

RFQ/GRC/2024/012
For the establishment of Frame Agreement(s) for the supply
of Baby care kits for UNHCR Greece

Annex A
Technical Specifications

Requirements:

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

The annual quantity is estimated not to exceed the 10,000 units. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders.

IMPORTANT:

The bidder shall provide pictures and a sample of the requested items along with the technical offer. Failure to comply will result in disqualification.

Specifications – Content of each kit (measures are indicative):

- 1 (one) package of one-size baby disposable diapers (containing 20 single use diapers).
 - Absorbency: 6-Heavy,
 - 3D leak prevention channel,
 - No curly fibre core,
 - Latex free,
 - Breathable side panels,
 - Weight range possibilities for each kit (diaper sizes)
 - <2 kg – SMALL
 - 2-5 kg- SMALL
 - 3-6kg- MEDIUM
 - 4-9kg- MEDIUM
 - 7-18kg-LARGE
 - 11-25kg- EXTRA LARGE
 - Each kit must contain one size of diapers.
- 1 (one) package of moist baby wipes (containing approximately 64 wipes).
- 1 (one) baby rash cream 80 gr to 100 gr NET weight (with zinc oxide) in tube or jar (plastic or metal).

Torn or opened packages will not be accepted.

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.
- Expiry date: minimum range 18 months to 24 months from the delivery date. The same products, contained in each kit must bear the same expiry date (i.e. all the moist baby wipes shall bear the same expiry 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.

- It may be requested that a small logo (1 color) is printed on each carry bag. The graphic image for the logo will be submitted to the awarded supplier.

Packing instructions:

One (1) carry bag, packed with all above mentioned items, in soft waterproof material with zip lock or Velcro, no long strings/cords, in dark color with logo imprint¹. Approximate size: 37.5cm x 15.5 cm x 11.0 cm.

The pieces in the primary packing should then be placed in a carton box (Secondary packing = Packing Unit (PU)). The carton boxes shall be palletized and stretch wrapped.

- All Packing units must be palletized on Euro pallet.
- All Packing Units need to contain the same quantity of items.
- Contractor should clearly indicate on a tag/sticker on the outside of each PU the PO number and the PU number for example 1/3, 2/3, 3/3 and the expiry date in a standardized format such as "Best Before: MM/DD/YYYY"
- Height of pallet up to 1,85m
- Contractor should inform UNHCR at least two days before delivery and provide to UNHCR a packing list.

Production and delivery capacity:

The bidder shall state its weekly production capacity and delivery capacity DAP Athens- Greece along with the existing stock quantity available for immediate dispatch.

The bidder shall have the capacity to deliver to Athens, Greece at least 5,000 units within 6 weeks after the order placement.

Quotations:

The bidder shall quote for the content of the kit. Partial quotes won't be accepted, resulting in disqualification of the offer.

Invoicing and other 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 21¹ 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.

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