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

ANNEX B: TECHNICAL OFFER FORM				
ITB-HCR-ROK-2021-019				
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**	**Disposable Sanitary Pads**	SAMPLE SUBMITTED	**YES/NO**	
		Item no	Specifications: **DISPOSABLE SANITARY PADS (+/- 5 to 7 % applicable to all parts of the specs.)**	**YES/NO**	
		a) Material Requirements	**i. Absorbent filler** When visually examined, the absorbent filler shall be white or light in colour and shall be free from any soluble coloring matter when inspected and tested. It shall not contain extraneous materials, which are not designed to enhance performance.	**YES/NO**	
			ii. Covering The absorbent filler covering shall be made of good quality fabric with Sufficient porosity to permit the assembled towel to meet absorbency requirements.	**YES/NO**	
			iii. Protective barrier The protective barrier shall be water resistant (no wetting of outer surface and no water penetration) when inspected and tested.	**YES/NO**	
		b) Workmanship and finishing	**i. Absorbent filler** The absorbent filler shall be continuous and neatly cut to the required size. It shall be free from hard lumps. It shall be completely covered and free from wrinkles that are not a design feature.	**YES/NO**	
			i. Securing mechanism (Any of the following may be used) a) Loops or tabs which shall extend beyond the Length of the filler materials b) Adhesive strips or patch c) Wings with adhesive which shall be of sufficient length in such a manner as to form folds around the panty/brief for securing the Sanitary pads while in use/ Wings with 6 stretch zones to help pad stay in place	**YES/NO**	
			ii. Protective barrier The sanitary pads when visually examined shall have a protective barrier on one side, if not clear, they shall have an identifying mark or colour indicating clearly the side of the barrier	**YES/NO**	
			iii. Free from-defects If the sanitary pads when visually examined shall be free from defects, which affects the appearance and utility such as oils stains, dirt, soil particles and hard Lumps.	**YES/NO**	

			iv. **Odor** The sanitary pads shall have no unpleasant odor either in dry state immediately after sampling from the packages or after wetting the sample with distilled water.	YES/NO	
			v. **Texture** The sanitary pads shall be smooth and soft when felt by hand.	YES/NO	
		c) PH Value	5.5-8.5	YES/NO	
		d) Size	Assorted (Small, Medium, Large etc.)	YES/NO	
		e) Types	a) Comfort/cellulose: i. Premade SAP/FLUFF PULP ii. Acquisition layer-ADL 40/m2 iii. Absorbency capacity 100 ML iv. Back-sheet-PE film 22g/m2	YES/NO	
			b) Air lid/Ultrathin i. Air lid paper with SAP ii. Perforated top sheet PE film iii. Acquisition layer-ADL 40/m2 iv. Absorbency capacity 100 ML	YES/NO	
		f) Packaging	Sanitary pads shall be supplied in packages of suitable materials *(For Disposable each pack has 10/12 pads)*, which are sealed to protect them from moisture, soiling the contamination during storage and transportation.	YES/NO	
	Capacity	Delivery capacity i. Weekly ii. Monthly iii. Annual		YES/NO	
5	[Other evaluation criteria as applicable]	[as applicable]		YES/NO	

Signature:
_____

Name and position:
_____

Official Stamp:
_____