



UNHCR
 United Nations High Commissioner for Refugees
 Haut Commissariat des Nations Unies pour les réfugiés

ANNEX B: TECHNICAL OFFER FORM

INVITATION TO BID: No. ITB/HCR/ROK/2021/011

ESTABLISHMENT OF FRAME AGREEMENT FOR THE SUPPLY AND DELIVERY OF LAUNDRY SOAP BARS (250 GRAMS) TO UNHCR WAREHOUSES IN KHARTOUM, EL OBEID, KOSTI, KASSALA, DAMAZINE, EL FASHER, ED DAEIN, GADAREF, AND NYALA.

Bidder Name:					
Contact name:					
Contact phone number:					
Contact email address:					
Item	Criteria		Submitted	Comments	
1	Company Profile	a. Company registration certificate	YES/NO		
		b. Commercial licenses and documentation required to operate as a provider / distributor in [country].	YES/NO		
		d. Signed UNHCR's General Conditions of Contracts for the Provision of Services – 2018	YES/NO		
2	Financial Stability	a. Financial statements for the past 2 years	YES/NO		
		b. Tax certificate/s	YES/NO		
		c. Audit reports from the past 2 years	YES/NO		
3	Product Related Requirements	LAUNDRY SOAP BARS (250 GRAMS)	SAMPLE SUBMITTED	YES/NO	
		Item no	Specifications: Laundry Soap (+/- 5 to 7 % applicable to all parts of the specs.)	YES/NO	
		a) Material Requirements	i. Appearance Must be fit for human utilization and be of sound, fair and marketable quality, of homogeneous color and aspect, without any disagreeable odors and flavors	YES/NO	
			ii. Fat type From vegetable or animal fat, not containing pork fat	YES/NO	
			iii. Fatty acid Minimum 70 %	YES/NO	
			iv. Moisture Maximum 20 % at time of packing	YES/NO	
			v. NaOH content Maximum 0.3%	YES/NO	
			vi. NaCl content Maximum 0.5 %	YES/NO	
		Packing	i. Individual packaging Bars to be individually packed	YES/NO	
			ii. Box size 100 bars of 250g per carton	YES/NO	
iii. Box material Double-corrugated, multiple plies, good-quality cardboard. Shall withstand pressure during transportation and stockpiling during storage, etc. Parcel sealing – Tape on joint of the carton etc.	YES/NO				
Capacity	Delivery capacity	i. Weekly ii. Monthly iii. Annual	YES/NO		

Signature: _____

Name and position: _____

Official Stamp: _____