

ANNEX B – TECHNICAL OFFER FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

Please read Annex A and the ITB Cover Letter carefully and fill in your response below.	
<b>SUBMIT ONE (1) TECHNICAL OFFER FOR THE LOT (ITEM) THAT YOU WANT TO BID</b>	
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):	

<b>A. Bidder's qualification, capacity and experience:</b>					
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).					
<b>Client Name</b>	<b>Reference contact details</b>	<b>Product</b>	<b>Contract Value</b>	<b>Delivery Date</b>	<b>Delivery location</b>
1.					
2.					
3.					
4.					
5.					
<b>4. Management Systems:</b> 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.					
<b>5. Certificate:</b> 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.					
<b>6. Sustainability:</b> 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: <ul style="list-style-type: none"> <li>• Environmental management policy</li> <li>• Energy reduction measures (e.g. energy efficient equipment, renewable energy sources, etc.)</li> <li>• Water conservation measures</li> <li>• Waste management system</li> </ul> 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.					

ANNEX B – TECHNICAL OFFER FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

<p>b) Social:</p> <p>b.1 Bidder's compliance with national working and labour legal requirements.</p> <p>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)</p> <p>b.3 Bidder's gender-responsive practices that demonstrate their commitment with gender equality</p> <p>C) Economic:</p> <p>c.1 Local sources: Bidder's efforts to source locally goods and services to manufacture the item. Please specify the % of local suppliers.</p> <p>c.2 Bidder's initiatives with take-back programme (reverse logistic)</p>
<p><b>7. Financial capacity:</b> 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.</p>
<p><b>8.</b> In case of a bid's submission through joint venture, the bidder shall submit as part of the technical offer the joint venture agreement.</p>

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 <b>Annex B-1, photos</b> and other relevant technical information)	
2. Material composition <sup>1</sup> : 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.	
3. Production capacity: annual, monthly, and weekly production (quantities).	
4. 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	
5. Place of inspections	
6. Warranty/Guarantee	
7. Additional information	

**Company's name**

**Name and Title of representative**

**Signature**

**Stamp**

<sup>1</sup> 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)

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > [2024/ITB/002](#)

**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**

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		<input type="checkbox"/>	
Make/Weaving		<input type="checkbox"/>	
Material (s) please specify percentage (%) recycled content		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Size		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Thickness		<input type="checkbox"/>	
Tensile strength:		<input type="checkbox"/>	
Tensile strength loss after washing		<input type="checkbox"/>	
Shrinkage		<input type="checkbox"/>	
Weight loss after washing		<input type="checkbox"/>	
Thermal resistance		<input type="checkbox"/>	
Resistance to air flow ISO9237 under 100 Pa pressure drop		<input type="checkbox"/>	
Finish		<input type="checkbox"/>	
Span/shelf life		<input type="checkbox"/>	
Fire resistance		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

**LOT 2- Blankets, High Thermal**

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		<input type="checkbox"/>	
Make/Weaving		<input type="checkbox"/>	
Material (s) please specify percentage (%) recycled content		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Size		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Thickness		<input type="checkbox"/>	
Tensile strength:		<input type="checkbox"/>	
Tensile strength loss after washing		<input type="checkbox"/>	
Shrinkage		<input type="checkbox"/>	
Weight loss after washing		<input type="checkbox"/>	
<b>Thermal resistance</b>		<input type="checkbox"/>	
Resistance to air flow ISO9237 under 100 Pa pressure drop		<input type="checkbox"/>	
Finish		<input type="checkbox"/>	
Span/shelf life		<input type="checkbox"/>	
Fire resistance		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

Stamp:

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

1. Product Specification - Items compliance with the technical specifications and requirements set in <b>Annex A- LOT 3: Bucket, heavy-duty plastic, 14L with tap</b> . 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		<input type="checkbox"/>	
Capacity		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Material (please specify percentage of recycled content)		<input type="checkbox"/>	
Lid		<input type="checkbox"/>	
Tap		<input type="checkbox"/>	
Handle		<input type="checkbox"/>	
Dimensions		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Quality of each part		<input type="checkbox"/>	
Reinforcement		<input type="checkbox"/>	
Stackability		<input type="checkbox"/>	
Compliance		<input type="checkbox"/>	
Shelf life		<input type="checkbox"/>	
Additional information			
2. <b>Packaging specification:</b>			
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

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

1. Product Specification - Items compliance with the technical specifications and requirements set in <b>Annex A- LOT 4: Buckets, heavy-duty plastic, 14L</b> . 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		<input type="checkbox"/>	
Capacity		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Material (please specify percentage of recycled content)		<input type="checkbox"/>	
Lid		<input type="checkbox"/>	
Handle		<input type="checkbox"/>	
Dimensions		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Quality of each part		<input type="checkbox"/>	
Reinforcement		<input type="checkbox"/>	
Stackability		<input type="checkbox"/>	
Compliance		<input type="checkbox"/>	
Shelf life		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

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

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		<input type="checkbox"/>	
Capacity		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Material (please specify percentage of recycled content)		<input type="checkbox"/>	
Compliance		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Built		<input type="checkbox"/>	
Handle		<input type="checkbox"/>	
Inlet interior diameter and the Cap:		<input type="checkbox"/>	
Span/shelf life		<input type="checkbox"/>	
Storing condition		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

**LOT 6- Mattress**

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		<input type="checkbox"/>	
Material(s)		<input type="checkbox"/>	
General quality of mattress			
Size		<input type="checkbox"/>	
Density		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
SAG factor		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Sewing		<input type="checkbox"/>	
Zipper/Velcro		<input type="checkbox"/>	
Microbiology		<input type="checkbox"/>	
Certificates		<input type="checkbox"/>	
Shelf life		<input type="checkbox"/>	
Lifespan		<input type="checkbox"/>	
Warranty		<input type="checkbox"/>	
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:



ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

**LOT 7- Sleeping mats.**

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		<input type="checkbox"/>	
Material (s)		<input type="checkbox"/>	
Secured edge		<input type="checkbox"/>	
Colours		<input type="checkbox"/>	
Size		<input type="checkbox"/>	
Weight		<input type="checkbox"/>	
Bursting strength:		<input type="checkbox"/>	
Span/shelf life		<input type="checkbox"/>	
General quality		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

**LOT 8- Kitchen Sets**

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		<input type="checkbox"/>	
Design of items		<input type="checkbox"/>	
Estimated weight and volume		<input type="checkbox"/>	
Expected life span and shelf life		<input type="checkbox"/>	
Material specifications for each item of the kitchen set including (material, volume, diameter, thickness, handles, lid, etc)		<input type="checkbox"/>	
Minimum quality standards		<input type="checkbox"/>	
Chemical composition		<input type="checkbox"/>	
Food grade requirement		<input type="checkbox"/>	
Radioactive content		<input type="checkbox"/>	
Finishing		<input type="checkbox"/>	
Green steel certification, if available		<input type="checkbox"/>	
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:

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

**LOT 9- Portable solar lantern**

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		<input type="checkbox"/>	
Composition of the portable solar lantern		<input type="checkbox"/>	
User-friendly features		<input type="checkbox"/>	
Product weight		<input type="checkbox"/>	
Volume		<input type="checkbox"/>	
Material composition		<input type="checkbox"/>	
Drop Test		<input type="checkbox"/>	
Soldering and electronics quality		<input type="checkbox"/>	
Battery requirements		<input type="checkbox"/>	
Environmental durability		<input type="checkbox"/>	
Battery chemistry, hazardous substances limitations		<input type="checkbox"/>	
Battery durability		<input type="checkbox"/>	
Minimum number of full cycles for the battery		<input type="checkbox"/>	
Battery operating voltage		<input type="checkbox"/>	
Battery capacity		<input type="checkbox"/>	
Operating hours at each light setting (powered by battery only)		<input type="checkbox"/>	
Possibility of battery replacement		<input type="checkbox"/>	
Spare batteries		<input type="checkbox"/>	
Battery protection		<input type="checkbox"/>	
Battery specification sheets		<input type="checkbox"/>	
Lantern requirement		<input type="checkbox"/>	
Light performance		<input type="checkbox"/>	
Colour temperature		<input type="checkbox"/>	
Colour rendering index		<input type="checkbox"/>	
Lumen maintenance at 2,000 hours		<input type="checkbox"/>	
Illuminance		<input type="checkbox"/>	
Total lighting service per solar day		<input type="checkbox"/>	
PV requirement		<input type="checkbox"/>	
Output rating		<input type="checkbox"/>	
V-panel overall quality and performance		<input type="checkbox"/>	
Recharge time at 1,000 w/m2 and 25°C (fully discharged)		<input type="checkbox"/>	

ANNEX B-1\_TECHNICAL SPECIFICATIONS COMPLIANCE FORM  
INVITATION TO BID FOR FA > **2024/ITB/002**

Cables, connector, housing and other parts		<input type="checkbox"/>	
Cables		<input type="checkbox"/>	
Switch, gooseneck, moving parts and connector durability		<input type="checkbox"/>	
Other information			
Certification and quality assurance		<input type="checkbox"/>	
Branding details		<input type="checkbox"/>	
Consumer information		<input type="checkbox"/>	
Additional information			

**2. Packaging specification:**

Characteristic	Provide Packaging Details
Packing Unit and type of materials	
Weight per Packing unit in kg	
Volume per Packing Unit in m3	

Primary packaging:  
Secondary packaging:  
Tertiary packaging:  
Marking techniques:  
Batch and Supplier Identification Marks:

**2. Packaging specification:**

Characteristic	Provide Packaging Details
Packing Unit and type of materials	
Weight per Packing unit in kg	
Volume per Packing Unit in m3	

Primary packaging:  
Secondary packaging:  
Tertiary packaging:  
Marking techniques:  
Batch and Supplier Identification Marks:

Company's name:

Name and Title of representative:

Signature:

Stamp: