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**DATE: 11TH OCTOBER 2024**

**REQUEST FOR EXPRESSION OF INTEREST: No. EOI/NGA/NIGMA/01/2024**

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT(S) FOR  
SUPPLY AND DELIVERY OF VARIOUS DIGNITY AND CORE RELIEF ITEMS  
FOR UNHCR OFFICES IN NIGERIA**

**CLOSING DATE AND TIME: MONDAY, 21<sup>ST</sup> OCTOBER 2024 – 12:00 hrs WAT**

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The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950, by the United Nations General Assembly<sup>1</sup>, intends to pregualify suppliers for the supply and delivery of various Dignity and Core Relief Items.

**OBJECTIVE:**

This is an invitation for suppliers to express interest in supplying the above-mentioned goods and services. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, for supply of various Dignity Kits ,Core Relief Items and qualification information.

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

**1. REQUIREMENTS**

**DIGNITY KITS AND CORE RELIEF ITEMS**

The estimated annual requirement of UNHCR is specified in the table below.

S/N	Item Description	Items in each category	Estimated annual requirement
1	Supply of Dignity Kits	Refer to Annex A.	Refer to Annex A.
2	Supply of Core Relief Items (CRIs)	Refer to Annex A	Refer to Annex A.

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<sup>1</sup> For further information on UNHCR, please see <http://www.unhcr.org>

## 2. INSTRUCTIONS:

### 2.1 SUPPLIERS REGISTRATION

**For Registered Suppliers:** If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g., financial statements, address, contact name, etc.) provided in connection with your application are up to date.

**For Suppliers not Registered:** Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (ANNEX A) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

You can also register as prospective supplier on UNHCR Supplier ERP portal using this link below [Supplier Registration \(oraclecloud.com\)](https://supplierregistration.oraclecloud.com)

To be considered, your application must meet the following minimum requirements:

1. The products and/or services your company offers are of interest to UNHCR programmes.
2. Your company has a minimum of three (3) years' experience in the present field of business.
3. Your company accepts the UNHCR General Conditions of Contract for the Provision of Goods and/or Services- 2018 and Payment Terms. See ANNEX B.
4. The UNHCR Vendor Registration Form is duly and fully completed and signed.
5. Please ensure the required documents are attached (**Corporate Affairs Certificate (CAC), company/business registration certificate, licenses and permits, Tax Clearance Certificate FIRS 2021-2023, quality assurance certificates or quality control records (from NAFDAC), and any other important documents related to your company.**

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose products or services are of interest to UNHCR.

#### **IMPORTANT:**

Any false, incomplete, or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

### 2.2 QUALIFICATION PROCESS

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

Characteristic	Description	Sustainable product recommendations	PASS/FAIL
General design requirements	General physical properties required to be considered in the product	The product must be designed in a durable way that minimizes its impact on the environment. It should follow the universal design principles <sup>2</sup> It should also consider the following performance features:	

<sup>2</sup> <sup>2</sup> <https://universaldesign.ie/What-is-Universal-Design/The-7-Principles/>

		Repairability: easy to repair and maintain. Recyclability: ability to be recycled Reusability: capability to be used again Durability: ability to last over time	
Material(s)	Main components required to create a product	Minimum or preferred percentage of sustainable materials that reduce their environmental impact and promote long-term ecological balance. Sustainable materials: % sustainable materials Recycled: % recycled materials Bio-degradable: % bio-degradable materials Organic: % organic materials Others sustainable materials  Preferable raw materials should be sourced from sustainable suppliers and close locations.  Requirement for verification such as certificates, audits, or self-certification.  Avoid or minimize the use of hazardous material.	
Size	Dimensions of the product (per unit)	Standards size used by the Organization. When applicable, alternative solutions to reduce size are accepted as they reduce water and energy consumption but without compromising quality and safety.	
Colors	Recommended colors	No need to add additional colour pigmentations and design elements on the item. Additives/colour pigmentation used during the manufacturing process sometimes include harmful substances.	
Weight	Volume of the product (per unit)	Standard weight used by the Organization. When applicable, alternative solutions to reduce weight are accepted as they reduce water and energy consumption without compromising quality and safety of the item.	
Shelf life	The length of time that the product can be stored to maintain its quality	Preference for shelf life beyond the standard period of the product	
Lifespan	The length of time that the product is expected to be useful.	Preference for lifespan beyond the standard period of the product	
Warranty	Warranty against manufacturing defects. support the repair or replacement of that product	Preference for warranties beyond the standard warranty period	
Packaging	All materials used to protect the products. Primary, secondary, and	Compressed items in a way that reduces space while keeping the items protected.	

	tertiary	<p>Primary packaging: Remove single-use plastic</p> <p>Secondary and tertiary packaging: Preferable use of sustainable materials while ensuring safety and protection when handling, transporting and storage the items.</p>	
Branding (Marking reference)	Placement of logos on the product	<p>The manufacturer's marking should exclude any company logos.</p> <p>Use of the logo on the product should be done on case by case and should be consulted with branding unit.</p> <p>Ink/colouring must be non-toxic and ecologically friendly.</p> <p>Primary packaging: Do not include the UNHCR logo unless needed for safeguarding or accountability reasons OR unless there's no secondary or tertiary packaging where the UNHCR logo can be placed instead</p>	
Shipping marking	Instructions to suppliers to mark packages for easy identification and handling of cargo	<p>The manufacturer/supplier's logo shall not be included. The marking on each package must remain readable and securely affixed. Other markings as specified in the contract/purchase order.</p> <p>The UNHCR visibility logo should be applied to the sides of the secondary packaging (excluding the bottom).</p> <p>The following information should be included in the shipping marking:</p> <p>UNHCR LOGO</p> <p>UNHCR Item Name and Item Number:</p> <p>PO No.:</p> <p>PO Quantity:</p> <p>Consignor (Supplier &amp; Manufacturer):</p> <p>Consignee:</p> <p>Country of Origin:</p> <p>Destination:</p> <p>Packing Units: Marked with consecutive numbers shown over the total number of packing units, i.e. 1/5, 2/5, etc.</p> <p>Batch Number and Production Date:</p>	
Container	Units per load/pallet	Optimization of load ability that allow for easy transportation, handling and storage, while also ensuring protection of the product, and minimize the environmental impact.	
Manufacturing process	Process of turning raw materials or parts into finished goods through the use of tools, human labor, machinery, and chemical processing	<p>Process that includes renewable energy sources</p> <p>Process that includes recycled or harvesting water sources</p> <p>Process that reduces energy and water consumption</p> <p>Process that minimizes the use of harmful/hazardous substance (chemicals)</p>	

Quality assurance	Standards, guidelines and procedures to prevent quality issues and maintain the integrity of the product	Specific policies and procedures Factory audits Quality Management System (e.g. ISO 9001:2015) Laboratory tests conducted by national or international recognized laboratories.	
Relevant Certificates	Official documents that recognized compliance with quality, environmental, social and other relevant aspects.	Specific requirements for certificates based on the industry/product: Environmental management systems: ISO 14001 Occupational and health: ISO 45001:2018 Eco-labels Others	
End of life, disassembly, recycling: Take-back guarantee and recycling <sup>5</sup>	Practices when the product is expired, discarded or destroy	Requirements for waste management system that help to manage and reduce waste and hazardous materials.  Requirements/ Commitments for recycling or reuse of a product through features of the product or materials from which the product is manufactured.  Requirements for take-back programs and suppliers to provide appropriate proof of its capacity to secure the environmentally friendly and socially responsible) re-use, recycling and/or disposal of waste.  Requirements to provide disassembly and recycling instructions.  Requirements to provide online repairing tutorials and list of tools.	
Social	Social aspects related to a product which involves how the product impacts workers, individuals, communities, and society at large.	Requirements for policies and procedures that demonstrate commitment with fair working conditions.  Requirements related to business practices, standards and certifications such as: Social audits Social Accountability International: SA8000 Guidance on social responsibility: ISO 26000 Any other relevant certificate.  Depending on the industry/product specific requirements/commitments for companies to promote equality, diversity, and inclusion in the workplace.	

**Prices are not required at this stage.**

The cost of responding to this EOI is to be entirely borne by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

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**IMPORTANT:**

Only suppliers meeting UNHCR registration criteria and whose products and services have been approved by UNHCR will be invited to participate in the formal bidding process.

**3. EOI SUBMISSION:**

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, in PDF format no later than **Mondy, 21/10/2024, 12:00 hrs WAT by e-mail<sup>3</sup> ONLY to: [nigmasupply@unhcr.org](mailto:nigmasupply@unhcr.org)**;

Please know the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **20 Mb**.

Please indicate in the e-mail subject field:

- EOI/PRE EOI/NGA/NIGMA/01/2024
- Name of your firm
- Number of e-mails that are sent (example: 1/2, 2/2).

Thank you for your kind attention.

Margareth Adhero Mrema  
Senior Supply Officer,  
UNHCR CO, Abuja Nigeria

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