

## ANNEX B Technical Offer Form: IMPROVED EMERGENCY LATRINE SLABS

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, if any, in supplying similar products in similar emergency context as described in Annex A, 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 three years and for how long:	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 three 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 three (3) 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
3.2 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 deliveries if any. Attached?	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 deliveries if any. Attached?	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 deliveries if any. Attached?	YES/NO

#### 4. Technical Specifications

4.1 Please give document(s) title(s) or referred page(s) where the requested information regarding the technical product(s) specification (see Annex A), can be found by the evaluation team. Remember all documents need to be properly identified, referred/ linked to the assigned specification number and given in the same order requested in ANNEX A and B. Failure to do so, may result in disqualification from the evaluation process. *PLEASE remember that even "no compliance" cases need to be expressed in the narrative and referred to the evaluators.*

4.1.1	Detailed product specification included in the technical offer?	YES, attached / NO
	Parameter (see specification in Annex A):	Please fill with main answer/comments:
		Submitted document(s) title(s) or page (s)
	<b>MANDATORY REQUIREMENTS</b>	
4.1.2	Includes a self-closing mechanism (not powered by external electrical source or battery and that is not a traditional pour-flush solution)	
4.1.3	Either a pan or a keyhole shaped drop hole included	
4.1.4	Minimum services life of 5 years and guarantee shelflife period of 5 years	Please clearly state the recommended shelf life of the product, as well as the usable lifespan, i.e. the recommended usage period. (See Annex A for UNHCR requirement). <b>No. of Years:</b>
	Service life span (UNHCR expects a minum service life of 5 years for this product)	
	Shelf life span (UNHCR expected shelf lifespan 5 years).	
	Warranty period for shelflife (should be no less than the shelflife) from date of arrival to UNHCR initial warehouse.	
4.1.5	At least 25 slabs fit on a single EUR pallet (with or without self-closing mechanism)	
4.1.6	Keyhole dimensions (only applicable to those solutions that do not involve a fitted pan or the pan is supplied separately)	
	Length 340-410mm	
	Widest part of keyhole 160-220 mm	
	Largest opening circular are $\leq 0.04m^2$	
4.1.7	Slab dimensions	
	Length 1,185-1,215mm	
	Width 790-810mm	
4.1.8	Slab weight including self-closing system and fixings not above 20kg	Write Weight in Kilograms here:
	<b>TECHNICAL REQUIREMENTS</b>	
4.1.9	Four holes in the slab corners	
4.1.10	Four fixing pegs/bolts/stakes (min 250mm long). Material resistant to corrosion	
4.1.11	Clearly identified footrests are incorporated	
4.1.12	Discharge pipe diameter for pan to be ideally 110mm, within the stablished limits of $\pm 40mm$ (only applicable to solutions that involve a pan).	
4.1.13	Quality of self-closing mechanism	Video required (smartphone video is sufficient). Add video link here (and password, if applicable)
4.1.14	List and description of any needed tools for on-site assembly of items. At least one set per pallet will be included	
4.1.15	List of any additional materials/equipment/connectors needed for on-site assembly of items (This does not apply to other parts of the latrine construction or installation process)	
4.1.16	On-site assembly process description and requirements	Video required (smartphone video is sufficient). Add video link here (and password, if applicable)
4.1.17	Describe potential risk for losing accessory parts during transport, storage and assembly	
	Number of distinct parts to be assembled (slab/pan/self-closing mechanism only)	
	Number of connectors required (and supplied) to assemble	

4.1.18	Small slab (Optional)		
	Length 800 ±10mm		
	Width 600 ±8mm		
4.1.19	All plastics components are UV stable and resistant		
4.1.20	Thermal Stability & deflection and chemical resistance		
	Temperature of deflection: ISO 75/ASTM D648 or equivalent		
	Thermal stability: ASTM D3045 or equivalent		
	Chemical resistance: ASTM D543 or equivalent		
4.1.21	Moisture, mildew and mould resistance		
4.1.22	Colour(s) / appearance/finishes		
	Number of colours available		
	Number of surface finishes/appearance available		
4.1.23	Easiness to clean slab surface		
4.1.24	Handrails available		
4.1.25	Seat/stool available		

#### 5. Packing and container utilization details

5.1 The technical offer shall clearly indicate the packing and transport options (e.g. weight, volume, etc.) in compliance with the packing and transport specifications part of Annex A to this RFP.

		Conform Annex A?	Submitted document(s) title(s) or page (s)
5.1.1	Is packaging offered in line with Annex A?	YES/NO or facilitate answer (number)	
5.1.2	Information on air-freight, road and sea-freight options		
5.1.3		Number units per pallet:	
5.1.4		Pallets per container:	
5.1.5		Weight	
5.1.6		Dimensions	
5.1.7		Space/volume usage ratio:	
5.1.8	Height of packed EUR pallet when containing 25 slabs, including 25 self-closing mechanisms		
5.1.9	Slabs/pans/seal mechanisms (including fixings) are all packed on the same pallet		
5.1.10	Pallets and contents shrink wrapped and/or secured for transportation.		
5.1.11	Wood packing material to meet ISPM 15 Phytosanitary standards. (Documented evidence provided)		
5.1.12	Alternative green packaging options, if any:	[please specify, or confirm whether include in offer]	
5.1.13	<i>Shipment Loading information</i>		
	Loadability without pallet (no. of pieces & bales):	20' DC (Dry freight container):	
		40' DC:	
		40' HC (High cube dry Container):	
	Loadability with pallet (no. of pieces & bales):	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:	

#### 6. Delivery capacity and vendor information

6.1 The bidder shall state the mobilization time, ex-stock quantity and production lead time.

		Please fill:	Submitted document(s) title(s) or page (s)
6.1.1	The final product is expected to be available from more than one geographic area	Number of continents or geographic areas:	
6.1.2	The bidder's supply chain is conducive to local procurement.		
6.1.3	Bidder information fixed (non-removable and permanent) on each slab		

#### 7. Production capacity

7.1 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).

		Please fill:	
7.1.1	Mobilization time (#days) from the day a purchase order is issued:	Pieces:	Percentage of production capacity allocated to UNHCR:
7.1.2	Weekly production capacity after one month:		
7.1.3	On which dates are the above listed capacity not, or not fully, available for example due to a national holiday? (dd/mm/yy)		

7.2 As per 2.4.1.7 of the RFP 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.

		Give answer and list submitted document(s) title(s) or page (s)
7.2.1	Have digital color pictures of the respective factory/ factories have been included in the Technical Offer for each factory?	YES/NO

**8. Quality Management System**

8.1 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 document(s) title(s) or page (s)
8.1.1	Please confirm if information about the respective Quality Management System (e.g. ISO 9001) 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).	
8.1.2	Bidders are required to describe in the Technical Proposal the Quality Management System in place at the factory location where the product is manufactured.	
8.1.3	Please confirm if a copy of internationally recognized quality certificate(s) of the manufacturing company is submitted with your technical offer?	

**9. Environmental Aspect**

9.1 Bidders shall have in place actions/program to minimize negative environmental impacts without compromising technical standards in accordance with the technical specifications detailed in Annex A.

		Give answer and list submitted document(s) title(s) or page (s)
9.1.1	Please demonstrate considerations of environmental aspects through being certified under ISO 14001 or by showing evidence of the certification process underway.	
9.1.2	A copy of the environmental policy is provided which demonstrates due consideration of environmental aspects of the vendor's operations.	
9.1.3	Please show awareness of carbon footprint on the following:	
	Slab manufacturing process:	
	Offset activities of manufacturer provided:	
	Of raw (input) materials of slab including transport:	
9.1.4	Recycled material percentage within the slab:	
	Percentage % of recycled <b>plastic</b> :	
	Percentage % of <b>bioplastic</b> and the type:	
	Percentage % of other <b>alternatives</b> to plastic:	
9.1.5	Recyclability of slab ( the final product must be used as starting point for decomposition, not the input materials)	
9.1.6	Environmental impact of the slab and the self-closing mechanism at end of life/at camp closure. Describe required process	

**10. Samples**

10.1 Has 5 samples and one sample of each disability add-ons been sent to the address as per Cover Letter 2.4.1.11? YES/NO

**11. Country of Origin**

		Please select/ fill:
11.1	Has the copy of Certificate of Origin of the product, indicating the factory name and address, been included in the technical offer?	YES/NO
11.1	Country of registration Bidding company:	
11.1	In case of a consortium, please list for each entity in the consortium the country of registration:	
11.1	Physical address of the factory/ factories in which the product or part of the product is manufactured:	
11.1	Registered address of the factory/ factories in which the product or part of the product is manufactured:	
11.1	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