

**UNHCR**United Nations High Commissioner for Refugees  
Haut Commissariat des Nations Unies pour les réfugiés**DATE: 12/06/2024****Invitation to Bid: UNHCR ITB 28****FOR THE ESTABLISHMENT OF FRAME AGREEMENTS FOR THE SUPPLY OF  
CANVAS ROLL MATERIAL FOR HOT AND DRY CLIMATIC CONDITIONS (1.5 X 70M)****CLOSING DATE AND TIME: 09/07/2024 – 18:45 hrs CEST**

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**PLEASE NOTE:**

- The deadline for this ITB has been **extended to 3 September 2024 - 18:45 hrs CEST**
  - The deadline for the Q&A results has been **extended to 12 July 2024**
  - in Annex A – the specification on page 3, specifically point 5.b. Tensile strength (N), ISO 13934-1 should be disregarded.
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**All other terms and conditions remain unchanged**  
**Sofia Van Dijk**  
Procurement Officer  
HQ Procurement  
Supply Management Service  
UNHCR Global Service Centre

## **INVITATION TO BID**

**FOR THE ESTABLISHMENTS OF FRAME AGREEMENTS FOR THE SUPPLY OF**

**CANVAS ROLL MATERIAL FOR HOT AND DRY CLIMATIC CONDITIONS (1.5 X 70M)**

**CLOSING DATE AND TIME: as indicated in the ERP system**

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### **1. INTRODUCTION TO UNHCR**

The Office of the United Nations High Commissioner for Refugees was established on 14 December 1950 by the United Nations General Assembly. The agency is mandated to lead and co-ordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has a mandate to help stateless people.

In more than seven decades, the agency has helped tens of millions of people restart their lives. UNHCR is today one of the world's principal humanitarian agencies, its staff of more than 18,800 personnel helping more than 89 million people in more than 137

countries. Staff members work in a diversity of locations and conditions including 3 Headquarters (HQ), in Geneva, Budapest, and Copenhagen. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

## 2. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Supply Management Service, Budapest, invites qualified suppliers and manufacturers to make a firm offer for the establishment of Frame Agreement(s) for the supply of:

### 1) Canvas material roll for hot and dry climatic conditions (1.5 x 70m)

**IMPORTANT:** *Exact technical specifications of the items are detailed in Annex A of this document.*

UNHCR may award Frame Agreement(s) (FA) with an initial duration of three (3) years, potentially extendable twice for period of two (2) years each, for supplying its operations globally. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

The estimated annual requirement of UNHCR is: 1,400 - 1,500 rolls.

Please note that the figures are presented for bidders to have an indication of the projected requirements. It does not represent a commitment that UNHCR will require the totality of the above quantity. Quantities may vary and will depend on the actual needs and funds available regulated by the issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes, if authorised in writing by UNHCR, shall be entitled to the same prices and terms as those contained in the offers of the successful bidders and could form the basis for a Frame Agreement with other UN Agencies.

**IMPORTANT:**

Once a Frame Agreement is signed, either party can terminate the agreement upon 30 days' notice in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with article 19 "settlement of disputes" of the UNHCR General Conditions of Contracts for the provision of Goods and Services shall not be deemed to be a "cause" for or otherwise to be in itself a termination clause.

IT IS STRONGLY RECOMMENDED THAT THIS INVITATION TO BID DOCUMENT AND ITS ANNEXES ARE READ THOROUGHLY. FAILURE TO OBSERVE THE PROCEDURES LAID OUT THEREIN MAY RESULT IN DISQUALIFICATION FROM THE EVALUATION PROCESS.

Sub-Contracting: Please take careful note of article 5 of the attached General Terms and Conditions (Annex E).

Note: this document is not construed in any way as an offer to contract with your firm.

**3. ITB SUBMISSION**

We would appreciate receiving your submission on or before the deadline as indicated in ERP system. Please note that bidding must be submitted directly in the system and shall be prepared in English, responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received after the submission deadline, outside the online portal, for any reason, will not be considered for evaluation.

**IMPORTANT:** Inclusion of copies of your proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff **will result in disqualification of the proposal**. Please send your bid using the **Cloud ERP tool**.

Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the

Requirements Section.

Ensure that your bidding remains valid for as least 90 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR.

#### **4. INTENTION TO BID - Create a response draft in ERP**

To confirm your intention to participate in this tender, bidder is requested to create a draft in the ERP system, which will validate your interest to bid.

#### **5. REQUEST FOR CLARIFICATION**

Bidders are required to submit any request for clarification or any question in respect of this RFP by this ERP portal using messaging functionality before the clarification date deadline. **The deadline for receipt of questions is 23:59hrs CEST on 12 June 2024.**

Bidders are requested to keep all questions concise. UNHCR will reply to the questions received as soon as possible by the system. Answering the queries or resolving the technical issue would take time and UNHCR will not be held liable for any delays. UNHCR will respond during official business hours.

#### **6. ENVIRONMENTAL POLICY**

UNHCR's policy is to purchase products and services with the least negative impact on the environment. Environmental considerations, including manufacture, transport, packaging, use, and disposal of goods, are integral to UNHCR's evaluation and selection process.

#### **7. ZERO TOLERANCE POLICY**

Note that UNHCR strictly adhered to a zero-tolerance policy, advising its Suppliers not to offer any gifts, favors, hospitality, commission, etc. to any UNHCR Staff. Any Supplier found engaging in such activities may face sanctions from UNHCR and other UN agencies.

#### **8. NOTE TO BIDDERS**

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedures as set out in this ITB and submit it by the deadline for submission of bids set out in this document and in the supplier portal.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendment of the tender requirements. Should you require further clarifications. Kindly communicate using the messaging functionality in the system. If you experience issues accessing the Cloud ERP, contact please contact Sofia Van Dijk ( [vandijk@unhcr.org](mailto:vandijk@unhcr.org)) and Mariana Anaya Villafana ([anayavil@unhcr.org](mailto:anayavil@unhcr.org)).

Offer must be submitted through the ERP portal. In case you have never registered before, you can register a profile using this registration link [Supplier Registration \(oraclecloud.com\)](#) and follow the instruction in guides available in the UNHCR website [How to become a supplier | UNHCR](#). Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

Thank you, and we look forward to receiving your quotations.

Division of Emergency, Security and Supply

HQ Procurement

This document has important legal consequences. The information contained in this document is proprietary of UNHCR. It shall not be used, reproduced, or disclosed to others without the express and written consent of UNHCR.

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## 1 Overview

### 1.1 General Information

Title	CANVAS ROLL MATERIAL FOR HOT AND DRY CLIMATIC CONDITIONS (1.5 X 70M)		
Buyer	Mariana ANAYA VILLAFANA	Outcome	Frame Agreement
E-Mail	ANAYAVIL@unhcr.org	Two Stage Evaluation	Yes
Introduction	<b>ITB DOCUMENTS</b>		

The following annexes form integral part of this Invitation to Bid:

Annex A: Technical Specifications Canvas roll material for hot and dry climatic conditions

Annex B.1: Technical Offer Forms (8 tables: B.1.1; B.1.2; etc.)

Annex B.2.: Documentation required for sustainability criteria

Annex B.3: Bidder sustainability information form

Annex C: Financial Offer Form

Annex D: UNHCR General Conditions of Contracts for the Provision of Goods & Services – July 2018

Annex E: UN Supplier Code of Conduct (December 2017)

Annex F: Key Performance Indicators

**Note:** Annex B.1, Annex B.2, Annex B.3 and Annex C can found under the requirements section.

### **A) CONTENT OF TECHNICAL OFFER**

**IMPORTANT:** No pricing information should be included in the Technical offer. Failure to comply may risk disqualification.

Please structure your technical offer following the sequence and information requested and required below:

#### **1. Qualification**

1.1) Company's Registration:

Please provide the required supporting documents:

- Copy of Certificate of Incorporation;
- Document demonstrating ownership of bank account declared;
- Copies of last 3 years' available Audited Financial Statements;
- Copies of Quality Assurance Certificates, if any.

## 1.2) UNHCR General Conditions of Contract for Provision of Goods & Services:

Your technical offer must contain an acknowledgement of your acceptance of the UNHCR General Conditions of Contract for Provision of Goods & Services (2018). However, please note that submitting an offer is deemed as full acceptance of UNHCR's General Conditions for Provision of Goods & Services (2018).

## 1.3) Financial Capacity:

The technical offer must include copy of the last 3 years available Audited Financial Statements in order to demonstrate that the bidder has the financial stability and capacity adequate to successfully implement the frame agreement.

## 1.4) Ethical Purchasing:

UNHCR in particular underlines full applicability of articles 26, 27, 28 and 29 of the General Terms and Conditions concerning working conditions. In addition, UNHCR requirement of compliance with UN Global Compact principles referred to in point 2.5.5 may verify the situation in the supplier's premises at any time. Inconsistency with these articles may lead to contractual remedies such as a warning linked to a period for improvement, suspension or termination of the Agreement, depending on the gravity of findings.

## 2. Experience

The bidder shall have at least five (5) years' experience in supplying the same, as described in Annex A, or similar relief items, preferably to other UN agencies and/or humanitarian organizations.

In case the bidder uses a manufacturer, the bidder needs to provide information on the past five (5) years' experience of the manufacturer in supplying the same or similar relief items.

Please use section 2 of Annex B.1 (Technical Offer Forms), to provide the following information:

- The Number of years of experience with those organizations (this experience should correspond to the place of manufacturing of the provided goods);
- List of Clients to whom you have supplied in the last five years;
- List of Purchase Orders received (indicating the number, type of product and destination) in the last five years for similar items.

### 3. References

Please indicate (per lot, where applicable) in section 3 of Annex B.1 at least three (3) references for similar supply of relief items over the last five (5) years. For each reference, please provide (per lot, where applicable) the following information:

- Name and address of client (organization) and type of project;
- Period of contractual activity (start and end dates);
- Reference name, title and contact details (tel., e-mail);
- Supplier Delivery Certificate/Letter: the Bidder should attach a document issued by the purchasing party which show successful deliveries, if available.

If the Bidder is not the Manufacturer (i.e. if bidder is a trader), please provide the same information on the manufacturing company/ companies used.

### 4. Confirmation of Compliance with the Technical Specification

The technical specifications of the product requested by UNHCR are provided in Annex A.

Your technical offer should clearly state whether or not the goods you are offering are in conformity to the product specifications in Annex A. Clearly state and disclose any discrepancies with the specifications given. Please use Annex B.1, section 4 of the Technical Offer Form, to provide this information.

### 5. Product sample

Bidders are requested to send one (1) sample of one square meter

from the product, with UNHCR logo tag, for visual inspection and for future reference to UNHCR at the bidder's cost (DDP incoterms) to the following address, before the bid closing date:

*UNHCR GSM Dubai warehouse  
Showroom J15, International Humanitarian City, Phase 2  
Warehouses  
Dubai, United Arab Emirates*

Contact Person:

Mr. Sarath Kumar, Mobile: +971 56 1709095

Mr. Aatef Kadoun, Mobile: +97152 7875031

Mr. Basharat Naser, Mobile: +97155 4520699

Preferred delivery time:

Monday- Thursday (9.00 a.m. – 3.00 p.m., local time)

Friday (9.00 a.m.– 12.00 p.m., local time)

All charges in relation to the delivery of the sample must be prepaid by the bidder.

Reference details to be indicated on outer parcel are:

"UNHCR\_ITB\_28" and "[bidding company name]".

***Failure to submit samples before the given deadline and in compliance with above instructions may result in disqualification of the offer.***

## **6. Laboratory Certificate**

Bidders must provide relevant Laboratory Certificate of the product/sample offered, preferably from the same sample batch.

The Laboratory Certificate shall comply with the following requirements:

- 1)The Certificate is issued by an internationally recognized laboratory in the relevant industry;
- 2)The Certificate is dated, and issuance date is no later than **36 months** counted from the submission tender deadline; and
- 3)The Laboratory Certificate result shall demonstrate compliance of the product offered with the specification as outlined in Annex A.

***Failure to submit such Certificate(s) meeting the requirement may result in disqualification of the offer.***

UNHCR reserves the right to conduct laboratory testing of the

product using its own laboratory in any given moment before or after the award of the contract.

Note: Upon conclusion of the tender procedure, awarded suppliers may receive a Purchase Order for a limited number of samples for laboratory testing purposes.

## **7. Country of Origin of the Supplier and place of Manufacture:**

Bidders must provide a Certificate of Origin of the product, indicating the factory name and address. The Certificate of Origin must be provided for:

- 1) samples delivered in accordance with 2.4.1.5 for visual inspection under this ITB; and
- 2) products which will be delivered under the FA, if awarded.

In particular, please indicate in Annex B.1:

A. the country in which the supplier is registered;

B. the country/ countries and place(s) (physical and registered address, including GPD coordinates) of the factory/ factories in which the product or part of the product is manufactured;

Please include to Annex B.1 :

C. Certificate of Incorporation of the Manufacturer(s) if different than the bidder (with official English translation in case language is different).

## **8. Factory and production line pictures**

Bidders must provide digital color pictures with indication of geolocation of the respective factory/ factories and in case of several factories for the item, the pictures must be provided for each factory.

Picture

Sub-set #Picture object(s)

(max. 10 pictures per sub-set).

1. External pictures of the factory buildings, incl. the usage of solar panels if any
2. Pictures of the production lines and main equipment (while in operation) to manufacture the goods
3. Pictures of quality control equipment used during reception, production or final quality control if any
4. Pictures of packing and loading equipment and areas
5. Pictures of logistics equipment used for handling cargo and any

other related facilities

6. Pictures of social and common areas, including restaurant/cafeteria, recreation room, restroom facilities, etc.

7. Pictures of health and safety facilities

8. Pictures of management facilities

Please note that the above pictures are required for due diligence purposes and for future reference.

Please insert pictures in a Word file (4 pictures per A4 page).

## **9. Quality Management System**

Bidders shall have in place a Quality Management system which ensures that the product can be delivered consistently in accordance with the technical specifications detailed in Annex A.

Bidders are expected to submit the following information and certification which is to be submitted with the Technical Offer:

A. Quality Management System Certificate (e.g. ISO 9001:2015 or equivalent)

B. Environmental Management System Certificate (e.g. ISO 14001:2015 Certifications or equivalent) or equivalent

C. Bidders are required to provide a copy of ISO 9001:2015 and ISO 14001:2015 or equivalent Certificates for the factory location where the product is manufactured

D. ISO 45001 Occupational Health and Safety

## **10. Packing and container utilization details**

The technical offer shall clearly indicate the packing and transport details (e.g. weight, volume, etc.) and its compliance with the requirements in Annex A1 and A2 of this ITB.

## **11. Production Capacity**

The bidder shall state in Annex B.1, section 11 the overall annual production capacity of the factories and how much of that production capacity will be allocated to UNHCR in line of the annual estimated requirement.

Bidders shall provide information of their total weekly and monthly production capacity and how much of such production capacity will be made available to serve UNHCR needs. In case the Bidder is not the Manufacturer of the product such information shall be

supported by written declaration, dated and signed by the Manufacturer(s).

Bidders shall indicate whether there are any periods in the year when the declared capacity is not, or not fully, available for example due to a national holiday.

The Bidders are expected to maintain such allocated production capacity throughout the entire period of validity of the FA including possible extension(s).

## **12. Delivery Capacity**

The bidder shall state in Annex B.1 the mobilization time, ex-stock quantity and quantities available after 1st batch, two, four, six and eight weeks of production lead time.

## **13. Storage Requirements**

Throughout the agreement UNHCR may refer to the following types of stock:

"White Stock" - Successful bidders may be expected to maintain a dedicated stock, based on a separate agreement, at their premises at no additional cost and without prior commitment from UNHCR, which can be used for rapid deployment to address urgent needs of UNHCR operations worldwide. Upon expiration of the Frame Agreement, UNHCR commits to purchase unused quantity remaining as White Stock with the Frame Agreement holder.

This stock should be available at any given time and depleted only if UNHCR requests it under an approved Purchase Order.

Administration of the stocks is the responsibility of the supplier and should be based on the first-in, first-out (FIFO) principle and considering rotation of products out of the stockpile for purchase orders placed against fresh production, as and when necessary.

"Set Aside Stock" This is ready stock held voluntarily by the supplier, at its own business risk, in expectancy of UNHCR orders.

## **14. Shelf life and expected lifespan:**

Shelf life requirements can be found in **Annex A** (Technical Specifications).

The bidder shall clearly state the recommended shelf life of the

product, as well as the usable lifespan, i.e. the recommended usage period. Minimum shelf life and usable life span are to be entered in Annex B.1, section

## **15. Inspections**

UNHCR will carry out random and/or systematic quality inspections, including specific selected criteria for laboratory testing and/or visual inspections of product or raw material selected by UNHCR or by an independent surveyor appointed by UNHCR from samples selected during production, upon departure, loading, unloading, at final destinations or from any storage or distribution location.

Inspection and laboratory testing of goods will be applicable and will be advised at the time of purchase or whenever required by UNHCR. The inspection will be arranged and paid for by UNHCR. Please note that inspection charges resulting from the supplier's default will be charged directly to the supplier.

The bidder shall state the preferred place of inspection for the product.

## **16. Batch and Supplier Identification Marks**

The successful bidders will be expected to a fix non-removable and permanent marking on each individual item clearly identifying the production batch and the supplier. Your technical offer should contain the details on how you would implement such markings (as indicated in the technical specifications of the products found in (Annex A).

## **17. Warranty/ Guarantee:**

The offer shall include a guarantee that the warranty period which, at the least, matches the shelf life indicated in Annex A and will be in effect from the date of delivery of goods to UNHCR initial (ship-to) Warehouse.

## **18. Sustainable requirements:**

The Bidder is to provide the information and documentation requested in Annex B.2 and fill the form of Annex B.3 that evidences compliance with the criteria listed therein and under 2.5.3.

## **B) CONTENT OF FINANCIAL OFFER**



Your separate Financial offer must contain an overall offer in a single currency, either in US Dollars, Euros or in the currency of your company's country.

**IMPORTANT:**

Please carefully consider and comply with the pricing model applicable to this invitation tender.

Bidders are required to submit product unit prices to be maintained throughout the duration of the Frame Agreement. Volume discounts can be offered as per Annex C. UNHCR may conduct a secondary bidding processes among the Frame Agreement holders for the same requirements whenever a need arises. The price offered following the secondary bidding process cannot exceed the ones offered under Annex C.

UNHCR acknowledges in the long-term market conditions may unpredictably change. As a result, after the initial period of validity of the Frame Agreement, Contractors will be allowed to submit a fully a documented request for price revision, but no more than once a year. UNHCR, at its sole discretion, will decide within 60 calendar days on such a request. The provisions governing this process will be detailed in the Frame Agreements.

The Financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the product unit price for both EXW and FCA (factory/sea/dry port and airport) Incoterms naming the locations respectively. The cost shall be provided for the supply of product in bulk as well as palletized. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. In this regard, price has to be given without VAT.

You are requested to hold your offer valid for **180 days** from the deadline for submission. UNHCR will make its best effort to select a company within this period. The price offered in the Supplier's offer will remain valid for the duration of the Frame Agreement. UNHCR's standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order.

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

This is a two stage negotiation and all responses will be evaluated in two stages.

### 1,2 Schedule

Preview Date		Open Date	<b>2024.05.14. 6:45</b>
Close Date	<b>2024.07.09. 15:00</b>	Award Date	
Time Zone	<b>Central European Time</b>		

### 1,3 Negotiation Controls

Response Visibility **Sealed**

### Lines Settings

Rank Indicator **1,2,3...**  
Ranking Method **Price only**

### 1,4 Response Rules

*This negotiation is governed by all the rules displayed below.*

	Rule
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1,5 Terms

Instructions **CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this ITB will be made in the currency of the winning offer(s). Payment will be made in accordance to the General Conditions for the Purchase of Goods and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion by UNHCR business owner.

Agreement Start Date		Agreement End Date	
Agreement Amount (USD)		Minimum Release Amount (USD)	
Payment Terms	<b>Net 30</b>	Freight Terms	<b>FREE CARRIER</b>
Shipping Method		FOB	<b>None</b>
Negotiation Currency	<b>USD (US Dollar)</b>	<input type="checkbox"/>	<b>Buyer managed transportation</b>
		Price Precision	<b>2</b>

### 1,6 Attachments

File Name or URL	Type	Description
Annex B.2 Documentation requir	File	
Annex F Key Performance Indica	File	
Annex E UN Supplier Code of Co	File	
Annex D UNHCR General Cond. of	File	

File Name or URL	Type	Description
Annex A Specification Canvas r	File	

## **2 Requirements**

*\*Response is required*

Dear Supplier,

Please review carefully the requirements and questions in this section. Provide answers as required and upload supporting documents when requested so. Failure to send the above requested information may result in disqualification of your offer from further evaluation. The acceptance of the UNHCR General Conditions of Contracts is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the General Conditions of Contract may be grounds for the rejection of the Proposal.

## **1) BID EVALUATION**

### **1.1 Supplier Registration:**

The qualified suppliers will be added to the Vendor Database after assessment of suitability based on the submitted Vendor Registration Form and supporting documents. The investigation involves consideration of several factors such as:

- Company profile and organization
- Company registration (Certificate of Incorporation), extract from trade register
- Company license
- Financial standing
- Declaration on legal and commercial capacity to enter the contract
- Staffing (number, structure/levels)
- Core business
- Track record
- Experience working with public sector institutions
- Quality Management System in place
- Corporate Social Responsibility

### **1.2 Technical evaluation:**

The evaluation of technical offers will be based on a Pass/Fail methodology which will look at the criteria as expressed in this ITB and in particular with regards to, but not limited to:

#### **A)COMPANY EXPERIENCE & CAPACITY:**

- 1)Company experience
- 2)Company Qualifications
- 3)Quality Management Systems

#### **B)PRODUCT & DELIVERY REQUIREMENTS:**

- 4)Compliance with the technical specification
- 5)Qualification and acceptance of product sample against Annex A
- 6)Production capacity

- 7) Verification of laboratory testing report:
  - o from internationally recognized laboratory
  - o report not older than 36 months
  - o report to match the product sample submitted, preferably from the same sample batch
- 8) Warranty/guarantee (respecting given minimum periods)

### **1.3 Sustainable Evaluation:**

Sustainability assessment involves evaluating various environmental, social and economic factors based on the following requirements using pass/fail method.

#### **A) ENVIRONMENTAL:**

- 1) Origin of the recycled and other raw material: The bidder considers shorter transportation distances of raw materials to reduce environmental impact. (Distance less than 5,000 km).
- 2) Energy efficiency practices: The bidder has in place energy efficient measures and strategies to reduce energy consumption in the manufacturing facility.
- 3) Water conservation practices: The bidder has in place water conservation measures that contributes to sustainable water management in the manufacturing facility.
- 4) Environmental management practices: The bidder has in place an environmental policy or a description of their environmental management system related to production unit/ factory.

#### **B) SOCIAL:**

- 5) Gender: The bidder has gender-responsive practices that demonstrate their commitment to integrating gender equality.
- 6) Disability: The bidder demonstrates commitment to integrating disability inclusion in their operations.
- 7) Working conditions: The Bidder has policies in place regarding various aspects of employment such as anti-discrimination, harassment, health and safety, fair wages, benefits, and work-life balance.
- 8) Other social aspects: The supplier has in place an Occupational Health and Safety management system.

#### **C) ECONOMIC:**

- 9) Local suppliers: The bidder sources goods and services from local suppliers. (Desirable 30% or more of total suppliers).
- 10) Waste management system: The bidder has a waste management system, plan or strategy to manage the different type of waste produced by the company: Segregation, storage, collection, recycling, appropriate disposal and/or local take-back programs

### **1.4 Financial evaluation:**

The financial offer will be evaluated only for those suppliers that pass the technical

evaluation as per the unit price FCA (containerized, non-palletized) offered.:

For evaluation purposes only, the offers submitted in currency other than US Dollars will be converted into US Dollars using the United Nations rate of exchange in effect on the date the submissions are due.

### **1.5 Overall Evaluation:**

Bids will be evaluated and awarded based on technically qualified/ lowest priced offer (unit price FCA sea/dry port, non-palletized, containerized).

Please note that if multiple bidders offer a product from the same manufacturer (main manufacturer), UNHCR will only award one contract to one of the successful bidder/manufacturers which is technically compliant and offers the lowest price as outlined above.

### **1.6 Due Diligence:**

Prior to awarding the Frame Agreements or during the term of Frame Agreements, UNHCR or its authorised representative(s) may conduct factory inspections for designated awards and their offered product. During the inspection visits, information provided in response to this ITB shall be confirmed. In addition, the following aspects will be checked:

- Quality Management system, Quality Policy, Quality Assurance and Quality Control as implemented in practice;
- Production Capacity;
- Working conditions; respect for the Convention on the Rights of the Child; social standards as defined by ILO, SA8000, UN Supplier Code of Conduct (Annex F), and UN Global Compact: Human rights, labour, environmental conditions.

Technical condition of production facilities, age of equipment, raw material, intermediate and finished product storage facilities, internal carriage, delivery and dispatch areas. The location of the factory must match with the one in the submission.

Corporate Social Responsibility: UNHCR will verify that factories comply with international Corporate Social Responsibility standards (social standards) and particularly with standards defined in UN Global Compact (as per link below).

<https://www.unglobalcompact.org/what-is-gc/mission/principles>

UNHCR invites suppliers to become members of UN Global Compact.

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that brings companies together with UN agencies, labor and civil society to support ten principles in the areas of the human rights, labor, environment and anti-corruption.

## **2 SUBMISSION OF BID:**

We would appreciate receiving your submission on or before the deadline as indicated in ERP system. Please note that bidding must be submitted directly in the system and shall be prepared in English, responding to the questions and uploading required documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your submission is submitted before the deadline. Bidding received after the submission deadline, outside the online portal, for any reason, will not be considered for evaluation.

**IMPORTANT:** Inclusion of copies of your proposal with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff will result in disqualification of the proposal. Please send your bid using the Cloud ERP tool.

Be aware that the system requirements employed by UNHCR limit the size of attachments to a maximum of 24 Mb in each required field, as specified in the Requirements Section.

Ensure that your bidding remains valid for at least 90 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services and acceptance by UNHCR

### **IMPORTANT:**

Any bid received after this date or sent to a UNHCR address may be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders simultaneously.

### **IMPORTANT:**

The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the technical evaluation and has been accepted by UNHCR as meeting the technical specifications.

UNHCR will not be responsible for locating or securing any information that is not identified in the bid. Accordingly, to ensure that sufficient information is available, the bidder shall furnish, as part of the bid, any descriptive material such as extracts, descriptions, and other necessary information it deems would enhance the comprehension of its offer.

## **3 BID ACCEPTANCE:**



UNHCR reserves the right to accept the whole or part of your bid, or to allow split or partial awards.

UNHCR may at its discretion increase or decrease the proposed content when awarding the contract and would not expect a significant variation of the rate submitted. Any such increase or decrease in the contract duration would be negotiated with the successful bidder as part of the finalization of the Purchase Orders for Goods.

UNHCR may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by UNHCR at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that UNHCR is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to UNHCR's general principles, including economy and efficiency and best value for money.

### **3.1 Stakeholder Meetings:**

Successful suppliers will be expected to attend periodic stakeholder meetings, usually once per year, for review of their performance involving UNHCR and other supply chain partners. UNHCR may request the supplier to submit additional information and documentation related to the company and/or its manufacturer as need be. All related costs, if any, (preparation, travel, accommodation etc.) for attendance of such review meetings shall be borne by the supplier. Venues may vary between e.g. Budapest, Dubai, and geographic centers of most suppliers.

## **4 UNHCR GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF GOODS AND SERVICES**

Please note that the General Conditions of Contracts (Annex E) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.

### **2.1 Section 1. Qualifications (Technical)**

Section Maximum Score: 5

#### **\*1. Financial Audited Statements**

Submit copies of last 3 year available Audited Financial Statements

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I hereby attach the audited financial statements of the last 3 years(*Response attachments are required*)

**\*2. Bank account ownership**

Submit the relevant document demonstrating ownership of bank account declared

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I hereby attach the proof of bank account ownership *(Response attachments are required)*

**\*3. Annex D - Acknowledgement of UNHCR Terms and Conditions**

Please acknowledge here your acceptance of the UNHCR General Conditions of Contract for the Provision of Goods & Services (2018) (Annex D).

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D UNHCR General Cond. of	File	

Select one of the following:-

☐ a. Yes, I accept UNHCR's Terms and Conditions *(Response attachments are optional)*

Comments:

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**\*4. UN Code of Conduct**

Please confirm your acceptance of UNHCR Code of Conduct (Annex E attached).

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex E UN Supplier Code of Co	File	

Select one of the following:-

☐ a. Yes, I accept the UN Code of Conduct

**\*5. Key Performance Indicators**

Please confirm your acceptance of Key Performance Indicators (Annex F attached).

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex F Key Performance Indica	File	

Select one of the following:-

☐ a. Yes, I accept the KPIs. *(Response attachments are optional)*

**2.2 Section 2. Experience and References (Technical)**

Section Maximum Score: 3

**\*1. Client References**

Please download the template (B.1.1) attached to this requirement and complete it by providing at least three (3) client reference contact details for the supply of canvas rolls or similar relief items over the last five (5) years. If you are applying as a trader please provide references on the manufacturing company/companies used. For each reference, please provide (per lot, where applicable) the following information:

- Name and address of client (organization) and type of project
- Period of contractual activity (start and end dates)
- Reference name, title and contact details (tel., e-mail)
- Supplier Delivery Certificate/Letter: the Bidder should attach a document issued by the purchasing party which show successful deliveries, if available

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.1 Template for Refer	File	

Select one of the following:-

- ☐ a. Yes, I hereby attach at least 3 references of clients (*Response attachments are required*)

Comments:

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## \*2. List of Purchase Orders

Please download the template attached (B.1.2) to this requirement and complete it by providing a list of Purchase Orders received (indicating the number, type of product and destination) in the last five years for similar items. Attach relevant proof of the above.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.2 Template for list	File	

Select one of the following:-

- ☐ a. Yes, I hereby a list of PO in the last five years for similar items(*Response attachments are required*)

Comments:

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## \*3. Years of Experience and Clients supplying the same, as described in Annex A, or similar relief items.

Please download the template attached (B.1.3) to this requirement and detail:

- the number of years of experience, preferably supplying to other UN organizations or humanitarian organizations (this experience should correspond to the place of manufacturing of the provided goods). Thus, in case the bidder uses a manufacturer, the bidder needs to provide information on the past five (5) years' experience of the manufacturer in supplying the same or similar relief items.

- List of Clients to whom you have supplied in the last five years.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.3 Template for Exper	File	

Select one of the following:-

☐ a. Yes, I hereby detail the numbers of years of experience(*Response attachments are required*)

Comments:

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## 2.3 Section 3. Technical Specification and Sample (Technical)

Section Maximum Score: 3

### \*1. Technical Specifications

UNHCR expects the product(s) of your bid to be conform to the UNHCR Specifications (Annex A), in the attached template (B.1.4) please:

- Confirm its conformity;
- In case of minor discrepancies please list these in this form for UNHCR evaluation.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.4 Template for Techn	File	
Annex A Specification Canvas r	File	

Select one of the following:-

☐ a. Yes, I hereby attached completed template related to the specifications(*Response attachments are required*)

Comments:

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### \*2. Sample

Bidders are requested to send one (1) sample of one square meter from the product, with UNHCR logo tag, for visual inspection and for future reference to UNHCR at the bidder's cost (DDP incoterms) to the following address, before the bid closing date:

*UNHCR GSM Dubai warehouse*

Showroom J15, International Humanitarian City, Phase 2 Warehouses

Dubai, United Arab Emirates

*Contact Person:*

Mr. Sarath Kumar, Mobile: +971 56 1709095

Mr. Aatef Kadoun, Mobile: +97152 7875031

Mr. Basharat Naser, Mobile: +97155 4520699

*Preferred delivery time:*

Monday - Thursday (9.00 a.m. – 3.00 p.m., local time)

Friday (9.00 a.m.– 12.00 p.m., local time)

All charges in relation to the delivery of the sample must be prepaid by the bidder. Reference details to be indicated on outer parcel are: "2024/ITB/ 28"and "[bidding company name]".

**Failure to submit samples before the given deadline and in compliance with above instructions may result in disqualification of the offer.**

You have the option to attach here the delivery note of the sample.

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I hereby confirm that I have sent a sample to the address indicated in the Cover Letter (*Response attachments are optional*)

Comments:

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**\*3. Laboratory Certificate**

Please submit a Laboratory Certificate of the offered product, be aware that this needs to be submitted in English if the laboratory certificate is in a different language a translation needs to be submitted.

The Laboratory Certificate shall comply with the following requirements:

1. The Certificate is issued by an internationally recognized laboratory in the relevant industry;
2. The Certificate is dated, and issuance date is no later than 36 months counted from the submission tender deadline; and
3. The Laboratory Certificate result shall demonstrate compliance of the product offered with the specification as outlined in Annex A.

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I hereby attach the Laboratory Certificate of the product(*Response attachments are required*)

Comments:

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## 2.4 Section 4. Country and place of Origin (Technical)

Section Maximum Score: 2

### \*1. Country of Registration

Please attach:

1. Certificate of Incorporation
2. Certificate of Incorporation if the Manufacturer(s) is different than the bidder (with official English translation in case language is different).

Maximum Score: 1

Select one of the following:-

☐ a. Yes, I hereby submit information of my company country registration(*Response attachments are required*)

Comments:

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### \*2. Certificate of Origin of the product, and Factory details

Please submit the Certificate of Origin of the product for the:

1. sample(s) provided; and
2. products which will be delivered under the FA, if awarded.

#### Factory details

Provide Information in the table attached (B.1.5) on:

- The physical and registered address of the factory/factories in which the product or part of the product is manufactured.
- The geolocation of the factory site.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.5 Template for Count	File	

Select one of the following:-

- ☐ a. Yes, I hereby attach the Certificate of Origin of the product(*Response attachments are required*)

Comments:

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## 2.5 Section 5. Factory details, production line and delivery (Technical)

Section Maximum Score: 4

### \*1. Factory and Production line pictures

Please provide digital colour pictures of the respective factory/factories and in case of several for the item, the pictures must be provided for each factory.

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes, I hereby attach the digital colour pictures of the factory/factories(*Response attachments are required*)

Comments:

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### \*2. Packing and Container Utilization Details

Please download the template attached (B.1.6) to this requirement and indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport requirements part of Annex A to this ITB.

The following information should be detailed and submitted in the form attached to this requirements:

1. Is the offered packaging in line with Annex A?

- Yes
- Alternative green packaging options, if any:

1. Shipment Loading information

- Loadability without pallet (no. of bales):
- Loadability with pallet (no. of bales):
- No. of containers stuffed (per workday):

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.6 Template for Packa	File	

Select one of the following:-

☐ a. Yes, I hereby attach the form with the required information(*Response attachments are required*)

**\*3. Production and Delivery Capacity**

Please download the template attached (B.1.7) to this requirement submit it with information regarding the overall annual, monthly and weekly production capacity of the factories and how much of that production capacity will be allocated to UNHCR in line of the annual estimated requirement. In case the Bidder is not the Manufacturer of the product such information shall be supported by written declaration, dated and signed by the Manufacturer(s).

The Bidders are expected to maintain such allocated production capacity throughout the entire period of validity of the FA including possible extension(s).

In the same template attached provide information about delivery capacity:

- Mobilization time (#days):
- Ex-stock quantity:
- Qty available after 2 weeks production lead time:
- Qty available after 4 weeks production lead time:
- Qty available after 6 weeks production lead time:
- Qty available after 8 weeks production lead time:

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annes B.1.7 Template for Produ	File	



Select one of the following:-

- ☐ a. Yes, I hereby attach the information regarding the production capacity(*Response attachments are required*)

Comments:

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**\*4. Shelf life and expected lifespan**

Please download the template (B.1.8) attached to this requirement and submit the following information about the lifespan of the product:

- Minimum shelf life offers? (UNHCR expected shelf life is minimum 5 years).
- Usable life span offered? (UNHCR expected lifespan is min. 12 months of use under hot dry climatic conditions without humidity and moisture).
- Warranty period (should be no less than the shelf life) from date of arrival to UNHCR initial warehouse.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.1.8 Template for Shel	File	

Select one of the following:-

- ☐ a. Yes, I hereby provide the required information about the shelf life of the product(*Response attachments are required*)

Comments:

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**2.6 Section 6. Quality Management System (Technical)**

Section Maximum Score: 3

**\*1. Quality Management in Place**

Please submit the information about the respective Quality Management System (e.g. ISO) in place, including quality manual, quality policy and information describing the actual quality assurance and control processes that have been submitted in your offer

If your company is applying as a trader, please submit the above information regarding the factory/factories used.

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes, I hereby submit the Quality Management System of my company (*Response attachments are required*)
- ☐ b. Yes, I hereby apply as a trader and I submit the quality Management System of the factories I use(*Response attachments are required*)

Comments:

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**\*2. Quality Management System in Place**

Please submit the description of the Quality Management System that is in place at the factory location where the product is manufactured.

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes, I hereby attach the description of the Quality Management System in place (Response attachments are required)

Comments:

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### \*3. Internationally Recognised Quality Certificate

Please confirm if a copy of internationally recognised quality certificate(s) of the manufacturing company AND a copy of quality certificate for the finished product(s) are submitted.

Bidders are expected to submit the following information and certification which is to be submitted with the Technical Offer:

1. Quality Management System Certificate (e.g. ISO 9001:2015 or equivalent).
2. Environmental Management System Certificate (e.g. ISO 14001:2015 Certifications or equivalent) or equivalent.
3. Bidders are required to provide a copy of ISO 9001:2015 and ISO 14001:2015 or equivalent Certificates for the factory location where the product is manufactured.
4. ISO 45001 Occupational Health and Safety.

Maximum Score: 1

Select one of the following:-

- ☐ a. Yes, I hereby attach the quality certificate of the company and the finished product (Response attachments are required)

Comments:

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## 2.7 Section 7. Sustainable requirements (Technical)

Section Maximum Score: 1

\*1.

### Information required for the evaluation of the sustainable criteria

Please download and submit a signed version of the attachment to this requirement (Annex B.3 Bidder Sustainability Information Form) to concisely present information about sustainability requirements. By including a description of compliance with each criterion and relevant information about the organisation's current efforts. Supporting documentation must be provided as part of the attachment please refer to the second attachment (B.2 Documentation Required for Sustainability Criteria).

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex B.2_Documentation requir	File	
Annex B.3_ Information	File	

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Select one of the following:-

☐ a. Yes, I hereby submit the attachment and the supporting documentation(*Response attachments are required*)

Comments:

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## 2.8 Section 8. Financial Evaluation (Commercial)

Section Maximum Score: 1

### \*1. Financial Offer

Bidders are required to submit product unit prices to be maintained throughout the duration of the Frame Agreement. Volume discounts can be offered as per Annex C. UNHCR may conduct a secondary bidding processes among the Frame Agreement holders for the same requirements whenever a need arises. The price offered following the secondary bidding process cannot exceed the ones offered under Annex C.

The estimated annual requirement of UNHCR is: 1,400 - 1,500 rolls.

The Financial offer is to be submitted as per the Financial Offer Form (Annex C). Bids that have a different price structure may not be accepted.

Unit costs: In the Annex C form the bidder should quote:

- the product unit price for both EXW and FCA (factory/sea/dry port and airport) Incoterms naming the locations respectively.
- bulk (non-palletized) price as well as palletized.
- Any quantity or other discounts (e.g. volume discounts)

The financial offer will be evaluated only for those suppliers that pass the technical evaluation as per the unit price FCA (containerized, non-palletized) offered.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex C - Financial Offer Form	File	

Select one of the following:-

☐ a. Yes, I hereby attach the financial offer(*Response attachments are required*)

### 3 Lines

Instructions Please submit the Unit Cost for **Bulk** (non-palletized) delivery in the below line according to the following:

Line 1. Insert the item price (1 roll) for Factory (FCA)

Line 2. Insert the item price (1 roll) for Sea/dry port (FCA)

Line 3. Insert the item price (1 roll) for Airport (FCA)

Please indicate in Annex C (Financial offer form additional requested information, such as FCA location, volume discount etc.)

#### 3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m	1	Roll			
2-Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m	1	Roll			
3-Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m	1	Roll			

#### 3.2 Line Details

##### 3.2.1 Line 1 Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m

Category Name **Plastic Tarpaulin sheeting**  
 Item **SH-PL-10002**  
 Allow Alternate Lines **No**  
 Target Minimum Release Amount (USD)  
 Start Price (USD)

Revision

Note **Factory (FCA)**

#### Price Breaks

*You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

### 3.2.2 Line 2 Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m

Category Name **Plastic Tarpaulin sheeting**  
Item **SH-PL-10002** Revision  
Allow Alternate Lines **No**  
Target Minimum Release  
Amount (USD)  
Start Price (USD)

Note **Sea/dry port (FCA)**

#### Price Breaks

*You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

### 3.2.3 Line 3 Canvas Material, Roll for Hot and Dry Climatic Condition, 1.5x70 m

Category Name **Plastic Tarpaulin sheeting**  
Item **SH-PL-10002** Revision  
Allow Alternate Lines **No**  
Target Minimum Release  
Amount (USD)  
Start Price (USD)

Note **Airport (FCA)**

#### Price Breaks

*You may propose price breaks in the space provided or on a separate sheet of paper. The break quantity is cumulative.*

Location	Quantity	Pricing Basis (Circle One Value)	Response Value

