

DATE: 28/01/2024

INVITATION TO BID: No. HCR/IRQ/COE/2024/ITB-004

**FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY
OF SANITARY KITS FOR THREE YEARS (03) IN ERBIL AND BAGHDAD, IRAQ**

CLOSING DATE AND TIME: 19/02/2024 23:59 HRS (Baghdad Standard Time)

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate 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. Today, a staff of some 19,000 people in more than 138 countries continues to help about 70 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 www.unhcr.org.

1. REQUIREMENTS

The Office of the United Nations High Commissioner for Refugees (UNHCR), Erbil, Iraq invites qualified bidders duly registered with the Government of Federal Government or Kurdistan Region of Iraq (Iraq/KRI) to make a firm offer for the establishment of Frame Agreement (s) for the supply and delivery of Sanitary Kits for three years (03) referred to hereinafter as goods.

IMPORTANT: Technical Specifications of the required Kits are detailed in (Annex A) of this document.

UNHCR may award Frame Agreement(s) with a duration of three years (03). The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement.

The estimated requirement for the three years Frame Agreement is **40,000.00 Kits**.

Estimated Requirements							
Size	XS	S	M	L	XL	XXL	Total
Percentage	2%	10%	17%	17%	30%	24%	100%
Kits Quantity	800	4,000	6,800	6,800	12,000	9,600	40,000

IMPORTANT:

The above 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 the issuance of individual Purchase Orders against the Frame Agreement.

Also, the sizes indicated are subject to revision upon evaluation of the samples received.

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.

IMPORTANT:

When a Frame Agreement is awarded, either party can terminate the agreement only upon 90 days' notice, in writing to the other party.

The initiation of conciliation or arbitral proceedings in accordance with article 18 "settlement of disputes" of the UNHCR General Conditions of Contracts for the provision of Goods 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 (ITB) document and its annexes be 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 4 of the attached General Terms and Conditions for the provision of Goods (Annex F).

IMPORTANT TO NOTE: This document is not to be construed in any way as an offer to contract with your firm.

2. BIDDING INFORMATION

2.1 ITB Documents

The following annexes form an integral part of this Invitation to Bid (ITB);

Annex A: Technical Specifications

Annex B: Technical Offer Form

Annex C: Technical Evaluation Criteria (TEC)

Annex D: Financial Offer Form (must fill and submit duly signed and stamped in PDF version)

Annex E: Vendor Registration Form: You should complete, fill and submit with your technical offer if you are not already a registered vendor with UNHCR. If you are already registered with UNHCR, your vendor ID should be stated.

Annex F: UNHCR General Terms & Conditions for Goods - Jul 2018 (must sign/stamp and submit in PDF version).

Annex G: UN Supplier's Code of Conduct, (must sign/stamp and submit in PDF version).

Annex H: e-Tender Box Supplier user manual

Annex I: How to Join Microsoft Teams Without an Account.

Annex J: Bid Data Sheet

Annex K: Tentative calendar of activities

Annex L: Submission Checklist

Please note that submitting an offer is deemed as your company's full acceptance of UNHCR's General Conditions for contracts and UN supplier code of conduct.

ملاحظة:

تعتبر مشاركتكم في هذه المناقصة قبولاً تاماً للشروط العامة للمفوضية فيما يتعلق بالعقود وكذلك مدونة قواعد السلوك للموردين والمتعاقدين مع الأمم المتحدة.

2.2 Acknowledgment

We would appreciate you informing us of the receipt of this ITB by return e-mail to IRQERPROC@unhcr.org as to:

- Your confirmation of receipt of this ITB
- Whether or not you will be submitting a bid

2.3 Requests for clarifications

Bidders are required to submit any request for clarifications in respect of this ITB by e-mail to IRQERPROC@unhcr.org and cc Jelo@unhr.org. **The deadline for receipt of questions is 08/02/2024 at 23:59 HRS UTC +3 (Baghdad Standard Time).** Bidders are requested to keep all questions concise. UNHCR may, at its discretion, copy any reply to a question to all other invited firms.

All the emails sent requesting clarification MUST have the following subject otherwise UNHCR reserves the right NOT TO REPLY.

EMAIL SUBJECT: HCR/IRQ/COE/2024/ITB-004 - Query

UNHCR will compile all questions and reply to the questions received as soon as possible by means of publication on the UNGM and by email to all bidders who participated in the MS Team pre-bid conference.

IMPORTANT: Please note that Bid Submissions are not to be sent to the above e-mail addresses.

UNHCR reserves the right to award without clarifications and/or discussions. If there are arithmetic mistakes in the budget of the technically compliant offers, UNHCR will rectify these mistakes on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; and
- b) If there is a discrepancy between the amounts in figures and in words, an advantage will be given to the amounts in words.

If the correction(s) leads to a different total cost, this new total cost will be evaluated against other technically Compliant Offers and considered as being part of the Best Value evaluation and selection. UNHCR reserves the right to reject the offers if the technically compliant applicant does not accept the correction of mistakes in the budget by UNHCR.

2.4 Pre-Bid Conference (Highly RECOMMENDED)

UNHCR will organize a supplier pre-bid conference on MS Teams, on **07/02/2024 at 14:00 HRS UTC +3 (Baghdad Standard Time)**. A maximum of ONE representative per company is allowed. Name and contact details of the company's representatives must be provided, in advance by e-mail to IRQERPROC@unhcr.org with a copy to the responsible buyer at: Jelo@unhcr.org before **07/02/2024**. Changes in staff need to be shared in advance; otherwise, they will not be able to participate.

After the pre-bid conference, a Questions & Answers document will be prepared and sent directly to bidders who attended the pre-bid conference, by e-mail and will also be uploaded on the UNGM website.

2.5 Your Offer

Your offer should be prepared in **English**. (All supporting documents should also be in English)

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

IMPORTANT:

Cancellation of Solicitation: UNHCR reserves the right to cancel a Solicitation at any stage of the procurement process prior to the final notice of award of a contract.

IMPORTANT:

The inclusion of copies of your offer with any correspondence sent directly to the attention of the responsible buyer or any other UNHCR staff other than the submission e-mail address will result in disqualification of the offer. Please upload your bid directly to the online eTenderBox Tool as specified in the "Submission of Bid" (Section 2.7) of this ITB.

Your Offer shall comprise the following two sets of documents:

- a. Technical Offer
- b. Financial Offer

Please carefully read the e-Tender box user manual attached as Annex-H for submission of your technical and financial offers – Offers submitted in any other manner will be disqualified.

2.5.1 Content of the Technical Offer

IMPORTANT:

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

The details of the goods requested by UNHCR can be found in **Annex-A. Technical Specifications** but not necessarily be limited to. **The below-listed documents should be submitted with your technical offer, which is required to assess the legal status, capacity, prior experience, etc. of your company.**

1. **Company Profile:** The bidder shall provide a complete company profile.
2. **Company Business Registration Certificate,** the Company should be registered as a General Contracting or Trading company in IRAQ (Federal Government or Kurdistan Region of Iraq).
3. **Mandatory Bid Security** of IQD 2,000,000.00 should be submitted with the Technical Offer Package. *(Submit a copy of your bid security with the technical proposal in e-TenderBox (Bidder should submit the original bid security when required)).*
4. **Signed/stamped copies of UNHCR's General Conditions on Contracts (Annex F) & UN Code of Conduct (Annex G).**
5. **Financial Soundness:** Your offer should include bank statements or audited bank statements or audited financial statements for the last 2 years [2020,2021, 2022 & 2023].
6. **Relevant Experience:**
 - At least two (2) successfully completed PO/Contracts during the last (10) years for supplying similar items (Sanitary Kits, Hygiene kits, First-aid kits) attaching proof such as contracts or purchase orders.
 - List of client's references including detail email address, contact number, title, and name of focal person of that organizations for reference check if required.
7. **Shelf-life:** The bidders should clearly indicate the shelf-life of items comprising the kits by submitting a confirmation letter clearly indicating the (02) years as Shelf Life.
8. **Production/Delivery Capacity:** The bidder shall state the delivery capacity per month and how long it will take for them to manufacture and deliver the items from the date of the Purchase Order from UNHCR by attaching a confirmation letter to the technical offer package.
9. **Technical Offer Form (Annex B)** should be filled and submitted with the Technical Offer Package.
10. **Inspection:** A team from an Inspection Company appointed by UNHCR may carry out a quality inspection upon the delivery.
11. **INCOTERM2010:** The International Chamber of Commerce INCOTERMS 2010 shall apply for this ITB and for any resulting purchase orders(s). The applicable INCOTERM shall be: DDP - UNHCR Warehouse in Erbil and Baghdad.
12. **Consignment stock:** From time to time, at UNHCR's discretion suppliers may be requested to hold stock for UNHCR pursuant to purchase orders placed by UNHCR. Such stock held at the supplier's premises, would be awaiting assignment by UNHCR for delivery.

IMPORTANT: Physical Sample as indicated under Article 2.6.2 are requested to be submitted before the deadline, A team from an Inspection Company appointed by UNHCR will carry out a physical/laboratory inspection upon the delivery.

Please note that by submitting an offer deems as full acceptance of UNHCR's general terms and conditions for goods. Signed copies are not required at this stage.

Companies not submitting the required documents with their offer may be contacted by UNHCR and given one more opportunity (within 48 hours) to submit them. Only for the Administrative Requirements, criteria no. 2 . Should these companies still not submit the missing documents, they will then be disqualified.

IMPORTANT:

Failure to send the above-requested information may result in the disqualification of your offer from further evaluation.

2.5.2 Content of The Financial Offer

Your separate **financial offer** must contain an overall offer in IQD (all-inclusive price).

The Financial offer is to be submitted as per the **Financial Offer Form (Annex D)**. Bids that do not conform to this form may not be accepted.

The following details shall be provided for each item:

Unit costs: The bidder shall quote the unit mentioned in the financial offer form. Any quantity or other discounts (e.g. volume discounts) shall be clearly indicated.

UNHCR is exempt from all direct taxes and customs duties. With this regard, the 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 award the contract within this period.

IMPORTANT: The pricing model quoted in the Supplier's offer will remain valid for the duration of the Contract.

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

2.6 Bid Evaluation

Each offer from a supplier will be considered separately and independently. Bidders shall submit a complete offer for each solicitation in which they wish to participate. References to previous ongoing offers will not be considered. Award of a previous contract with UNHCR will not be considered in itself as a preference or guarantee for the award of future solicitations on the same subject.

The evaluation shall be made on a technical and financial basis.

2.6.1 Supplier Registration

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

- Financial standing
- Core business
- Track record
- Contract capacity

This will be followed later by performance evaluation as a supplier such as:

- Ability to respond quickly to Agency's needs
- Dependability of goods
- Lead time for delivery of goods

2.6.2 Technical Evaluation

The technical component of the submission will be evaluated using the criteria **PASS or FAIL by using the exact same structure as outlined in (Annex C), Technical Evaluation Criteria, and based on the requirements from (Annex A&D)**.

IMPORTANT:

All bidders are requested to submit **SAMPLES for the Sanitary kits** including all the components listed below before the deadline to the address outlined below:

Company name: Baltic Control Company

Address: Al Mansour, Al Dawoudi, Dist 614, Bldg 23, Baghdad, Iraq

Focal contact name: Falah Hasan

Mob#: +964 7903835107

Email: iraq@balticcontrol.com.iq

Technical acceptability of the samples will be assessed through a UNHCR-appointed Inspection Company. The inspection will be based on the parameters mentioned in (Annex-A), not conforming to the required specifications will be rejected and will not be considered for further evaluation. The supplier bears the responsibility of delivering the **SAMPLES** to the Inspection Company as per the details provided above.

The sample should be provided per the below table:

#	Category	Item Description	Qty/Unit
1	Cloth	Cotton Underwear	One Piece of each size (XS, S, M, L, XL, XXL). Note: After awarding and during the delivery process, one size will be requested per each kit as indicated in Annex A.
2	Pads	Sanitary Pads	6 Packs of 12 Pads
3	Toiletry	Soap Bars	6 pieces
4	Visibility	Information Leaflet	2 Leaflet
5	Pack/Visibility	Bag to carry the kit items, with screen printed visibility logos	1 bag
6	Pack/Visibility	Cardboard box	1 box to carry 9-12 bags of Sanitary kits

IMPORTANT:

Please note that, to qualify in the technical evaluation process, the bidder should qualify as “Pass” in all the criteria (technical & finance evaluation and samples inspection)

UNHCR staff may visit the supplier’s premises of all technically qualified companies before making its decision.

2.6.3 Financial Evaluation

The **Financial offers** will be evaluated using the lowest price offered.

The financial component will be analyzed only for those bidders, who will qualify in the technical evaluation. The Financial offers will be evaluated using the lowest price offered.

For evaluation purposes only, the offers submitted in currency other than IQD (Iraqi dinar) will be converted into **IQD** using the United Nations rate of exchange in effect on the date the submissions are due.

UN Global Compact and other factors

UNHCR supports the UN Global Compact Initiative put forward on 31 January 1999 by UN Secretary-General Kofi Annan that would bring companies together with UN agencies, labour and civil society to support ten principles in the areas of the human rights, labour, environment and anti-corruption. We encourage our suppliers to sign up with the UN Global Compact Initiative at <https://www.unglobalcompact.org>.

2.7 SUBMISSION OF BID

The offers must bear your official letterhead, clearly identifying your company.

Please submit your offer through an online eTenderBox Tool, which can be accessed through <http://etenderbox.unhcr.org>

To submit an offer against UNHCR tender, the bidder needs to register in **eTenderbox system**. Please refer to the eTenderbox user manual for bidders at (**Annex-H**). You are requested to get familiar with this tool and create login by registering your company in the system for access to the current and upcoming UNHCR tenders.

Once the login is created, the bidder will be given access to the UNHCR available tenders. Bidders can access the specific tender by clicking on the “tender reference number”, the system will then navigate to the detailed tender review page, where the separate technical and financial submissions can be done.

It is the bidder's responsibility to upload only technical documentation under "Technical" category and Financial documentation under "Financial" category. Failure to do so will result in disqualification.

IMPORTANT TO NOTE:

The official submission of the selected files for upload is done by clicking the 'Save & Submit' button, 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 before the tender expiration deadline. 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. Allowed extensions for files to upload are .doc, .docx, .xls, .xlsx, .rtf, .png, .jpg, .jpeg, .pdf, .txt, .zip, .ppt, .pptx, .bmp, .rar, .gif, .tif and .tiff, however **it is preferable to upload PDF files**. Executable files (.exe, .bat, .cmd etc.) should not be uploaded. All files should be clearly labeled. The maximum size limit per file is 10MB.

DEADLINE TO SUBMIT YOUR BID: 19/02/2024 23:59 HRS UTC +3 (Baghdad Standard Time). Any bid uploaded after this date and time will be rejected. UNHCR may, at its discretion, extend the deadline for the submission of bids by notifying through eTenderbox.unhcr.org and www.UNGM.org.

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 necessary for a comprehensive understanding of its offer by UNHCR.

IMPORTANT:

The Financial offer will only be opened for evaluation if the supplier's technical offer has passed the technical evaluation and has been considered by UNHCR as technically responsive.

2.8 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 quantity** 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 before signing the agreement.

UNHCR may, at its discretion, extend the **deadline for the submission of bids**, by notifying all prospective suppliers in writing or by uploading the Addendum on UNGM website and eTenderbox tool. 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 the most responsive to the need, as well as conforming to UNHCR's general principles, including economy, efficiency and best value for money.

2.8.1 Some of the Reasons of Disqualification

- Bidder fails to upload technical documentation in "Technical" category and financial documentation in a "Financial Category".
- Financial offer was also uploaded in the "Technical" Category of e-TenderBox system.
- Bid documents are uploaded at the last minute of the tender closing time and it took a while for uploading while the deadline is over.
- Bid documents are uploaded after the deadline for submission of bids stated in the tender documents. Offers received any time after 23:59 hours Iraqi time is a late submission and will be disqualified.
- The Bidder's qualification or data are proven to be false and
- The Bidder commits a proven false or dishonest act in anticipation of award of a contract.

2.9 Currency And Payment Terms for Purchase Orders

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

The standard payment terms of UNHCR are net 30 days via electronic fund transfer (EFT) upon satisfactory delivery of goods and acceptance thereof by UNHCR.

2.10 UNHCR General Conditions for the Provision of Goods.

Please note that the General Conditions of Provision of Goods (**Annex F**) will be strictly adhered to for the purpose of any future contract.

2.11 Zero Tolerance Policy:

Please note that UNHCR strictly follows zero tolerance policy and as such, advises its suppliers not to offer any gifts, favour, hospitality and commission, etc. to UNHCR staff. Any supplier found to be offering gifts, favour, hospitality and commission etc. to UNHCR staff will be placed on United Nations sanctioned list and UNHCR will not do business with them anymore.

3 All tender documents from UNHCR are available free of charge.

**Anwar Ul Haq
Associate Supply Officer**

UNHCR Country- Office Erbil, Iraq

Annex A – Technical Specifications

The specifications for the requested Sanitary Kits should align with the following details:

- Delivery time: Bidder must be able to deliver a minimum of 10,000 Kits by no later than four (4) weeks upon receipt of UNHCR's purchase order.
- Bidder should deliver the samples of each item, prior the closing date of tender to the given address in the tender cover page.
- INCOTERMS: The International Chamber of Commerce INCOTERMS 2010 shall apply for this ITB and for any resulting purchase orders(s). The applicable INCOTERM shall be: DDP - UNHCR Warehouse in Erbil and Baghdad.

The components of the Sanitary kits are listed in the below table:

#	Category	Item Description	Qty/Unit
1	Cloth	Cotton Underwear	5 Pieces of same size
2	Pads	Sanitary Pads <i>"Always" or equivalent</i>	6 Packs of 12 Pads
3	Toiletry	Soap Bars	6 pieces
4	Visibility	Information Leaflet	2 Leaflet
5	Pack/Visibility	Bag to carry the kit items, with screen printed visibility logos	1 bag
6	Pack/Visibility	Cardboard box	1 box to carry 9-12 bags of Sanitary kits

1. Cotton underwear:

Product Description: Women's underwear (panties) of brief type with elastic waistband, elastic leg openings and crotch panel lined with absorbent material such as cotton.

Material specification: Made of breathable and stretchable material. Not transparent. Made of 100% cotton or blend of cotton with other fabric types such as spandex. The elastic band and cloth material should be of good quality to overcome the repeated hand or machine wash with soap and water. Not containing any allergic substances.

Size: XS, S, M, L, XL, XXL Sizes

Color: Low impact dyes colors (no black, no white).

Visual Appearance: Product surface shall have no stains from perspiration, oils, rust, blood, colour, mildew etc. the unit should be dyes with metal free. All the units coming under one product code should be uniform in colour. Final product should be free of any sewing defects such as loose stitches or loose threads. Product should be free from odour such as sweat, alcohol, kerosene, any aromatic smell etc.

Safety: General safety should be followed with respect to the chemicals used. Should be free of azo dyes, formaldehyde, pentachlorophenol, cadmium and nickel to prevent allergic reactions.

Shelf life: The item should not be more than two years older from date of manufacturing, at the time of delivery.



2. Disposable Sanitary Pads:

Product Description: Female Disposable (Single Use) Sanitary Pads with Wings x pack of 12 pads to manage menstruation and to maintain a menstrual health. Supplied as unscented menstrual pads.

Brands: Brand “*Always*” or *equivalent*

Absorbency shall be tested using coloured water or oxalated sheep or goat blood or test fluid when poured on to the centre of the napkin (at the rate of 15 ml per minute) and it shall not show up at the bottom or sides of the sanitary napkin.

The absorbency values shall be comparable to the same sample sizes that are available in the market or tested at an accredited lab as per ISO 17025. The pad shall have enough fluid retention capacity under pressure, details under size and absorbency capacity.

Size: Regular Size, the bags will contain two different sizes, one for daytime use and one for night-time use.

Specs:

- At least 8 hours of protection/leak free.
- Unscented
- With absorbent wood cellulose and polyethylene

Primary Packaging: 12 pads packed in a sealed pack.

Shelf Life:

Shelf life shall be minimum 3 years from date of production with minimum 80% of total shelf life on delivery. pH of the extract should be 6-8.5 when tested according to EN ISO 3071, Method B.



3. Soap bars:

Product description: Bar of bathing body soap with a moisture proof paper or laminated paper wrapping. Bars individually packed.

Specification for soap bar:

Suitable for both baby and adults, preferably non-scented or mild-scented, firm and smooth in texture, should generally contain, fatty acids, surfactants, preservatives and moisture. Able to form a good lather. May also contain suitable quantities of colouring matter. Bathing bars shall not contain any ingredients in amounts that are harmful to the human body and environment. Formula containing moisturizing cream. Bar soap should be individually wrapped. One bar of 75 Grams (+/- 5%) tolerance.

TFM (total fatty matter) content: Minimum 70 %. Glycerine approx. 1%

Others: approx. 29%. pH Value (conc. 1% at 40°C). Products must not contain fat from pig.

The level of sodium hydroxide shall not be more than 0.3%.

Shelf life minimum 24 months

Primary packaging:

The soap bar shall be individually wrapped in a laminated paperboard packaging or a moisture proof oil paper or laminated paper wrapping, which is able to minimize moisture loss, inhibit mold growth and prevent development of coloured stains etc. Environmentally friendly packaging is highly recommended.

Labelling:

Each bathing bar package shall be legibly and indelibly marked with the following information, including instructions in local languages:

- a) The words 'soap bar' or 'body soap'; b) Manufacturer's name; c) Nominal weight of each bar at the time of packaging
- d) All ingredients and quantities, such as fatty acids, surfactants, preservatives, germicides should be clearly stated
- e) Date of manufacture and best before date

**4. Information Leaflet:**

Description: Paper printing in colour

Specifications: Printing of two papers in colors. The leaflet shall contain the kit contents, quantities, expiry dates, how to use sanitary napkins (pads), how to dispose sanitary napkins (pads), the period talks with young girls, content of the kits in one side of the bag, hotline numbers and service mapping info (TBC) in 3 languages (English, Arabic & Kurdish).

Design will be provided by UNHCR, with order confirmation.

Size: Leaflet packet size.

Storage/Placement: To be placed inside the bag of Sanitary kit.



5. Bag to carry the kit items:

Bag to Carry the Cotton Underwear, Sanitary Pads, Soap Bars, and Information Leaflet.

Material: Non-transparent (**THICK**), water-proof durable textile. With inner waterproof layer to prevent water seepage during normal usage.

Design: Rectangular or square, with strong and long straps or handle for easy carrying on the shoulder or as a backpack. Strong and durable Zipper closes the bag.

Colour: Navy blue with white UNHCR logo printed on one side of the bag in the middle (22 cm x 17 cm).

Approximate estimated size: Length – 40 cm x Breath - 40 cm.

UNHCR Logo and table of contents are requested to be printed on each bag, the UNHCR logo and the design will be provided during the ordering process.



6. Cardboard Box:

Product Description: Corrugated Cardboard Box to pack 9 – 12 bags of the Sanitary kits, the packing process will be by the contractor.

Material: 6 ply corrugated cardboard

Safety: Should be free from hazardous chemicals and restricted chemicals.

Each box shall have UNHCR Logo, PO number, itemized content, sizes of kits inside the box on four sides of the box, the UNHCR logo and the design will be provided during the ordering process.



Annex B - TECHNICAL OFFER FORM

ANNEX B: TECHNICAL OFFER FORM				
Bidder Name:				
Contact name:				
Contact phone number:				
Contact email address:				
#	Criteria	Following Technical Documents are attached in the Technical Offer	Submitted (YES/NO)	Comments
1	Physical/Laboratory Inspection of Samples	Do the Samples provided match with UNHCR Technical Specifications outlined in Annex A. The samples will be assessed through a UNHCR-appointed Inspection Company. The inspection will be based on the parameters mentioned in (Annex-A)		
2	Business Registration Certificate	a. Is the company registered as a General Contracting or Trading company in IRAQ (Federal Government or Kurdistan Region of Iraq)?		
	Mandatory Bid Security	b. Has the bidder submitted a scanned copy of Bid Security of IQD 2,000,000 by "good for payment cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days) It should be a certified cheque (not personal). The cheque should indicate the ITB number and must be issued under the company name. The selected company would be required to submit the original cheque.		
	General Conditions	c. Does the Company submit signed and stamped copy of UNHCR's General condition on contracts (Annex F).		
	Code of Conduct	d. Does the Company submit signed and stamped copy of UN Supplier's Code of Conduct (Annex G).		
3	Financial Soundness	Does the offer include bank statements or audited financial statements for the last 2 years [2020-2021 or 2022-2023].		
4	Relevant Experience	- Does the Company submit at least two (2) successfully completed PO/Contracts during the last (10) years for supplying similar items (Sanitary Kits, Hygiene kits, First-aid kits) attaching proof such as contracts or purchase orders. - Does the Company submit List of client's references including detail email address, contact number, title and name of focal person of that organizations for reference check if required.		
5	Shelf-life	Does the bidder provide a confirmation letter clearly indicating at least (2) two years of Shelf life.		
6	Production/Delivery Capacity	Does a company submit a confirmation letter clearly stating the delivery capacity per month and how long it will take for them to manufacture and deliver the items from the date of the Purchase Order.		

Note: this Annex must be filled and submitted in PDF version.

Company Name: _____

Phone number: _____; Date: _____

Company Stamp: _____ Signature: _____

Annex C: Technical Evaluation Criteria

The Bidders must meet below mandatory pre-qualification criteria in order for their bids to be considered for further evaluation.

Important: The below -listed documents should be submitted with your technical offer which is required to assess the capacity and legal status of your company.

#	Criteria Name	Criteria Description	PASS/FAIL
1	Physical/Laboratory Inspection of Samples	Do the Samples provided match with UNHCR Technical Specifications outlined in Annex A. The samples will be assessed through a UNHCR-appointed Inspection Company. The inspection will be based on the parameters mentioned in (Annex-A)	
2	Business Registration Certificate	a. Is the company registered as a General Contracting or Trading company in IRAQ (Federal Government or Kurdistan Region of Iraq)?	
	Mandatory Bid Security	b. Has the bidder submitted a scanned copy of Bid Security of IQD 2,000,000 by "good for payment cheque/Certified Cheque" made out in the name of UNHCR covering the offer's validity (180 days) It should be a certified cheque (not personal). The cheque should indicate the ITB number and must be issued under the company name. The selected company would be required to submit the original cheque.	
	General Conditions on Contracts	c. Does the Company submit signed and stamped copy of UNHCR's General condition on contracts (Annex F).	
	Code of Conduct	d. Does the Company submit signed and stamped copy of UN Supplier's Code of Conduct (Annex G).	
3	Financial Soundness	Does the offer include bank statements or audited financial statements for the last 2 years [2020, 2021,2022 or 2023].	
4	Relevant Experience	- Does the Company submit at least two (2) successfully completed PO/Contracts during the last (10) years for supplying similar items (Sanitary Kits, Hygiene kits, First-aid kits) attaching proof such as contracts or purchase orders. - Does the Company submit List of client's references including detail email address, contact number, title, and name of focal person of that organizations for reference check if required.	
5	Shelf-life	Does the bidder provide a confirmation letter clearly indicating at least (2) two years of Shelf life.	
6	Production/Delivery Capacity	Does a company submit a confirmation letter clearly stating the delivery capacity per month and how long it will take for them to manufacture and deliver the items from the date of the Purchase Order.	

Annex J – Bid Data Sheet

THE FOLLOWING SPECIFIC DATA FOR THE GOODS TO BE PROCURED SHALL COMPLEMENT, SUPPLEMENT OR AMEND THE PROVISION IN THE INSTRUCTIONS TO BIDDERS. WHENEVER THERE IS A CONFLICT, THE PROVISION HEREIN SHALL PREVAIL.

DEADLINE FOR SUBMISSION OF BIDS	19/02/2024 23:59 HRS UTC +3 (Baghdad Standard Time)	
SUBMISSION OF BIDS:	Please submit your proposal through an online e-TenderBox Tool, which can be accessed at http://etenderbox.unhcr.org	FOR THE ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY OF SANITARY KITS IN ERBIL AND BAGHDAD FOR THREE YEARS (03) , IRAQ
LATE SUBMISSION OF OFFERS:	OFFERS SHOULD BE SUBMITTED IN GOOD TIME TO BE RECEIVED BY CLOSING DATE AND TIME. IMPORTANT NOTE: BIDS RECEIVED AFTER THE DEADLINE FOR SUBMISSION OF BIDS AND BIDS TRANSMITTED IN ANY OTHER MANNER THAN THOSE INDICATED ABOVE WILL NOT BE CONSIDERED.	
BID VALIDITY PERIOD:	[180 DAYS]	
PRICE VALIDITY PERIOD:	[180 DAYS]	
DEFECT LIABILITY:	N/A	
SPECIFICATION OF ITMES:	ALTERNATIVES SPECIFICATION SHALL NOT BE CONSIDERED	
DELIVERY SCHEDULE:	SET UP TIME: N/A DELIVERY TIME: N/A	
RETENTION MONEY:	N/A	
RELEASE OF PERFORMANCE BOND OR BANK GUARANTEE	N/A	
LIQUIDATED DAMAGES	N/A	
SUBCONTRACTING	UNHCR WILL HAVE TO APPROVE ANY SUBCONTRACTOR THAT THE CONTRACTOR INTENDS TO USE FOR THE EXECUTION.	
LANGUAGE OF THE BID:	ENGLISH	
REQUESTS FOR ADDITIONAL INFORMATION:	BIDDERS ARE REQUIRED TO SUBMIT ALL THEIR QUERIES IN RESPECT OF THIS INVITATION TO BID BY E-MAIL TO: IRQERPROC@unhcr.org CC: [Buyer Email Jelo@unhcr.org] BEFORE 08/02/2024 at 23:59 HRS UTC +3 (Baghdad Standard Time) (CUT-OFF DATE FOR QUERIES). UNCHR MAY, AT ITS DISCRETION, COPY ANY REPLY TO A PARTICULAR QUESTION TO ALL OTHER INVITED / PARTICIPATING BIDDERS.	
BID EVALUATION CRITERIA:	BIDS WILL BE EVALUATED BASED ON THE TECHNICAL EVALUATION CRITERIA prescribed in article “ <u>2.6.2 Technical and Financial evaluation</u> ”	

Annex K - Tentative calendar of activities

Calendar of Activities			
S/No:	Action Description	Date	
		From	To
1	Tender available to vendors (Tender opening and closing dates)	29/01/2024	19/02/2024 23:59 HRS UTC +3 (Baghdad Standard Time)
2	Pre-bid conference Meeting	07/02/2024 at 14:00 HRS UTC +3 (Baghdad Standard Time)	07/02/2024 at 15:00 HRS UTC +3 (Baghdad Standard Time)
3	Closing date for Queries	08/02/2024 at 23:59 HRS UTC +3 (Baghdad Standard Time)	08/02/2024 at 23:59 HRS UTC +3 (Baghdad Standard Time)
4	Tender Closing date	19/02/2024 23:59 HRS UTC +3 (Baghdad Standard Time)	19/02/2024 23:59 HRS UTC +3 (Baghdad Standard Time)
5	Bid Opening Date	20/02/2024	20/02/2024
6	Technical Evaluation	21/02/2024	06/03/2024
7	Financial Evaluation	07/03/2024	16/03/2024
8	Approval of Contract	17/03/2024	31/03/2024

Annex L - Submission Checklist

Submission Checklist		
S. No.	Description	Status
1	I have read and understood the ITB and all its annexes	
2	Annex A: Technical Specifications	
3	Annex B: Technical Offer Form. (Must fill and submit with the technical offer).	
4	Annex C: Technical Evaluation Criteria.	
5	Annex D: Financial Offer Form (must fill and submit <i>in PDF version</i>)	
6	Annex E: Vendor Registration Form	
7	Annex F: UNHCR's General Terms & Conditions for Goods - Jul 2018 (Must fill and submit with the technical offer).	
8	Annex G: UN Supplier's Code of Conduct. (Must fill and submit with the technical offer).	
9	Annex H: e-Tender Box Supplier user manual	
10	Annex I: How to Join Microsoft Teams Without an Account.	
11	Annex J: Bid Data sheet	
12	Annex K: Tentative calendar of activities	
13	Annex L: Submission Checklist (Must fill and submit with the technical offer).	