

**RFQ/GRC/2024/009**  
**For the establishment of Frame Agreement(s) for the supply**  
**of Hygiene items for UNHCR Greece**

**Annex A**  
**Technical Specifications**

**REQUIREMENTS**

Establishment of Frame Agreement(s) for the supply of hygiene items with initial duration of 1 year, potentially extendable for a further period of one (1) year.

The estimation annual requirement of UNHCR per item as stated in the specifications table below

<b>Group</b>	<b>Description</b>	<b>Indicative Annual Quantity</b>
<b>A</b>	Toothpaste: Tube of 75 ml	15.000
	Toothbrush: Type medium hardness	15.000
<b>B</b>	Bar of soap: body/toilet soap 100 gr	30.000
	Hair Shampoo: Bottle 300ml	15.000
	Detergent washing soap bar 200gr, no liquid, no powder	15.000
<b>C</b>	Sanitary Napkins (XL/ OVERNIGHT / SUPER PLUS) with wings pack of 12-18pcs	10.000

## SPECIFICATIONS

Group	Description
<b>A</b>	Toothpaste: Tube of 75 ml
	Toothbrush: Type medium hardness
<b>B</b>	Bar of soap: body/toilet soap 100 gr (Individually wrapped – no liquid)
	Hair Shampoo: Bottle 300ml
	Detergent washing soap bar 200gr, no liquid, no powder
<b>C</b>	Sanitary Napkins single use/disposable (XL/ OVERNIGHT / SUPER PLUS) with wings pack of 12-18pcs

Packing Units for group A, B and C are specified in Annex B – Technical offer form. Pictures should be provided for every product offered.

### **OTHER CHARACTERISTICS:**

- All items must comply with the Public Health regulations in force in EU- as applicable for each, be dermatologically tested and Anti-allergic. Declaration of compliance for each product is required.
- The expiration date of the products – where applicable- must be minimum 18 months after the delivery date. In case expiration date is not respected by the supplier when UNHCR receives the items and upon inspection may request for replacement of the item.
- UNHCR may requests the full quantities described above or partial quantities.
- Expected delivery lead time for up to 3,000 per item, within 10 days from order placement. In case of large orders, partial deliveries are possible, in consultation with the organization, providing that the weekly delivery amount is not less than 3,000pcs. Partial quantities (less than 3,000 pcs) may be ordered.

### **GROUP C Sanitary Napkins:**

- Individual packing is required (each sanitary napkin shall be individually wrapped as a single unit within each pack), Leak-protection material;
- Certification: Oeko-Tex® Standard 100 is required.
- Eco friendly
- Single use/ disposable sanitary napkin

All items should have legal permission (by the State) for distribution within Greece.

### **Quotation:**

The bidder shall quote either for all groups or for the items per group

The bidder shall indicate in detail the packing of each product individually.

All packing units /cartons should be palletized and indicate the number of cartons 1/3, 2/3, 3/3.

Height of pallet up to 1,85 m.

### **Invoicing and rest of terms**

Issuance of an invoice will take place at the end of the goods delivery, in an amount not exceeding the Agreed Price indicated in the respective UNHCR purchase order and supplier's offer, and upon issuance of a Goods Receiving Note (GRN/Waybill) signed for the delivery of requested quantities. The Supplier's invoice shall contain the purchase order number to which the invoice relates. Payment shall be made within 30 working days from the day of receipt of the Invoice to the Supplier's bank account.

UNHCR payments are processed through UNHCR Headquarters accounts, and as such, will be received by the Contractor's designated local bank account as an international incoming transfer. UNHCR is not liable/responsible for any commission charges, depending upon the agreement the Contractor has with its bank. This should be taken into consideration and be included in the financial quote of each bidder.

In addition to any other rights and remedies available to it, UNHCR shall have the right, without prior notice to the Contractor (any such notice being waived by the Contractor), upon any amount becoming due and payable hereunder to the Contractor, to set-off any payment, indebtedness or other claim (including, without limitation, exempted VAT, any overpayment made by UNHCR to the Contractor or any claim for loss or damage to UNHCR property) owing by the Contractor to UNHCR hereunder or under any other agreement between the Parties. UNHCR shall promptly notify the Contractor of such set-off and the reasons therefore, provided, however, that the failure to give such notice shall not affect the validity of such set-off. Should the supplier fail to take steps to refund any amounts due to UNHCR (e.g. VAT waived), UNHCR withholds its right to record such a behavior as a performance matter (low performance under the contract) on the Supplier Performance Evaluation Form based on the Key Performance Indicators (KPIs) and would additionally consider such a performance element with added weight in considering any future awards to the same supplier

Article 20 / Article 21<sup>1</sup> of the UNHCR General Conditions for the provision of services/goods (revision July-2018) applies to Tax Exemptions. Additionally, as per local provisions guiding such, upon receipt of the invoice, UNHCR will process it for VAT and tax exemptions according to the applicable regulations. Indicatively (not exhaustively) the currently applicable circulars are "ΠΟΛ" 1268/2011 (ΦΕΚ Β'39/ 20-01-2012) or 1180/2016 (ΦΕΚ 4086 Β'/20-12-2016) and its amendment Decision No. Α. 1094/2022 (ΦΕΚ Β' 3651/12-07-2022). Upon confirmation of receipt of Goods and/ or Services as per Contract Terms, UNHCR will settle the amounts due. The same process also extends to EU-based suppliers outside Greece.

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[1] Select as applicable: Article 20 of the UNHCR General Conditions for the provision of services (revision July-2018) or Article 21 of the UNHCR General Conditions for the provision of goods and services (revision July-2018).