  | | Material (please specify percentage of recycled content) |  |  |  | | Lid |  |  |  | | Tap |  |  |  | | Handle |  |  |  | | Dimensions |  |  |  | | Colours |  |  |  | | Quality of each part |  |  |  | | Reinforcement |  |  |  | | Stackability |  |  |  | | Compliance |  |  |  | | Shelf life |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 4- Buckets, heavy-duty plastic, 14L**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A- LOT 4: Buckets, heavy-duty plastic, 14L.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 4. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Capacity |  |  |  | | Weight |  |  |  | | Material (please specify percentage of recycled content) |  |  |  | | Lid |  |  |  | | Handle |  |  |  | | Dimensions |  |  |  | | Colours |  |  |  | | Quality of each part |  |  |  | | Reinforcement |  |  |  | | Stackability |  |  |  | | Compliance |  |  |  | | Shelf life |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 5- Jerrycan, semi collapsible 10L**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 5: Jerrycan, semi-collapsible 10L.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 5. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Capacity |  |  |  | | Weight |  |  |  | | Material (please specify percentage of recycled content) |  |  |  | | Compliance |  |  |  | | Colours |  |  |  | | Built |  |  |  | | Handle |  |  |  | | Inlet interior diameter and the Cap: |  |  |  | | Span/shelf life |  |  |  | | Storing condition |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 6- Mattress**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 6: Mattress**. Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 6. |
| |  |  |  |  | | --- | --- | --- | --- | | **Characteristic** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Material(s) |  |  |  | | General quality of mattress |  |  |  | | Size |  |  |  | | Density |  |  |  | | Weight |  |  |  | | SAG factor |  |  |  | | Colours |  |  |  | | Sewing |  |  |  | | Zipper/Velcro |  |  |  | | Microbiology |  |  |  | | Certificates |  |  |  | | Shelf life |  |  |  | | Lifespan |  |  |  | | Warranty |  |  |  | | Additional information |  |  |  | |
| **2. Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 7- Sleeping mats.**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 7: Sleeping mats.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 7. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Material (s) |  |  |  | | Secured edge |  |  |  | | Colours |  |  |  | | Size |  |  |  | | Weight |  |  |  | | Bursting strength: |  |  |  | | Span/shelf life |  |  |  | | General quality |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 8- Kitchen Sets**

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| --- |
| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A- LOT 8: Kitchen sets.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 8. |
| |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirm if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | Kitchen set composition |  |  |  | | Design of items |  |  |  | | Estimated weight and volume |  |  |  | | Expected life span and shelf life |  |  |  | | Material specifications for each item of the kitchen set including (material, volume, diameter, thickness, handles, lid, etc) |  |  |  | | Minimum quality standards |  |  |  | | Chemical composition |  |  |  | | Food grade requirement |  |  |  | | Radioactive content |  |  |  | | Finishing |  |  |  | | Green steel certification, if available |  |  |  | | Additional information |  |  |  | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

**LOT 9- Portable solar lantern**

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| 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 9: Portable solar lantern.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 9. |
| |  | | --- | | 1. Product Specification - Items compliance with the technical specifications and requirements set in **Annex A-LOT 9: Portable solar lantern.** Please clearly state whether the goods you are offering fully conform with the product specifications given and quality standards requested. Please state any discrepancies from the technical specifications and requirements provided in Annex A-LOT 9. | | |  |  |  |  | | --- | --- | --- | --- | | **Requirements** | **Description of the product offered** | **Confirmed if they meet the technical specifications (Annex A)** | **Explain if not confirmed** | | General design requirements |  |  |  | | Composition of the portable solar lantern |  |  |  | | User-friendly features |  |  |  | | Product weight |  |  |  | | Volume |  |  |  | | Material composition |  |  |  | | Drop Test |  |  |  | | Soldering and electronics quality |  |  |  | | Battery requirements |  |  |  | | Environmental durability |  |  |  | | Battery chemistry,  hazardous substances limitations |  |  |  | | Battery durability |  |  |  | | Minimum number of full cycles for the battery |  |  |  | | Battery operating voltage |  |  |  | | Battery capacity |  |  |  | | Operating hours at each light  setting (powered by battery only) |  |  |  | | Possibility of battery replacement |  |  |  | | Spare batteries |  |  |  | | Battery protection |  |  |  | | Battery specification sheets |  |  |  | | Lantern requirement |  |  |  | | Light performance |  |  |  | | Colour temperature |  |  |  | | Colour rendering index |  |  |  | | Lumen maintenance at 2,000 hours |  |  |  | | Illuminance |  |  |  | | Total lighting service per solar day |  |  |  | | PV requirement |  |  |  | | Output rating |  |  |  | | V-panel overall quality and performance |  |  |  | | Recharge time at 1,000 w/m2  and 25⁰C (fully discharged) |  |  |  | | Cables, connector, housing and other parts |  |  |  | | Cables |  |  |  | | Switch, gooseneck, moving parts and connector durability |  |  |  | | Other information |  |  |  | | Certification and quality assurance |  |  |  | | Branding details |  |  |  | | Consumer information |  |  |  | | Additional information |  |  |  | | | 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | | |
| 2. **Packaging specification:**  Primary packaging:  Secondary packaging:  Tertiary packaging:  Marking techniques:  Batch and Supplier Identification Marks:   |  |  | | --- | --- | | **Characteristic** | **Provide Packaging Details** | | Packing Unit and type of materials |  | | Weight per Packing unit in kg |  | | Volume per Packing Unit in m3 |  | |

Company’s name:

Name and Title of representative:

Signature:

Stamp:

1. A) Post-consumer material: 1) Copy of valid Certificate on Global Recycled Standard (GRS) or equivalent and/or 2) Third-party verification process for post-consumer material content.

   B) Pre-consumer material: 1) The bidder needs to provide a technology description on how pre-consumer material is included within the manufacturing process and self-declaration of the percentage of recycled content and 2) Third-party verification process for pre-consumer content (e.g. certification, audits or equivalent) [↑](#footnote-ref-2)