

Technical Offer Form: STANDARD SYNTHETIC SLEEPING MATS

Bidding company name: _____

Bidding company address: _____

Date: _____

Name & Signature Representative,
Company Stamp: _____

1. Qualifications		
1.1 If your company is not already registered with UNHCR, you should complete, sign and submit with your technical proposal the Vendor Registration Form (Annex D) and provide the required supporting documents.		
		Please fill:
1.1.1	Is your company registered with UNHCR?	YES/NO
1.1.1.1	If YES, indicate UNHCR supplier id.:	
	If NOT, please submit and confirm here whether the requested document are submitted with the technical offer:	Submitted:
1.1.1.2	Copy of Certificate of Incorporation	YES/NO
1.1.1.3	Document demonstrating ownership of bank account declared	YES/NO
1.1.1.4	Copies of Quality Assurance Certificates	YES/NO
1.1.2	Copies of last 3 year available Audited Financial Statements	YES/NO
1.1.3	Please acknowledge here your acceptance of the UNHCR General Conditions of Contract for the Provision of Goods & Services (2018).	WE ACCEPT/ DO NOT ACCEPT

2. Experience		
2.1 Please demonstrate your firm's experience in supplying the product as described in Annex A (or similar relief items), in particular to other UN agencies and humanitarian organizations.		
		Please fill:
2.1.1	The number of years of experience with those organizations (this experience should correspond to the place of manufacturing of the provided goods):	
2.1.2	List of Clients to whom you have supplied in the last five years:	1.[organization/ client name, country, no. of orders] 2. 3. 4. 5. 6. 7. 8. 9. 10. etc.
2.1.3	List of Purchase Orders received (indicating the number, type of product and destination) in the last five years for similar items:	[please fill here or attach]

3. References		
3.1 Please provide at least three (3) client reference contact details for similar supply of relief items over the last five (5) years. If the Bidder is not the Manufacturer (i.e. if bidder is a trader), please provide references at 3.2 on the manufacturing company/ companies used.		
3.1.1	Reference 1:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful deliveries if any. Attached?	YES/NO
3.1.2	Reference 2:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful deliveries if any. Attached?	YES/NO
3.1.3	Reference 3:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful deliveries if any. Attached?	YES/NO

3.1.4	Reference 4:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful deliveries if any. Attached?	YES/NO
3.1.5	Reference 5:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful deliveries if any. Attached?	YES/NO

3.2 Please provide the client's reference contact details on the Manufacturer (applicable only in case bidder is a trader)

3.2.1	Reference 1:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful	YES/NO
3.2.2	Reference 2:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful	YES/NO
3.2.3	Reference 3:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful	YES/NO
3.2.4	Reference 4:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful	YES/NO
3.2.5	Reference 5:	Please fill:
	Client/ organization name:	
	Address:	
	Type of Project:	
	Period of contractual activity (start and end date):	
	Contact name, title and contact details (tel. and e-mail):	
	Supplier Delivery Certificate/ Letter attached to technical offer showing successful	YES/NO

4. Technical Specifications

4.1 Please confirm conformity, or any discrepancies if any, of offered product(s) compared to the requested technical product specification (see Annex A1):

4.1.1	Detailed product specification included in the technical offer?	YES, included / NO	
	Parameter (see specification in Annex A1):	Please specify below:	Please list any discrepancy if any compared to the requested technical product specification (see Annex A1):
4.1.2	Material		
4.1.3	Waterproof, non toxic, tear proof and material trim finished?		
4.1.4	Tubes quantity		
4.1.5	Synthetic yarn structure		
4.1.6	Secured edges		
4.1.7	Sleeping mat finished size		
4.1.8	Sleeping mat area		
4.1.9	Weight		
4.1.10	Color		
4.1.11	Bursting strength		
4.1.12	Tear strength		
4.1.13	Gross weight per piece		
4.1.14	Manufacturer marking		
4.1.15	TAG with UNHCR logo		

4.2 Alternative product.

4.2.1	Are you offering an alternative product?	YES/NO (if YES please complete the below)	
4.2.2	Detailed product specification included in the technical offer?	YES, attached / NO	
	Parameter (see specification in Annex A1):	Please specify below:	Please list the difference of the alternate product compared to the requested technical product specification (see Annex A1):
4.2.3	Material		
4.2.4	Waterproof, non toxic, tear proof and material trim finished?		
4.2.5	Tubes quantity		
4.2.6	Synthetic yarn structure		
4.2.7	Secured edges		
4.2.8	Finished size		
4.2.9	Mat area		
4.2.10	Weight		
4.2.11	Color		
4.2.12	Bursting strength		
4.2.13	Tear strength		
4.2.14	Gross weight per piece		
4.2.15	Manufacturer marking		
4.2.16	TAG with UNHCR logo		

5. Samples

5.1	Has 1 sample been sent to the address as per Cover Letter 2.4.1.5?	YES/NO
-----	--	--------

6. Laboratory Certificate

6.1	Has a Laboratory Certificate of the product(s) offered been submitted with this Technical Offer?	YES/NO
-----	--	--------

7. Country of Origin

		Please select/ fill:
7.1	Has the copy of Certificate of Origin of the product, indicating the factory name and address, been included in the technical offer?	YES/NO
7.2	Country of registration Bidding company:	
7.3	In case of a consortium, please list for each entity in the consortium the country of registration:	
7.4	Physical address of the factory/ factories in which the product or part of the product is manufactured:	
7.5	Registered address of the factory/ factories in which the product or part of the product is manufactured:	
7.6	Has a copy of Certificate of Incorporation(s) of the Manufacturer(s), if different than the bidder, been included with the technical offer?	YES/NO

8. Factory and production line pictures

8.1	As per 2.4.1.8 of the ITB Cover Letter bidders must provide digital color pictures of the respective factory/ factories and in case of several factories for the item, the pictures must be provided for each factory.	
		Please select/ fill:
8.1.1	Have digital color pictures of the respective factory/ factories have been included in the Technical Offer for each factory?	YES/NO

9. Quality Management System

9.1	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.	
		Submitted?
9.1.1	Please confirm if 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 is submitted with your technical offer? (If a bidder is a trader, bidder shall submit the above information regarding the factory/ factories used).	YES/NO
9.2	Bidders are required to describe in the Technical Proposal the Quality Management System in place at the factory location where the product is manufactured.	YES/NO
9.3	Please confirm if a copy of internationally recognized quality certificate(s) of the manufacturing company AND a copy of quality certificate for the finished product(s) are submitted with your technical offer?	YES/NO

10. Packing and container utilization details			
10.1 The technical offer shall clearly 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.			
		Conform Annex A?	If NO, please list discrepancy:
10.1.1	Is packaging offered in line with Annex A?	YES/NO	
10.1.2	Alternative green packaging options, if any:	[please specify, or confirm whether include in offer]	
10.1.3	Shipment Loading information		
	Loadability without pallet (no. of bales & mats):	20' DC:	
		40' DC:	
		40' HC:	
	Loadability with pallet (no. of bales & mats):	20' DC:	
		40' DC:	
		40' HC:	
	No. of containers stuffed (per workday):	20' DC/ Unpalletized:	
		40' DC/ Unpalletized:	
		40' HC/ Unpalletized:	
		20' DC/ Palletized:	
		40' DC/ Palletized:	
		40' HC/ Palletized:	

11. Production capacity			
11.1 Bidders shall provide information of their 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).			
		Pieces:	Percentage of production capacity allocated to UNHCR:
11.1.1	Weekly production capacity:		
11.1.2	Monthly production capacity:		
11.1.3	Overall annual production capacity:		
11.1.4	On which dates are the above listed capacity not, or not fully, available for example due to a national holiday? (dd/mm/yy)		

12. Delivery capacity			
12.1 The bidder shall state the mobilization time, ex-stock quantity and production lead time.			
		Please fill:	
12.1.1	Mobilization time (#days):		
12.1.2	Ex-stock quantity:		
12.1.3	Qty available after 1 week production lead time:		
12.1.4	Qty available after 2 weeks production lead time:		
12.1.5	Qty available after 4 weeks production lead time:		
12.1.6	Qty available after 6 weeks production lead time:		
12.1.7	Qty available after 8 weeks production lead time:		

13. Shelf life and expected lifespan			
13.1 Please clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period.			
		No. of months:	
13.1	Minimum shelf life offers? (UNHCR expected shelf life is minimum 4 years).		
13.2	Usable life span offered? (UNHCR expected lifespan is min. 12 months of use under hard tropical conditions).		
13.3	Warranty period (should be no less than the shelflife) from date of arrival to UNHCR initial warehouse.		