



INVITATION TO BID

FOR THE ESTABLISHMENT OF A FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF BARCODE WRISTBANDS

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established in 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 people who have been forced to flee.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of 18,879 people in 135 countries continues to help 108.4 million persons. To help and protect some of the world's most vulnerable people in so many places and types of environments, UNHCR must purchase goods and services worldwide. For further information on UNHCR, its mandate and operations, please see <http://www.unhcr.org>.

REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Supply Management Service in Budapest, invites qualified suppliers and manufacturers to make a firm offer for the supply and delivery of barcoded wristbands.

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

UNHCR may award Frame Agreement(s) with initial duration of 2 (two) years, potentially extendable three (3) times for a period of one (1) year each for supplying the items globally. The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement(s).

There are three (3) types of wristbands, each item is assigned a specific lot, which are specified below:

LOT 1: Type A - Wristbands (High Durability Vinyl)

LOT 2: Type B - Wristbands 100% Recycled PET (polyester)

LOT 3: Type C - Wristbands (Bio-degradable)

Bidders can submit partial (one or more items) or complete (all items) bids depending on the capacity of bidders. UNHCR may award one or multiple bidders who are technically compliant and offer the lowest price.

Bidders must submit a separate bid for each lot. The lots are independent of each other and may be awarded to different bidders.

Please note that figures have been stated in order to enable 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 requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

Other United Nations Agencies, Funds and Programmes 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.

It is strongly recommended that this Invitation to Bid document and its annexes be read thoroughly. Failure to observe the procedures laid out therein may result in disqualification from the evaluation process.

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

INTENTION TO BID

Create a response draft in ERP to confirm your intention to participate in this tender, bidders are requested to create a draft in the ERP Portal, which will validate your interest to bid.

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this ITB at any time prior to the clarification deadline via **messaging tool in ERP Portal**. In case of issues with access, please contact via email to Tzitz Caldera (calderat@unhcr.org) and hqsmsbid@unhcr.org. The deadline for receipt of questions is 23:59 hrs. CET on **14 August 2024**.

Bidders are requested to keep all questions concise. UNHCR will compile the questions received and any reply via the ERP Portal messaging tool. 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.

IMPORTANT: Please note that Bid Submission should be sent via the ERP Portal and are NOT to be sent to the email addresses above. Bid Submissions sent directly to the e-mail above will result in disqualification of the bid.

NOTE TO BIDDERS:

If you are interested in submitting a bid 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 proposals set out in this document and in the supplier portal.

Offers must be submitted through the ERP portal. In case you have never registered before, you can register a profile using the 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 your password or username from previous registration.

In the event suppliers need to change the e-mail account in the system, it will be required to edit the focal person information and contact details in the system. Registration Guide and User Manual are available in the following link: [Supplier Portal User Manual](#).

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.

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.

Fabrizio Bertora

Chief of Section, HQ Procurement

Division of Emergency, Security and Supply

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 **SUPPLY AND DELIVERY OF BARCODE WRISTBANDS**
 Synopsis **Establishment of Frame Agreement(s) for the supply and delivery of barcode wristbands.**

Introduction

ITB DOCUMENTS

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

Annex A: Technical Specifications
 Annex B: UNHCR General Conditions of Contracts for the Provision of Goods and Services – 2018
 Annex C: UN Supplier Code of Conduct
 Annex D: Technical Offer Form
 Annex D-1: Product Specification Form
 Annex E: Financial Offer Form
 Annex F: Key Performance Indicators.
 Annex G: Dimension for English Visibility Logo

PREPARATION OF BID

Your offer shall be prepared in English.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may be not taken into consideration.

Your offer shall comprise the following two sets of documents:

- Technical offer
- Financial offer

Content of the TECHNICAL OFFER

No pricing information should be included in the technical offer. Failure to comply may lead to disqualification. The technical offer should contain all information required in this ITB.

Bidders shall provide as part of their technical offer information and supporting documents indicated in this ITB demonstrating:

1. Eligibility to participate in the tender
2. Technical qualification, capacity and experience that demonstrate the bidder has the ability, knowledge and resources to fulfill the technical requirements.
3. Product specification that demonstrate compliance with the technical specifications in Annex A
4. Product sample that evidence the quality, functionality, and compliance of the product with the technical specifications in Annex A.

Content of the FINANCIAL OFFER

Your separate Financial offer must contain an overall offer in a single currency.

IMPORTANT: Please carefully consider 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 E.

The Financial offer is to be submitted as per the Financial Offer Form (Annex E). Bids that have a different price structure may not be accepted. Please ensure the Financial offer is signed and stamped and all information is well readable.

Unit costs: As requested in Annex E the bidder shall quote the unit price both FCA (factory) and DAP Incoterms for the destinations requested. The unit cost shall be all inclusive. 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. UNHCR is exempt from all direct taxes and customs duties. In this regard, price has to be given without VAT. The estimated quantity are indicative and it does not represent a commitment that UNHCR will require the totality of the mentioned

quantity. Quantities may vary and will depend on the actual requirements and funds available regulated by issuance of individual Purchase Orders against the Frame Agreement.

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 pricing model quoted 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	2024.07.17. 14:08
Close Date	2024.08.28. 18:00	Award Date	
Time Zone	Central European Time		

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

1,5 Terms

Instructions **UNHCR GENERAL CONDITIONS OF CONTRACTS FOR GOODS AND SERVICES AND UN SUPPLIER CODE OF CONDUCT**

Please note that the General Conditions of Contracts (Annex B) 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.

The bidder shall also confirm acceptance of UN Supplier Code of Conduct (Annex C).

CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS

All prices shall be quoted in the currencies indicated in this ITB. 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 Contract of Goods and Services and in the currency in which the PO is issued.

Payments shall only be initiated after confirmation of successful delivery of goods by UNHCR business owner.

Agreement Start Date		Agreement End Date	
Agreement Amount (USD)		Minimum Release Amount (USD)	
Payment Terms Net 30		Freight Terms	

Shipping Method
 Negotiation Currency **USD (US Dollar)**

FOB
 Buyer managed transportation
 Price Precision **2**

Eligible Response Currencies

Check the one currency in which you will enter your response.

	Response Currency	Description	Price Precision
<input type="checkbox"/>	USD	US Dollar	2
<input type="checkbox"/>	CHF	Swiss Franc	2
<input type="checkbox"/>	CNY	Yuan Renminbi	2
<input type="checkbox"/>	EUR	Pan-European Currency	2
<input type="checkbox"/>	GBP	Pound Sterling	2
<input type="checkbox"/>	HUF	Forint	2
<input type="checkbox"/>	JPY	Japanese yen	2

1.6 Attachments

File Name or URL	Type	Description
Annex A_Technical Specs_Wristb	File	Technical Specifications
Annex B _UNHCR_General Conditio	File	Annex B. UNHCR General Conditions for Contract
Annex C_UN Supplier Code of Co	File	Annex C. UN Supplier Code of Conduct
Annex D_Technical offer form.x	File	Annex D. Technical Offer Form
Annex D1_Product Specification	File	Annex D1. Product Specification Form
Annex E_Financial Offer Form_L	File	Annex E. Financial Offer Form LOT 1
Annex E Financial Offer Form_L	File	Annex E. Financial Offer Form LOT 2
Annex E_Financial Offer Form_L	File	Annex E. Financial Offer Form LOT 3
Annex F_Key Performance Indica	File	Annex F. Key Performance Indicators
Annex G_Visibility-Logo-Englis	File	Annex G. Visibility Logo

2 Requirements

**Response is required*

BID EVALUATION:

1. Eligibility criteria: The below are minimum requirement that must meet to be eligible to participate in this tender.

- Acceptance of UNHCR Terms and Conditions for Goods
- Acceptance of UN Supplier Code of Conduct
- Financial stability: The company has not been declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future

2. Technical evaluation: The evaluation of technical offers will be based on Pass/Fail methodology, which will look at numerous aspects and criteria as expressed in this ITB and with regards to:

A) *COMPANY'S QUALIFICATIONS, CAPACITY AND EXPERIENCE:*

a.1. Experience: At least three (3) contracts for manufacturing and/or supplying similar goods implemented over the last 3 years.

a.2. Quality Control Mechanisms: Bidders shall have in place a quality management system which ensures that the product can be delivered consistently in accordance with the technical specifications (ISO 9001 or equivalent) and an environmental management system (ISO 14001:2015 or Environmental Policy).

a.3. Delivery capacity: The bidder is able to deliver approximately 450,000 units to Copenhagen within 12 weeks from PO issuance. The bidder is also able to deliver approximately 45,000 units to any UNHCR office or warehouse (DAP) within 16 weeks from PO issuance.

a.4. Sustainability: The bidder has in place sustainable practices to minimize the negative impact of their operations in the environment such as: A) *Environmental*: description of the measures or practices to minimize waste, conserve resources, and reduce pollution such as energy efficiency measures, waste management practices and other environmental practices. B) *Social*: description of the measures or practices to ensure that the materials used in final products are obtained in a manner that respects social and environmental considerations (e.g. compliance with regulations, certifications or standards, audits, sustainability reports, etc.)

B) *TECHNICAL REQUIREMENTS:*

b.1. Compliance with Technical Specification: The bidder's product shall meet the technical specifications for each LOT in Annex A.

b.2. Product Verification: The sample are in compliance with the requirements established in Annex A. Note: UNHCR shall carry out the visual inspection only from those bidders that meet the criteria established in the above section A and B.1. The bidders shall provide the five (05) samples for each of LOT and for each color when requested by UNHCR. Selected bidders will be required to submit samples within 2 weeks (DPP Copenhagen) once they have been notified by UNHCR.

3. Financial evaluation: The financial component will be analyzed only for those suppliers that pass the technical evaluation. All bids from pre-qualified suppliers will be evaluated based on unit cost DAP Copenhagen. 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.

SUBMISSION OF BID:

We would appreciate receiving your submission on or before the deadline as indicated in the 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 documents by the date and time indicated in the online portal. It is your full responsibility to ensure that your bid is submitted in the system. Any submission 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 ERP Portal.

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 this section.

Uploaded files can be amended by the Supplier while the tender is open. The selected files for upload are submitted when the 'Save & Submit' button is clicked on. Therefore, this button has to be clicked before the deadline expires. If done so, the selected files will be submitted and uploaded successfully even if the deadline expires during the file upload. It is the Supplier's responsibility to ensure that all files of the final offer are submitted by the expiration deadline.

Once the deadline for submission is expired, the bid will be automatically closed after which the uploaded files can be reviewed but options for additional upload and deletion of previously uploaded files are not available anymore. In order to ensure the safe submission of the full and final offer, it is recommended to have all files uploaded well before the tender deadline.

Deadline: as indicated on ERP Portal.

Ensure that your bidding remains valid for 180 days. The standard payment terms of UNHCR is net 30 days upon satisfactory delivery of goods or services by UNHCR. The Financial offer will only be opened for evaluation if the supplier's technical part of the offer has passed the test and has been accepted by UNHCR as meeting the technical specifications.

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.

2.1 Section 1. Eligibility (Technical)

Section Maximum Score: 1

*1. Acceptance of UNHCR General Conditions for Goods and Services

Please confirm your acceptance to UNHCR General Conditions for Goods and Services (Annex B) which is attached to this requirement.

Attachments:

File Name or URL	Type	Description
Annex B _UNHCR_General Condi	File	UNHCR GENERAL CONDITIONS FOR CONTRACTS FOR GOODS AND SERVICES

Select one of the following:-

- a. YES, I accept

*2. Acceptance of UN Supplier Code of Conduct

Please confirm your acceptance of UN Supplier Code of Conduct (Annex C) which is attached to this requirement.

Attachments:

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

Select one of the following:-

- a. YES, I accept

*3. Declaration of Financial Stability

Bidders shall have a good financial standing to perform the contract and all existing commercial commitments;

Please confirm if your company has not been declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgement or pending legal action against them that could impair their operations in the foreseeable future. Please also submit copy of the last 3 years (2023,2022,2021) Audited Financial Statements.

Maximum Score: 1

Select one of the following:-

- a. We declare our company has not been declared bankruptcy, is not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future.
- b. We have submitted our financial statement of last year (2022)(*Response attachments are optional*)

2.2 Section 2. Company's qualifications, capacity and experience (Technical)

Section Maximum Score: 4

*1. Experience and References

The bidder shall have at least three (3) contracts manufacturing and/or supplying similar goods implemented over the last 3 years.

Please download the form (Annex D section. Company's profile, experience and references) attached to this requirement and fill it with information about you company's years of experience. Please indicate at least three (3) contracts similar nature, particularly manufacturing and/or supplying similar goods implemented over the last 3 years. Please include evidence such as copy of purchase orders, contracts or certificates of completion.

Maximum number of pages: 5 pages including supporting documentation.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D Technical offer form-	File	Experience and references

Select one of the following:-

a. Yes, I have submitted the information requested(*Response attachments are required*)

***2. Quality control mechanisms**

The bidder shall have a quality system in place to ensure that the quality of the product can be delivered consistently in accordance with the technical specifications including information of the manufacturing company in the event the supplier do not produce the items. Certificates: Bidders are expected to submit the following information and certification which is to be submitted with the Technical Offer:

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

-Environmental Management System Certificate (e.g. ISO 14001:2015 Certifications or environmental policy).

Please download the form (Annex D. Section Quality Control Mechanisms) attached to this requirement and fill it with information about the Quality Management System including certificates.

Maximum number of pages: 3 pages including supporting documentation

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D Technical offer form-	File	Quality Management System

Select one of the following:-

a. Yes, I have submitted the information requested(*Response attachments are required*)

***3. Delivery capacity**

The supplier shall state the lead time in calendar days for 450,000 for all colors (DAP Copenhagen), noting that the goods should be delivered to Copenhagen within 12 weeks from PO issuance.

Delivery worldwide: The technical offer should also demonstrate global delivery capacity for approx. 45,000 units to any UNHCR office or warehouse (DAP) within 16 weeks from PO issuance. Bidders shall indicate whether there are any specific countries where it is not possible to deliver the items.

Please download the form (Annex D Section Delivery Capacity) attached to this requirement and fill it with a description of the delivery capacity.

Maximum number of pages: 1 page

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D Technical offer form-	File	Delivery Capacity

Select one of the following:-

a. Yes, I have submitted the information requested(*Response attachments are required*)

***4. Sustainability**

The bidder has in place sustainable practices to minimize the negative impact of their operations in the environment such as: A) *Environmental*: description of the measures or practices to minimize waste, conserve resources, and reduce pollution such as energy efficiency measures, waste management practices and other environmental practices. B) *Social*: description of the measures or practices to ensure that the materials used in final products are obtained in a manner that respects social and environmental considerations. Please provide a description of the procedures, policies or practices implemented by the organization e.g. compliance with regulations, use of certifications/standards, audits, sustainability reports, etc.

Please download the form (Annex D. Section Sustainability) attached to this requirement and provide a description with your company's sustainability measures or practices.

Maximum number of pages: 2 pages including supporting documentation.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D Technical offer form-	File	Sustainability

Select one of the following:-

- a. Yes, I have submitted a description of the sustainability approach(*Response attachments are required*)

2.3 Section 3. LOT 1- TECHNICAL OFFER: Wristband (High durability vinyl) (Technical)

Section Maximum Score: 1

***1. LOT 1-Compliance with Technical Specification**

The bidder shall meet the technical specifications in Annex A. Your technical offer must clearly describe the technical specifications of the product offered by your company, as well as indicate whether or not the products offered meet the product specifications in Annex A for each LOT. Clearly state and disclose any discrepancies with the specifications given. Please use Annex D (Section. Technical Compliance) and Annex D-1 Product Specification.

Bidders are required to submit the following:

a. Safety Data Sheet (SDS)/Material Data Sheet (MDS): The Bidder needs to provide a Safety Data Sheet (SDS) or Material Data Sheet (MDS), which provides detailed information about the hazards of a chemical substance or mixture and instructions for safe handling, storage, and disposal.

b. Electronic proof: The Bidder shall submit with their response a high-resolution digital picture(s) or proof as an image file ("the Electronic Proof") which details dimensions, layout, pattern, text, font, character size and style of front design, text and numbers contained on the wristbands.

This Electronic Proof shall clearly include measurements of the printed and perforated area as well as the dimensions and positions of all the elements contained within. The image file shall be submitted in pdf. format. The Electronic Proof must be an exact match to the samples to be submitted for visual inspection.

c. Country of Origin of the Supplier and place of Manufacture: The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

d. Packaging instructions: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the transport requirements part to this ITB. (These are minimum packaging requirements, however suppliers are encouraged to propose alternative options for better container utilization and more environmental friendly solutions).

e. Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. For some of the products a shelf-life requirements may be found in Annex A (Technical Specifications).

Product sample: Only bidders that meet the technical criteria will be required to send five (05) samples for each of the three (3) requested colours, for visual inspection and for future reference to UNHCR at the bidder's cost. UNHCR will communicate and provide delivery instructions to the bidders who passed the documentation review. Bidders will be required to submit the samples within 2 weeks after notification (DPP Copenhagen). All charges in relation to the delivery of the sample must be prepaid by the bidder. Failure to submit samples before the given deadline and in compliance with above instructions may result in disqualification of the offer.

Maximum number of pages: 10 pages including supporting documentation.

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D1 Product Specification	File	Product Specification Form
Annex D Technical offer form.x	File	Technical Offer Form
Annex A Technical Specifications	File	Technical Specifications

Select one of the following:-

- a. Yes, I have submitted the information requested (*Response attachments are required*)
- b. No, I am not submitting an offer for this lot

2.4 Section 4. LOT 2-TECHNICAL OFFER: Wristbands (recycled PET) (Technical)

Section Maximum Score: 1

*1. LOT 2- Compliance with Technical Specification

The bidder shall meet the technical specifications in Annex A. Your technical offer must clearly describe the technical specifications of the product offered by your company, as well as indicate whether or not the products offered meet the product specifications in Annex A for each LOT. Clearly state and disclose any discrepancies with the specifications given. Please use Annex D (Section. Technical Compliance) and Annex D-1 Product Specification.

Bidders are required to submit the following:

a. Safety Data Sheet (SDS)/Material Data Sheet (MDS): The Bidder needs to provide a Safety Data Sheet (SDS) or Material Data Sheet (MDS), which provides detailed information about the hazards of a chemical substance or mixture and instructions for safe handling, storage, and disposal.

b. Electronic proof: The Bidder shall submit with their response a high-resolution digital picture(s) or proof as an image file ("the Electronic Proof") which details dimensions, layout, pattern, text, font, character size and style of front design, text and numbers contained on the wristbands.

This Electronic Proof shall clearly include measurements of the printed and perforated area as well as the dimensions and positions of all the elements contained within. The image file shall be submitted in pdf. format. The Electronic Proof must be an exact match to the samples to be submitted for visual inspection.

c. Country of Origin of the Supplier and place of Manufacture: The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

d. Packaging instructions: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the transport requirements part to this ITB. (These are minimum packaging requirements, however suppliers are encouraged to propose alternative options for better container utilization and more environmental friendly solutions).

e. Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. For some of the products a shelf-life requirements may be found in Annex A (Technical Specifications).

Product Sample: Only bidders that meet the technical criteria will be required to send five (05) samples for each of the three (3) requested colours, for visual inspection and for future reference to UNHCR at the bidder's cost (DDP incoterms). UNHCR will communicate and provide delivery instructions to the bidders who passed the documentation review. Bidders will be required to submit within 2 weeks after notification (DPP Copenhagen). All charges in relation to the delivery of the sample must be prepaid by the bidder. Failure to submit samples before the given deadline and in compliance with above instructions may result in disqualification of the offer.

Maximum number of pages: 10 pages

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D1 Product Specification	File	Product Specification Form
Annex D Technical offer form-	File	Technical Offer Form
Annex A_Technical Specs_Wristb	File	Technical Specifications

Select one of the following:-

- a. Yes, I have submitted the information requested (*Response attachments are required*)
- b. No, I am not submitting an offer for this lot

2.5 Section 5. LOT 3-TECHNICAL OFFER: Wristbands (Bio-degradable) (Technical)

Section Maximum Score: 1

*1. LOT 3- Compliance with Technical Specification

The bidder shall meet the technical specifications in Annex A. Your technical offer must clearly describe the technical specifications of the product offered by your company, as well as indicate whether or not the products offered meet the product specifications in Annex A for each LOT. Clearly state and disclose any discrepancies with the specifications given. Please use Annex D (Section. Technical Compliance) and Annex D-1 Product Specification.

Bidders are required to submit the following:

a. Safety Data Sheet (SDS)/Material Data Sheet (MDS): The Bidder needs to provide a Safety Data Sheet (SDS) or Material Data Sheet (MDS), which provides detailed information about the hazards of a chemical substance or mixture and instructions for safe handling, storage, and disposal.

b. Electronic proof: The Bidder shall submit with their response a high-resolution digital picture(s) or proof as an image file ("the Electronic Proof") which details dimensions, layout, pattern, text, font, character size and style of front design, text and numbers contained on the wristbands.

This Electronic Proof shall clearly include measurements of the printed and perforated area as well as the dimensions and positions of all the elements contained within. The image file shall be submitted in pdf. format. The Electronic Proof must be an exact match to the samples to be submitted for visual inspection.

c. Country of Origin of the Supplier and place of Manufacture: The technical offer shall state the country in which the supplier is registered as well as the country and place of manufacture of the products.

d. Packaging instructions: The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the transport requirements part to this ITB. (These are minimum packaging requirements, however suppliers are encouraged to propose alternative options for better container utilization and more environmental friendly solutions).

e. Shelf life and usable lifespan: The bidder shall clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. For some of the products a shelf-life requirements may be found in Annex A (Technical Specifications).

Product sample: Only bidders that meet the technical criteria will be required to send five (05) samples for each of the three (3) requested colours, for visual inspection and for future reference to UNHCR at the bidder's cost (DDP incoterms). UNHCR will communicate and provide delivery instructions to the bidders who passed the documentation review. Bidders will be required to submit samples within 2 weeks after notification (DPP Copenhagen). All charges in relation to the delivery of the sample must be prepaid by the bidder. Failure to submit samples before the given deadline and in compliance with above instructions may result in disqualification of the offer.

Maximum number of pages: 10 pages

Maximum Score: 1

Attachments:

File Name or URL	Type	Description
Annex D1 Product Specification	File	Product Specification Form
Annex D Technical offer form-	File	Technical Offer Form
Annex A_Technical Specs_Wristb	File	Technical Specifications

Select one of the following:-

- a. Yes, I have submitted the information requested (*Response attachments are required*)
- b. No, I am not submitting an offer for this lot

2.6 Section 6. LOT 1-FINANCIAL OFFER: High Durability Vinyl (Commercial)

Section Maximum Score: 1

*1.

Financial Offer- LOT 1 High Durability Vinyl

Please download the form attached to this requirement (Annex E) and fill it with the following details for each item:

Unit costs: As requested in Annex E the bidder shall quote the unit price both

FCA (factory)

DAP Incoterms for the destinations requested.

The unit cost shall be provided for the supply of product in bulk.

Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

Note: Bids that have a different price structure may not be accepted. Please ensure the Financial offer is signed and stamped and all information is well readable.

Maximum Score: 1

Select one of the following:-

- a. Yes, I have submitted Annex E for LOT 1 (*Response attachments are required*)
- b. No, I am not submitting an offer for LOT 1

2.7 Section 7. LOT 2- FINANCIAL OFFER: Wristband recycled PET (polyester) (Commercial)

Section Maximum Score: 1

*1.

Financial Offer- LOT 2 Wristband recycled PET (polyester)

Please download the form attached to this requirement (Annex E) and fill it with the following details for each item:

Unit costs: As requested in Annex E the bidder shall quote the unit price both

FCA (factory)

DAP Incoterms for the destinations requested.

The unit cost shall be provided for the supply of product in bulk.

Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

Note: Bids that have a different price structure may not be accepted. Please ensure the Financial offer is signed and stamped and all information is well readable.

Maximum Score: 1

Select one of the following:-

- a. Yes, I have submitted Annex E for LOT 2(*Response attachments are required*)
- b. No, I am not submitting an offer for LOT 2

2.8 Section 8. LOT 3-FINANCIAL OFFER:Wristband biodegradable (Commercial)

Section Maximum Score: 1

*1.

Financial Offer- LOT 3 Wristband Biodegradable

Please download the form attached to this requirement (Annex E) and fill it with the following details for each item:

Unit costs: As requested in Annex E the bidder shall quote the unit price both

FCA (factory)

DAP Incoterms for the destinations requested.

The unit cost shall be provided for the supply of product in bulk.

Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

Note: Bids that have a different price structure may not be accepted. Please ensure the Financial offer is signed and stamped and all information is well readable.

Maximum Score: 1

Select one of the following:-

- a. Yes, I have submitted Annex E for LOT 3(*Response attachments are required*)
- b. No, I am not submitting an offer for LOT 3

 3 Lines

Instructions	<p>Your separate Financial offer must contain an overall offer in a single currency. Please indicate in the system the unit price DAP Copenhagen as reflected in Annex E. The unit cost shall be all inclusive. All technically compliant bids will be evaluated based on unit cost DAP Copenhagen, for comparison purpose. In addition, please submit Annex E with unit price DAP (Copenhagen) and FCA (factory) Incoterms including any discount.</p>
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3.1 Line Information

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
1-Wristband PVC					
1.1-Wristband, PVC, Blue, With Barcode		Each			
1.2-Wristband, PVC, White, With Barcode		Each			
1.3-Wristband, PVC, Yellow, With Barcode		Each			
2-Wristband 100% Recycled					
2.1-Wristband, 100% Recycled Polyester, Blue, With Barcode		Each			
2.2-Wristband, 100% Recycled Polyester, White, With Barcode		Each			
2.3-Wristband, 100% Recycled Polyester, Yellow, With Barcode		Each			
3-Wristband Biodegradable					
3.1-Wristband, Bio-degradable, Blue, With Barcode		Each			

Line	Estimated Quantity	UOM	Response Price	Line Amount	Response Minimum Release Amount
3.2-Wristband, Bio-degradable, White, With Barcode		Each			
3.3-Wristband, Bio-degradable, Yellow, With Barcode		Each			

3.2 Line Details

3.2.1 Line 1.1 Wristband, PVC, Blue, With Barcode

Group Wristband PVC
 Category Name **Registration supplies**
 Item **PR-RT-10003** Revision
 Allow Alternate Lines **No**
 Target Minimum Release Amount (USD)
 Start Price (USD)

3.2.2 Line 1.2 Wristband, PVC, White, With Barcode

Group Wristband PVC
 Category Name **Registration supplies**
 Item **PR-RT-10012** Revision
 Allow Alternate Lines **No**
 Target Minimum Release Amount (USD)
 Start Price (USD)

3.2.3 Line 1.3 Wristband, PVC, Yellow, With Barcode

Group Wristband PVC
 Category Name **Registration supplies**
 Item **PR-RT-10014** Revision
 Allow Alternate Lines **No**
 Target Minimum Release Amount (USD)
 Start Price (USD)

3.2.4 Line 2.1 Wristband, 100% Recycled Polyester, Blue, With Barcode

Group Wristband 100% Recycled
 Category Name **Registration supplies**
 Item **PR-RT-10034** Revision
 Allow Alternate Lines **No**
 Target Minimum Release Amount (USD)
 Start Price (USD)

3.2.5 Line 2.2 Wristband, 100% Recycled Polyester, White, With Barcode

Group	Wristband 100% Recycled	
Category Name	Registration supplies	
Item	PR-RT-10033	Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.6 Line 2.3 Wristband, 100% Recycled Polyester, Yellow, With Barcode

Group	Wristband 100% Recycled	
Category Name	Registration supplies	
Item	PR-RT-10036	Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.7 Line 3.1 Wristband, Bio-degradable, Blue, With Barcode

Group	Wristband Biodegradable	
Category Name	Registration supplies	
Item	PR-RT-10035	Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.8 Line 3.2 Wristband, Bio-degradable, White, With Barcode

Group	Wristband Biodegradable	
Category Name	Registration supplies	
Item	PR-RT-10031	Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		

3.2.9 Line 3.3 Wristband, Bio-degradable, Yellow, With Barcode

Group	Wristband Biodegradable	
Category Name	Registration supplies	
Item	PR-RT-10032	Revision
Allow Alternate Lines	No	
Target Minimum Release		
Amount (USD)		
Start Price (USD)		