



INTERNATIONAL INVITATION TO TENDER

NRC Ethiopia funded by the Multiple donors is seeking to engage suppliers to sign Long term agreements (LTA) for the supply of components for non food item kits (NFI kits).

ITB reference: 19-ADD-001

TENDER DOCUMENTS

The Invitation to Bid (ITB) documents will provide all relevant information in detail, specifications, quantities, delivery location, date, time, and place for the submission of the Tender, and can be obtained either:

From the NRC website: <https://www.nrc.no/procurement/>

Or bidders can pick-up in person the ITB documents from Logistics Department from Monday to Friday 8:30 to 15:00 at the following locations

NRC Addis Ababa Country Office

5th Floor
Adika Building
Africa Avenue
Bole Sub-city
Addis Ababa
Ethiopia

Closing date for submitting the tender is 31 May 2019 at 17:00. All times are local and follow the Gregorian calendar. All bids submitted after that date will be rejected.

TENDER PROCESS.

All interested and eligible firms are requested to submit their offers by hand to NRC Country office in Addis Ababa or through DHL or other Express Mail addressed to the office location stated above, but **not by email**, in sealed envelopes. Note that all bidders are required to sign a bid submission register upon submission. Enquiries need to be made in writing via email: et.tenders@nrc.no

Norwegian Refugee Council (Ethiopia)

SECTION 1: Cover Letter (Envelope 1)

Date: 29 April 2019

NRC office: Addis Ababa Country Office

Our reference: 19-ADD-001

**SUBJECT: INTERNATIONAL INVITATION TO BID FOR SUPPLIES LONG TERM AGREEMENT (LTA) FOR THE
SUPPLY OF COMPONENTS FOR NON FOOD ITEM KITS (NFI KITS)**

Regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier.

SECTION 1: Cover Letter (Envelope 1)	2
SECTION 2: Bid Data Sheet (Envelope 1)	3
SECTION 3: General terms & conditions (Envelope 1)	9
SECTION 4: Ethical Standards (Envelope 1)	17
SECTION 5: Detailed specifications (Envelope 1)	19
SECTION 6: Bidding Form & Declaration (Envelope 1)	23
SECTION 7: Priced offer (Envelope 2)	31
SECTION 8: Additional Information on Specifications of Goods – if applicable (Envelope 1)	42

Any request for clarification must be received by NRC in writing at least 14 days before the deadline for submission of tenders. NRC will reply to bidders' questions at least 7 days before the deadline for submission of tenders.

We look forward to receiving your tender at the address specified in the Instructions to Bidders before 31 May 2019 before 17:00, as stated in the invitation to tender notice.

Yours sincerely,

NRC Ethiopia Country Office
Addis Ababa

SECTION 2: Bid Data Sheet (Envelope 1)

1. BACKGROUND DATA

This bid is issued by Norwegian Refugee Council Ethiopia and is open to both international and local bidders. Any correspondence can be addressed the following addresses:

By email:
et.tenders@nrc.no

By post:
NRC Addis Ababa Country Office
5th Floor
Adika Building
Africa Avenue
Bole Sub-city
Addis Ababa
Ethiopia

Google map: <https://goo.gl/maps/8PuX44Dnmqg>

2. SUMMARY OF SUPPLIES

Lot 1:

N.	Item*	Quantity**	UoM	Delivery to
1	Jerry can - 20L	20,800	Piece	DDP – NRC warehouse Addis Ababa
2	Jerry can - 10L	27,600	Piece	
3	Bucket - 10L with tap	4,000	Piece	
4	Bucket - 10L without tap	2,000	Piece	
5	Washing basin – 10L	12,800	Piece	
6	Jug - 3L	12,800	Piece	

Lot 2:

N.	Item*	Quantity**	UoM	Delivery to
1	Soap (Multi-purpose) - 250g	40,000	Piece	DDP – NRC warehouse Addis Ababa
2	Soap (Body soap) - 125g	4,000	Piece	
3	Soap (Laundry soap) - 250g	130,000	Piece	
4	Glycerin 100ml	2,000	Piece	

Lot 3:

N.	Item*	Quantity**	UoM	Delivery to
1	Re-usable sanitary towels – Large	2,000	Set of 3	DDP – NRC warehouse Addis Ababa
2	Re-usable sanitary towels – Standard	6,000	Set of 3	

Lot 4:

N.	Item*	Quantity**	UoM	Delivery to
1	Female underwear – XL	2,000	Piece	DDP – NRC warehouse Addis Ababa
2	Female underwear – Large & Medium 50% each	2,000	Piece	
3	Female underwear – Small	2,000	Piece	

Lot 5:

N.	Item*	Quantity**	UoM	Delivery to
1	Cup - 300ml	25,600	Piece	DDP – NRC warehouse Addis Ababa
2	Cooking pot - 7L (Option 1)	12,800	Piece	
3	Cooking pot - 5L (Option 2)	12,800	Piece	
4	Ladle - 125ml	12,800	Piece	
5	Plate 750ml	25,600	Piece	

Lot 6:

N.	Item*	Quantity**	UoM	Delivery to
1	Plastic sheet 5mx 4m	10,000	Piece	DDP – NRC warehouse Addis Ababa

Lot 7:

N.	Item*	Quantity**	UoM	Delivery to
1	Rope - 30m (Option 1)	25,600	Piece	DDP – NRC warehouse Addis Ababa
2	Rope - 20m (Option 2)	25,600	Piece	

Lot 8:

N.	Item*	Quantity**	UoM	Delivery to
1	Blankets (Option 1)	10,000	Piece	DDP – NRC warehouse Addis Ababa
2	Blankets (Option 2)	10,000	Piece	

Lot 9:

N.	Item*	Quantity**	UoM	Delivery to
1	Plastic Mats (Option 1)	10,000	Piece	DDP – NRC warehouse Addis Ababa
2	Plastic Mats (Option 2)	10,000	Piece	

Lot 10:

N.	Item*	Quantity**	UoM	Delivery to
1	Long Lasting Insect Treated Nets (LLITNs)	25,600	Piece	DDP – NRC warehouse Addis Ababa

Lot 11:

N.	Item*	Quantity**	UoM	Delivery to
1	NaDCC water disinfection tablets, 67mg	2,200,000	Piece	DDP – NRC warehouse Addis Ababa
2	Water purification and Disinfection sachets	360,000	Piece	

Lot 12:

N.	Item*	Quantity**	UoM	Delivery to
1	Hessian/ Jute bags	16,800	Piece	DDP – NRC warehouse Addis Ababa

* Please refer to the detailed specifications in section 5

** Note that these are estimates and are subject to variations. The quantity represents the first year's quantity. A similar quantity is expected in the second year.

3. BID GUARANTEE (BID SECURITY BOND)

All bidders are required to submit a bid guarantee valued at USD 20,000 (for international bidders) or ETB 570,000 (for local bidders). Any bid received that does not meet this requirement will automatically be declared ineligible and will not be considered further.

4. MAXIMUM TIME-FRAME FOR DELIVERY

All bidders are expected to detail the lead time for all items. Failure to provide this information will be a disadvantage for the bid.

5. SCHEDULE & DEADLINE FOR SUBMISSION

The deadline for submission of bids is as follows. **Late bids will not be accepted.**

Stage	Date*	Time**
Invitation to Bid release	29 April 2019	N/A
Deadline to request any clarifications from NRC	17 May 2019	14:30
Last date on which clarifications are issued by NRC	24 May 2019	14:30
Deadline for submission	31 May 2019	17:00

*Please note all dates are provisional dates and NRC reserves the right to modify this schedule.

**All times are in the local time of Ethiopia and follow the Gregorian calendar.

6. MANNER OF SUBMISSION:

Please submit your bids in accordance with the requirements detailed below:

Complete **bid documents must be submitted in TWO sealed envelopes that** shall be hand delivered at the following address not later than the due date indicated above. Upon submission a bid register must be signed by the bidder.

A non-returnable physical sample must be submitted with the bid. To the extent possible certificates detailing the material specifications/ applicable standards should be submitted with the bid.

NRC Addis Ababa Country Office

5th Floor
Adika Building
Africa Avenue
Bole Sub-city
Addis Ababa
Ethiopia

Google map: <https://goo.gl/maps/8PuX44Dnmqg>

Envelope 1 (Eligibility and technical)

- Section 1: Cover letter
- Section 2: Bid Data Sheet
- Section 3: General terms & conditions
- Section 4: Ethical Standards
- Section 5: Technical specification
- Section 6: Bidding form & declaration
- Section 8: Additional Information on Specifications of Goods (if applicable)
- Business license registration certificate (Commercial registration)
- Tax Identification Number (TIN) registration certificate (Tax registration)
- Value Added Tax (VAT) registration certificate (if VAT is to be charged)

- Bid guarantee (Cashier's Payment Order – CPO)
- Proof of past experience/ references (Copies of contracts/ POs/ completion certificates/ etc.)

Envelope 2 (Financial)

- Section 7: Priced offer

7. BIDDER'S CHECKLIST:

Description	To be filled by bidder		To be filled by NRC bid committee		
	Included?		Present & complete?		Comments
Step/ document to be submitted <u>with</u> tender	Yes	No	Yes	No	
Complete tender package delivered before the deadline specified in Section 2 - Bid Data Sheet - <u>Compulsory</u>					
Section 4 – Supplier ethical standards declaration – signed & stamped – <u>Compulsory</u>					
Section 5 – Technical description of the goods – completed, signed & stamped – <u>Compulsory</u>					
Section 6 – Bidding Form, company profile & declaration – completed, signed & stamped – <u>Compulsory</u>					
Section 7 – Pricing proposal - signed & stamped – <u>Compulsory</u>					
Section 8 – Additional Information on Specifications of Goods – completed, signed & stamped (if applicable)					
Supporting documents					
Copy of renewed business license – <u>Compulsory</u>					
Copy of TIN registration – <u>Compulsory</u>					
Copy of VAT registration – <u>Compulsory</u>					
Past contracts/ POs as proof of experience – <u>Compulsory</u>					

To be filled in by NRC bid committee only	Eligible	Ineligible
Outcome of administrative eligibility check.		

Company name and stamp: _____

SECTION 3: General terms & conditions (Envelope 1)

1. SCOPE OF BID

- 1.1. The bid is based on the scope of the assignment as determined in Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2. The bid is open for both national and international bidders on condition that they meet the eligibility criteria
- 1.3. The resulting Long-Term Agreement (LTA)/ Framework Agreement (FWA) will be valid for an initial two years with an option to extend for an additional year on agreement between both parties. The agreements should not be interpreted as exclusivity agreements.
- 1.4. The quantities that are listed in the tender pack are estimates of the annual consumption of the various items and are not guaranteed. **The actual quantity of materials might be 20 % less or more of the indicated amount.**

2. CORRUPT PRACTICES

- 2.1. Norwegian Refugee Council requires Employees, Bidders and Contractors, to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, Norwegian refugee Council defines, for the purposes of this provision, the terms set forth below as follows:
 - 2.1.1. "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - 2.1.2. "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Norwegian Refugee Council, and includes collusive practices among Bidders prior to or after bid submission designed to establish bid prices at artificial, non-competitive levels and to deprive the Norwegian Refugee Council of the benefits of free and open competition;

In any case where fraud or corruption is identified, NRC will:

- reject any bids where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with District Officials to report if fraudulent or corrupt practices are identified
 - terminate contract
- 2.2. Any communications between a Bidder and the Norwegian Refugee Council related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in Ethiopia

3. ELIGIBLE BIDDERS

- 3.1. A Bidder shall meet the following criteria to be eligible to participate in NRC procurement of Supplies:
 - 3.1.1. the bidder must provide of:
 - Copy of business license registration certificate (Commercial registration)
 - Copy of Tax Identification Number (TIN) registration certificate (Tax registration)

- Copy of Value Added Tax (VAT) registration certificate (if VAT is to be charged)
 - Bid guarantee (Cashier's Payment Order – CPO)
- 3.1.2.the bidder has submitted all documents requested in Condition 13 of the current Section
- 3.1.3.the bidder is not subject to sanctions imposed by the United Nations, European Union (or any of its member states) or United States of America
- 3.1.4.the bidder, at the time of bid, is not:
- insolvent;
 - in receivership;
 - bankrupt; or
 - being wound up
- 3.1.5.The bidder's business activities have not been suspended;
- 3.1.6.The bidder is not the subject of legal proceedings for any of the circumstances in 3.1.4; and
- 3.1.7.The bidder has fulfilled his or her obligations to pay taxes and social security contributions.
- A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict of interest. All Bidders found to have a conflict of interest shall be disqualified.
- 3.2. A Bidder may be considered to have a conflict of interest with one or more parties in this bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another Bidder, or influence the decisions of the Norwegian Refugee Council regarding this bidding process; or
- 3.3. A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform the Norwegian Refugee Council.
- 3.4. NRC reserves the right to refuse a bid at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.
- 4. BID GUARANTEE (BID SECURITY BOND)**
- 4.1. As part of its bid, the bidder shall submit a bid guarantee equivalent to the value stipulated in the Bid Data Sheet in Section 2. For local bidders the guarantee should take the form of a Cashier's Payment Order (CPO) issued by a reputable bank and should be denominated in ETB. International bidders should have bank guarantees issued by reputable banks and should be denominated in USD. The bid guarantee is for the entire tender regardless of which lot/ how many lots are being applied to.
- 4.2. The bid bond is required to ensure that only committed Bidders participate and to protect against the risk of Bidder's conduct, which would warrant the bond's forfeiture
- 4.3. Any bid that is received that is not secured with a bid guarantee will be declared ineligible and will not be considered further
- 4.4. Unsuccessful Bidder's bid bond will be returned as promptly as possible but not later than the date of expiration of the period of bid validity
- 4.5. The bid security will be forfeited:

4.5.1. if a bidder withdraws its bid after the deadline for the submission of bid or otherwise during the period of bid validity specified by the Bidder in the Bid; or

4.5.2. in the case of a successful Bidder, if the Bidder fails:

- to sign the final contract within 10 days of award; or
- to furnish performance security after contract award

5. JOINT VENTURES, CONSORTIA AND ASSOCIATIONS

5.1. Bids submitted by a joint venture, consortium or association of two or more firms as partners must be made clear in the submitted bid. A copy of the formal agreement between the partners will need to be submitted with bid. NRC reserves the right to exclude bids submitted by joint ventures, consortia or associations in case there is a risk that the partnership fails to deliver the required supplies.

6. ONE BID PER BIDDER PER WORK

6.1. Each Bidder shall submit only one Bid per contract. A Bidder who submits or participates in more than one bid per contract will cause all the bids with the Bidder's participation to be rejected.

7. COST OF BIDDING

7.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Norwegian Refugee Council shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. INSPECTION

8.1. NRC is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of NRC, the Donor or any organisation or person mandated by it, to premises belonging to NRC or its contractors. The right to access shall include all documents and information necessary to assess, or audit the implementation of the contract

9. OBTAINING AND COMPLETING BIDDING DOCUMENTS

9.1. Bidders are able to obtain the bidding documents either from:

9.1.1. From the NRC website: <https://www.nrc.no/procurement/>

9.1.2. Or bidders can pick-up in person the ITB documents from Logistics Department from Monday to Friday 08:30 to 15:00 at the NRC Ethiopia Country Office Addis Ababa

9.2. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Document. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.

10. CLARIFICATION OF BIDDING DOCUMENT

10.1. A prospective Bidder requiring any clarification of the Bidding Document shall contact the Norwegian Refugee Council in writing. The Norwegian Refugee Council will respond in writing to any request for clarification before the deadline for clarification of bids. The Norwegian Refugee Council shall forward copies of its response to all Bidders who have acquired the Bidding Document, including a description of the inquiry but without identifying its source.

11. AMENDMENT OF BIDDING DOCUMENT

11.1. At any time, prior and until 48 hours prior to the deadline for submission of bids, the Norwegian Refugee Council may amend or cancel the Bidding Document by informing the bidders in writing.

- 11.2. To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their bids, the Norwegian Refugee Council can, at his discretion, extend the deadline for the submission of bids.

12. LANGUAGE OF BID

- 12.1. The bid, as well as all correspondence and documents relating to the bid shall be written in English.
- 12.2. Supporting documents and printed literature that are part of the bid may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Bid, such translation shall govern.
- 12.3. Any translations must be performed by a translator holding a license to translate, recognized by the Courts and Government of Ethiopia.

13. DOCUMENTS COMPRISING THE BID

- 13.1. The bid submitted by the Bidder shall comprise the following:

- **Envelope 1 (Eligibility and technical)**

- Section 1: Cover letter
- Section 2: Bid Data Sheet
- Section 3: General terms & conditions
- Section 4: Ethical Standards
- Section 5: Technical specification
- Section 6: Bidding form & declaration
- Section 8: Additional Information on Specifications of Goods (if applicable)
- Business license registration certificate (Commercial registration)
- Tax Identification Number (TIN) registration certificate (Tax registration)
- Value Added Tax (VAT) registration certificate (if VAT is to be charged)
- Bid guarantee (Cashier's Payment Order – CPO)
- Proof of past experience/ references (Contracts/ POs/ completion certificates/ etc.)

- **Envelope 2 (Financial)**

- Section 7: Priced offer

- 13.2. All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.
- 13.3. Failure to separate the financial elements of the bid (priced offer and/ or any information that indicates the financial value of the bid) from the rest of the bid will automatically be declared ineligible.

14. BID PRICE FOR SUPPLY CONTRACT

- 14.1. All lots can be awarded to a single contractor, different contractors to different lots or selected lots to a single contractor. As such all should be considered individually with any additional discounts applied if awarded more than one lot. Unless otherwise specified in the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
- 14.2. For those bidders who are VAT registered, VAT must be specified.
- 14.3. The bid price shall include the cost of manpower, the profit of the bidder, use of machinery and any other recurring cost to complete the requested supplies.

14.4. The priced offer submitted by Bidders shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:

14.4.1. By default, the financial evaluation of the bid will be based on the unit rate of the line item,

14.4.2. If any rates are considered to be unrealistic or unreasonable they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the Bid.

14.4.3. If any arithmetical errors are detected in an otherwise acceptable bid, and the Bidder, on being so notified, is prepared to confirm his bid and if the Bidder is subsequently awarded the contract, then the Bid shall be altered to reflect the difference.

14.5. The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his bid. No alteration will be made to the bid after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

15. INCOTERMS

15.1. All items are to be **delivered to the NRC warehouse in Addis Ababa**. The INCOTERMS are Delivery Duty Paid (DDP) where the supplier is responsible for all costs of shipping, customs clearance and forwarding.

16. CURRENCIES OF BID AND PAYMENT

16.1. All prices submitted by **international bidders** should be in **United States Dollars (USD)**. All payments will be made in the same currency.

16.2. All prices submitted by **local bidders** should be in **Ethiopian Birr (ETB)**. Similarly, all payments will be made in the same currency.

16.3. Contracts that are signed with local bidders will be denominated in Ethiopian Birr. Exchange rate variations between ETB and USD that exceed 10% over a three-month period will allow for an adjustment of the contract prices equivalent to the variation. The reference will be the official rate as published by the national Bank of Ethiopia

17. BID VALIDITY

17.1. Bids shall remain valid for a period of 90 calendar days after the date of the bid submission deadline as prescribed by Norwegian Refugee Council. A bid valid for a shorter period shall be rejected as non-compliant.

17.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Norwegian Refugee Council may request Bidders in writing to extend the period of validity of their bids. A Bidder must confirm in writing his acceptance of the extension.

18. ALTERNATIVE BIDS

18.1. Bidders shall submit offers that comply with the requirements of the bidding documents, including the basic technical design as indicated in the drawings and specifications. Alternative bids shall not be considered unless otherwise indicated in Section 8: Additional Information of Specifications of Goods.

19. FORMAT AND SIGNING OF BID

19.1. The Bidder shall prepare one set of bid documents per contract (lot) that he/she wishes to bid for. The bidder should hold a copy of the documents with himself/herself, for reference purposes.

19.2. All pages of the submitted tender dossier must be completed, signed and stamped by the bidder

19.3. Any corrections/ amendments must be initialled and stamped by the bidder

20. SEALING AND MARKING OF THE BID

20.1. The complete bid documents **must be submitted in TWO separate sealed envelopes** that shall be hand delivered or via DHL or Other Express Mail to the following NRC Offices not later than the due date indicated in Section 2: Bid Data Sheet.

- **Envelope 1 (Eligibility and technical)**

- Section 1: Cover letter
- Section 2: Bid Data Sheet
- Section 3: General terms & conditions
- Section 4: Ethical Standards
- Section 5: Technical specification
- Section 6: Bidding form & declaration
- Section 8: Additional Information on Specifications of Goods (if applicable)
- Business license registration certificate (Commercial registration)
- Tax Identification Number (TIN) registration certificate (Tax registration)
- Value Added Tax (VAT) registration certificate (if VAT is to be charged)
- Bid guarantee (Cashier's Payment Order – CPO)
- Proof of past experience/ references (Contracts/ POs/ completion certificates/ etc.)

- **Envelope 2 (Financial)**

- Section 7: Priced offer

20.2. The envelopes shall:

20.2.1. be addressed to the Norwegian Refugee Council, in the location specified in the Bid Data Sheet

20.2.2. bear the Invitation to Bid (ITB) reference number

20.2.3. no other markings should be on the envelope

20.3. If envelopes are not sealed and marked as required, the Norwegian Refugee Council will reject the bid

21. DEADLINE FOR SUBMISSION OF BIDS

21.1. Bids must be received by the Norwegian Refugee Council at the address given and no later than the date and time indicated in the Bid Data Sheet.

22. SAMPLES AND CERTIFICATES OF CONFORMITY

22.1. A non-returnable physical sample must be submitted with the bid.

22.2. To the extent possible certificates detailing the material specifications/ applicable standards should be submitted with the bid.

23. LATE BIDS

23.1. The Norwegian Refugee Council shall not consider any bid that arrives after the deadline for submission as stipulated in the Bid Data Sheet. Any bid received by the Norwegian Refugee Council after the deadline for submission of bids shall be declared late and declared ineligible.

24. WITHDRAWAL AND REPLACEMENT OF BIDS

24.1. A Bidder may withdraw or replace its bid after it has been submitted at any time before the deadline for submission of bids by sending a written notice, signed by an authorized

representative. Any corresponding replacement of the bid must accompany the respective written notice. All notices must be:

24.1.1. submitted as with Clauses 20 and 21, and in addition, the envelopes shall be clearly marked "WITHDRAWAL" or "REPLACEMENT" and

24.1.2. received by the Norwegian Refugee Council prior to the deadline for submission of bids, in accordance with the Bid Data Sheet

24.2. After the opening of bids, modifications to bids must be documented and any discussions reported in writing. A bid may be withdrawn at any stage, with written notice. Withdrawal after the Award Letter has been issued will result in the forfeiture of the Bid Guarantee/ Bond.

25. CONFIDENTIALITY

25.1. Information relating to the examination, evaluation, comparison, and post-qualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

25.2. Any effort by a Bidder to influence the Norwegian Refugee Council in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its bid.

25.3. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Norwegian Refugee Council on any matter related to the bidding process, it should do so in writing.

26. CLARIFICATION OF BIDS

26.1. Norwegian Refugee Council may, at its discretion, ask any Bidder for a clarification of its Bid. The Norwegian Refugee Council's request for clarification and the response shall be in writing. Any clarification submitted by a Bidder that is not in response to a request by the Norwegian Refugee Council shall not be considered. All requests for clarifications shall be copied to all bidders for information purposes. No change in the price or substance of the bid shall be permitted, except to confirm the correction of errors.

27. BIDS VALIDATION

27.1. The Norwegian Refugee Council's determination of a Bid's validity is to be based on the contents of the bid itself, which cannot be corrected if determined to be invalid

27.2. A valid bid is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;

27.3. the scope, quality, or performance of the supplies specified in the Contract; or

27.4. limits in any substantial way, the Norwegian Refugee Council's rights or the Bidder's obligations under the Contract

28. EVALUATION OF BID

28.1. The Norwegian Refugee Council shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score bids according to the following criteria;

28.1.1. Price in comparison to NRC established rate (Financial evaluation)

28.1.2. Quality control of the submitted specifications/ samples (Technical evaluation)

28.1.3. Overall timeframe for the service (Technical evaluation)

28.1.4. Earlier experiences and documentation proven in the tender documents, related to the service required under this contract. (Technical evaluation)

28.1.5. In case of two contractors being scored the same in the evaluation, the one with the highest technical ranking will be awarded the contract

28.2. Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require NRC to verify the identity of the bidder prior to financial transactions.

28.3. NRC reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.

28.4. Norwegian Refugee Council reserves the right to reject all bids, and re-tender if no satisfactory bids are submitted

29. AWARD PROCEDURE

29.1. The Norwegian Refugee Council shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the bid validity period

29.2. Any bidder who has not been awarded a contract, will be notified in writing detailing the reasons why their bid was not selected and will have their Bid Guarantee returned to them

29.3. Until a formal contract is prepared and executed, the Award Letter shall constitute a binding agreement between the bidder and NRC.

29.4. The Award Letter will state the sum that the Norwegian Refugee Council will pay the Contractor in consideration of the Supplies as prescribed in the Contract, and in accordance with the Bid.

29.5. The Bidder is thereafter required to submit a Letter of Acceptance together with a performance bond, confirming their wish to proceed with a contract.

29.6. If the awarded bidder fails to submit the required performance bond and sign the awarded contract they will forfeit their bid guarantee

30. PERFORMANCE GUARANTEE (SECURITY BOND)

30.1. The performance guarantee is required to protect against the risk of the Bidder's conduct as well as performance related issues including but not limited to late delivery and delivery of poor quality of material. This in turn would warrant the performance security's forfeiture.

30.2. The performance guarantee will be returned to the successful Bidder up on successful completion of the scope of work under the contract.

31. SIGNING OF CONTRACT

31.1. Upon receipt of the Letter of Acceptance and performance bond, the Norwegian Refugee Council shall call the successful Bidder to sign the Contract.

31.2. Within an agreed timeframe, the successful Bidder shall sign, date, and return the Contract to the Norwegian Refugee Council.

SECTION 4: Ethical Standards (Envelope 1)

NRC as a humanitarian organisation expects the suppliers and contractors to have high ethical standards. Any organization supplying goods to NRC valued at over USD10,000 in one year must sign this declaration. This declaration will be kept on file for a period of 7 years and should be updated every year or more often as appropriate.

NRC staff may perform checks to verify that these standards are adhered to. Should NRC deem that the supplier fails to meet or is not taking appropriate steps to meet these standards, any and all contracts and agreements with NRC may be terminated.

Anyone doing business with Norwegian Refugee Council shall as a minimum;

- a. Comply with all laws and regulations in effect in the country or countries of business, AND;
- b. Meet the ethical standards as listed below, OR;
- c. Positively agree to the standards and be willing to implement changes in their organisation.

1. ANTI-CORRUPTION AND COMPLIANCE WITH LAWS AND REGULATIONS:

- 1.1. The supplier confirms that it is not involved in any form of fraud, corruption, collusion, coercive practice, bribery, involvement in a criminal organization or other illegal activity.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the supplier's staff members with any NRC staff member, the supplier shall notify NRC in writing of the potential conflict. NRC shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.3. The supplier will immediately notify senior NRC management if exposed for alleged corruption by representatives of NRC.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

2. CONDITIONS RELATED TO EMPLOYEES:

- 2.1. No workers in our company will be forced, bonded or involuntary prison workers.
- 2.2. Workers shall not be required to lodge "deposits" or identity papers with their employer and shall be free to leave their employer after reasonable notice.
- 2.3. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.4. Persons under the age of 18 shall not be engaged in work which is hazardous to their health or safety, including night work.
- 2.5. Employers of persons under the age of 18 must ensure that the working hours and nature of the work does not interfere with the child's opportunity to complete his/ her education.
- 2.6. There shall be no discrimination at the work place based on ethnic background, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

- 2.7. Measures shall be established to protect workers from sexually intrusive, threatening, insulting or exploitative behaviour, and from discrimination or termination of employment on unjustifiable grounds, e.g. marriage, pregnancy, parenthood or HIV status.
- 2.8. Physical abuse or punishment, or threats of physical abuse, sexual or other harassment and verbal abuse, as well as other forms of intimidation, shall be prohibited.
- 2.9. Steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in, the course of work, by minimizing, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 2.10. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. Wages should always be enough to meet basic needs.
- 2.11. Working hours shall comply with national laws and benchmark industry standards, whichever affords greater protection. It is recommended that working hours do not exceed 48 hours per week (8 hours per day).
- 2.12. Workers shall be provided with at least one day off for every 7 day period.
- 2.13. All workers are entitled to a contract of employment that shall be written in a language they understand.
- 2.14. Workers shall receive regular and documented health and safety training, and such training shall be repeated for new workers.
- 2.15. Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 2.16. Accommodation, where provided, shall be clean, safe and adequately ventilated, and shall have access to clean toilet facilities and potable water.
- 2.17. No Deductions from wages shall be made as a disciplinary measure.

3. ENVIRONMENTAL CONDITIONS:

- 3.1. Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- 3.2. Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw material to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- 3.3. National and international environmental legislation and regulations shall be respected.
- 3.4. Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

SECTION 5: Detailed specifications (Envelope 1)

Lot1:

1. Jerrycan – 20L, plastic, rigid

Summary of material requirements	
Capacity	20 litres
Material	Food grade LDPE container for carrying + storing drinking water with built-in carrying handle + lid. Narrow necked with small opening < 3cm Made of Polyamide 38micron Made of Polyethylene 280micron UV stabilized with non-toxic coating.
Weight	300g
Colour	Light colour only (white, yellow), UV treated for long-term outdoor use
Diameter	Injection moulded screw cap of 50mm diameter minimum
Finish	A built-in carrying handle. Zipper closed top opening, 140mm. Should resist 5 drop tests from 2m high, full with water.

2. Jerrycan – 10L, plastic, rigid

Summary of material requirements	
Capacity	10 litres
Material	Food grade LDPE container for carrying + storing drinking water with built-in carrying handle + lid. Narrow necked with small opening < 3cm Made of Polyamide 38micron Made of Polyethylene 280micron UV stabilized with non-toxic coating.
Weight	145g
Colour	Light colour only (white, yellow), UV treated for long-term outdoor use
Diameter	Injection moulded screw cap of 50mm diameter minimum
Finish	A built-in carrying handle. Zipper closed top opening, 140mm. Should resist 5 drop tests from 2m high, full with water.

3. Bucket with tap – 10L, plastic

Summary of material requirements	
Material	Food grade Plastic
Size	20L with removable tight fitting lid Height 320 mm Top Diameter 300mm Base Diameter 270mm
Color	White
Weight	900gm
Handle	Wire Handle with plastic grip
Packing	15 pcs packed in a bale or box and 15 lid packed separately

4. Bucket without tap – 10L, plastic

Summary of material requirements	
Material	Food grade Plastic
Size	20L with removable tight fitting lid Height 320 mm Top Diameter 300mmBase Diameter 270mm
Color	White
Weight	900gm
Handle	Wire Handle with plastic grip
Packing	15 pcs packed in a bale or box and 15 lid packed separately

5. Washing Basin

Summary of material requirements	
45cm diameter, food grade plastic	

6. Plastic Jug

Summary of material requirements	
Plastic Jug for hand washing: Round with handle, 3L, Material: Polyethylene with lid : Finish: Includes handle and spout with no sharp edges.	

Lot 2:**1. Multi-Purpose Soap 250g**

Summary of material requirements	
Hard soap (250 gms) made from vegetable or animal fat (no pork fat). Fatty acid: minimum 70%. NaOH content: maximum 0.3 %; NaCl content: maximum 0.5 %. Expiration date at least 12 [DJB1] months from date of delivery. Bars individually packed on transparent plastic bag film sealed and enclosed on all edges.	

2. Soap (Body soap) - 125g

Summary of material requirements	
Toilet soap in bar, not harmful to the skin, from vegetable or animal fat, Product must be fit for human utilization. Type : Foaming hand wash; Content : Fatty acid: minimum 70%. NaOH content: maximum 0.3 %; NaCl content. Color ; Homogeneous colour Packaging : Bars individually packed in neylon bag film sealed and enclosed on all edges. Scent: Without any disagreeable odors and flavors.	

3. Soap(Laundry) - 250g

Summary of material requirements	
Hard soap (250 gms) made from vegetable or animal fat (no pork fat). Fatty acid: minimum 70%. NaOH content: maximum 0.3 %; NaCl content: maximum 0.5 %. Expiration date at least 12 [DJB1] months from date of delivery. Bars individually packed on transparent plastic bag film sealed and enclosed on all edges.	

4. Glycerin - 100ml

Summary of material requirements
transparent Plastic/glass bottle container. Net weight: 100ml, at least 99.5% purity,

Lot 3:**1. Sanitary pads**

Summary of material requirements
Sets containing three re-usable pads made of cotton , 30 ml absorption; 8-10 hours of use; 2 hours drying time

2. Sanitary pads

Summary of material requirements
Sets containing three re-usable pads made of cotton , , 20 ml absorption; 6-8 hours of use; 2 hours drying time

Lot 4:**1. Women Underwear**

Summary of material requirements
Fabric: Cotton,, Fine stitching, High tear strength Cotton female underwear (different color) Size XL- Waist 31 to 32 and hip 41to 42)

2. Women Underwear

Summary of material requirements
Fabric : Cotton , Fine stitching, High tear strength Cotton female underwear (different color)(Size L- waist 29 to 30 cm and Hip 39 to 40 cm (50%) (Size M , waist 27 to28 and hip 37 to 38) (50%)

3. Women Underwear

Summary of material requirements
Fabric: Cotton, Fine stitching, High tear strength Cotton female underwear (different color (Size S, Waist 25-26 and hip 35-36)

Lot 5:**1. Cup, 0.3l, Metallic**

Summary of material requirements	
Capacity	0.3 liters minimum
Material	stainless steel
Thickness	min 0.5mm in the center of the bottom
Diameter	24 to 25cm (must be adapted to the size of the cooking pot to be packed inside)
Finish	no sharp edges, food grade surface finish

2. Cooking Pot, 7l– Option 1

Summary of material requirements	
Capacity	7 liters minimum total inner volume
Material	Stainless steel (or aluminum where specified in contract)
Diameter	min 25cm, max 28cm internal diameter
Thickness	min 0.8mm in the center of the bottom and minimum 0.6mm at 20mm from the top of the wall (aluminum min1.75mm)
Handles	2 stainless steel handles, attached with leakage proof rivets, or welded, bent upward to allow a hanging bar to pass through (aluminum handles for aluminum pots) Handles to resist to 20kg load in the normal usage position
Lid	Material: stainless steel (or aluminum if specified in contract) Diameter: Adapted as a lid for the 7-liter cooking pot.Handle:1 detachable steel or aluminum handle. Handle to resist to 10kg vertical load measured at 15cm distance from the inside of the pan
Finish	no sharp edges , food grade surface finish

3. Cooking Pot, 5l - Option 2

Summary of material requirements	
Capacity	5 liters minimum total inner volume
Material	Stainless steel (or aluminum where specified in contract)
Diameter	22cm minimum, 24cm maximum
Thickness	min 0.8mm in the center of the bottom and minimum 0.6mm at 20mm from the top of the wall (aluminum min1.75mm)
Handles	2 stainless steel handles, attached with leakage proof rivets, or welded, bent upward to allow a hanging bar to pass through (aluminum handles for aluminum pots) Handles to resist to 20kg load in the normal usage position
Lid	Material: stainless steel (or aluminum if specified in contract) Diameter: Adapted as a lid for the 5- liter cooking pot. Handle:1 detachable steel or aluminum handle. Handle to resist to 10kg vertical load measured at 15cm distance from the inside of the pan
Finish	no sharp edges , food grade surface finish

4. Ladle

Summary of material requirements
125ml aluminum, no sharp edges and strong handle

5. Plate, 0.75l, metallic

Summary of material requirements	
Capacity	0.75 liters minimum
Material	stainless steel
Thickness	min 0.5mm in the center of the bottom
Diameter	24 to 25cm (must be adapted to the size of the cooking pot to be packed inside)
Finish	no sharp edges, food grade surface finish

Lot 6:**Plastic sheeting**

Summary of material requirements	
Material for the plain sheet	Woven high-density polyethylene (HDPE) black fibers fabric laminated on both sides with white low density polyethylene (LDPE) coating
Material for the reinforced attachment points (sheets)	6 bands of 7.5cm width made of woven black HDPE fibers fabric and coated with grey LDPE on the outside. Pre-punched 8mm holes on the 2 side bands at 0.1m +/-10% intervals, positioned in the center of the bands (only the reinforcement bands are pre-punched, not the tarpaulin itself). Position of the 6 bands and pre-punched holes as per drawing below.
Tear strength in plain sheet at state of origin	Minimum 100N under ISO 4674-1 2003, strip of 200x200mm, in plain sheet
Tensile strength in plain sheet at state of origin	Minimum 500N and 15% to 25% elongation in warp and weft in plain sheet under ISO 1421-1.
UV resistance of the plain sheet, measured as remaining tensile strength after UV exposure	The tarpaulin tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 475N. To be tested in the plain sheet
Tensile strength in the reinforcement bands at state of origin	Minimum 700N inside the reinforcement bands as per ISO 1421-1, pulling lengthwise in a pre-punched hole of 8mm with a hook of 8mm wire diameter. To test in 2 holes in each side bands
UV resistance of the reinforcement bands measured as remaining tensile strength after UV exposure	The reinforcement bands tensile strength under ISO 1421-1 after 1500 hours UV under ASTM G53/94 (UVB 313 nm peak) must be: Minimum 80% of the original value of the actual product, AND not less than 665N. To be tested inside the reinforcement bands as described above
Welding number and strength at state of origin	Only one welding allowed, in the middle of the sheet, length wise. The tarpaulin tensile strength crossways at the place of the welding under ISO 1421-1 must be: Minimum 50% of the original value of the actual product, AND not less than 400N. Size, weight, colour, fire resistance
Width	4 m ± 1% net width
Length	5 m ± 1% net length

Weight, plain sheet only, excluding the bands weight	190g/m ² ± 20g under ISO 3801 (equivalent to 170g/m ² minimum to 210g/m ² maximum)
Weight, complete sheet including bands weight.	Plain sheet specific weight plus 10% additional weight for the reinforcement bands under ISO 3801. Total weight from 187g/m ² minimum and 231g/m ² maximum Specific weight of the bands from 150g/ m ² minimum and 200g/m ² maximum
Colour	White sun reflective on both sides of the sheet. Grey coating on the outside of the bands. Inner black fibers to ensure opacity. White Coating colour definition: L.a.b Coordinates under ISO 105J01 Minimum L : 82 “a” value between -1.7 and +1.5 “b” value between -4.5 and 0
Capacity	Minimum reflection and absorption percentage, measured under ISO 13468-1, in the range of visible light and near infrareds (respectively from 350 to 750nm, and from 750 to 2500nm wavelength). Minimum total reflection in visible light + infrared: 35% Minimum total absorption in visible light + infrared: 60% All percent above 35% in reflection can be deducted from the 60% absorption in the limit of 15% to reach a maximum of 50% reflection. Marking, packing, and accessories
Printing	Continuous indelible printing in white colour of the manufacturer name, the month and year of production (Letters of 2.5cm high +/-10%). Length indicator marks every meter. NRC logo.
Bale dimensions	Length: 600mm; Width: 400mm; Height: 180mm (+/-20%) There must be 5 tarpaulins per bale
Bale protection	The bale must be wrapped with a piece of similar material as the one of the tarpaulins. The wrapping must be properly folded, closely tight to the bale content, making a well-shaped cubic bale. Inside the bales the tarpaulins are not individually wrapped
Bales strapping	The bale must be strapped with 2 heat-sealed plastic straps for the length and 2 for the cross.

Lot 7:**Ropes; Option 1**

Summary of material requirements	
Diameter	10mm +/- 0.5mm
Weight	1.9kg
Length	30m
Type	Twisted
Number of strand	3 minimum
Material	Polypropylene or nylon, no recycled fibers, UV stabilized
Color	Black /Blue
Tensile strength	250kg

Ropes: Option 2

Summary of material requirements	
Material	Good quality nylon

Thickness	6.5mm - 7.0mm
Length	20m each roll
Weight	560g each roll
Packing	Individual rolls should be packed in bales and labeled: Size of bag, No. of roll (1 bale should = 70 rolls) Weigh
Color	Any, preferably white

Lot 8:**Blanket - Option 1:**

Test conditions	Specification under the normal textile test conditioning ISO139, 65% moisture and
Samples for testing purpose	Samples of blankets must be from compressed bales. All criteria to be passed on the same sample. (Samples of compressed bales to be prepared with only 5 blankets folded once more than in normal bales, at 40% compression ratio, and to remain compressed for one week minimum before testing).
Make	Woven, dry raised both sides
Content ISO1833 on dryweight	50% wool fibers +/-5%, 50 % other textile fibers, recycled fibers accepted.
Colours	Grey, brown or other dark colors, preferably not died.
Size	150 x 200cm +3%/-1%. To be taken on flat stabilized sample, without folds.
Weight	570 to 670g/m ² . Weight determined by total weight/total surface.
Thickness ISO 5084	3mm minimum (1KPa on 2000mm ²)
Tensile strength ISO13934-1	250N minimum warp and weft
Tensile strength loss after washing	Maximum 5% warp and weft after 3 consecutive machine washing at 30°C and one flat drying.
Shrinkage maxi. ISO 6330	Maximum 5% warp and weft after 3 consecutive machine washing at 30°C and one flat drying.
Weight loss after washing	Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.
Thermal resistance ISO 5085-1	TOG 2.5 (or 0.25m ² .K/W) minimum, rounded to the nearest 0.1, passed on samples picked from compressed bales after 3 consecutive machine washing at 30°C and one flat drying.
Resistance to air flow ISO9237 under 100Pa pressure drop	Maximum 1000 L/m ² /s
Finish	Whipped seam at 10mm from the edge with 10 to 13 stitches/10cm or stitched ribbon or hemmed on 4 sides.
Organoleptic test	No bad smell, not irritating to the skin, no dust. 4<pH<9. Free from harmful VOC (Volatile Organic Components).
Fire resistance	ISO12952-1&2, on non-washed sample. Resistance to cigarette - No ignition
Fire resistance	ISO12952-3&4, on non-washed sample. Resistance to flame - No ignition

Packing	<ul style="list-style-type: none"> - Bales to be wrapped in a water-tight micro perforated plastic film and covered with a polypropylene or jute woven bag. - Quantity per bale: 20 pieces. - Compressed and strapped with 5 straps (2 lengthwise, 3 crosswise). - Bales dimensions: Length approx. 0.8m, width approx. 0.5m - Height of the bales to be compressed by maximum 40% from free state to final compressed and strapped state. <p>(ex: if the bale is 1m high at free state, it should be compressed to a height of 0.6m at final and strapped state).</p>
Marking on the package	Blankets, 50%wool, 150 x 200cm - 20 pieces.

Blanket - Option 2

Summary of material requirements	
Material	Acrylic or polyester materials composition
Size	1.6m x 2.2m
Organoleptic test	No bad smell, not irritating to the skin, no dust. 4<pH<9. Free from harmful VOC Volatile Organic Components).Fit for human use.
Weight	2 kg
Weight loss after washing	Maximum 5% after 3 consecutive machine washing at 30°C and one flat drying.
Packing	packed in bales and labeled: Size of bag, No. of pcs in 1 bale, Weigh
Color	Grey, brown or other dark colors
Finish	stitched ribbon 35mm or hemmed on 4 sides.

Lot 9:**Plastic floor mat - Option 1**

Summary of material requirements	
Warp	Pure virgin polypropylene (PP) multifilament 500 deniers minimum
Weft	Recycled polypropylene (PP) hollow tubes not containing any filler
	Minimum 1000 tubes in weft per meter length Minimum 1000 tubes in weft per meter length
Finish	The two short sides to be secured with a first stitch folded hem of the mat, plus one bias 40mm binding tape of minimum 10g/m with stitches through the fabric of the mat, OR with a double folded stitched hem. Four sides trim finished. The binding is secured and durable to prevent the fraying of the mat, which will result in rapid disintegration of the structure
Colour	assorted, with neutral design.
Finished Size	1.80mX0.90m minimum
Weight	Weight: 500g/m ² minimum
Packing:	Bales of 25 or 50 pieces, compressed to a final volume. Package to be wrapped in a protective outer PP woven canvas, with 4 straps. No individual packing required

Plastic floor mat - Option 2

Summary of material requirements	
Warp	Pure virgin polypropylene (PP) Raffia 700% with filler master batch 30%
Weft	Recycled polypropylene (PP) hollow tubes not containing any filler
	Minimum 1000 tubes in weft per meter length Minimum 1000 tubes in weft per meter length
Finish	Stitch; Nylon fabric ribbon stitch. Four sides trim finished. The binding is secured and durable to prevent the fraying of the mat, which will result in rapid disintegration of the structure
Colour	assorted, with neutral design.
Finished Size	1.80m X2.60m minimum
Weight	Weight: 2kg
Packing:.	Bales of 25 or 50 pieces, compressed to a final volume. Package to be wrapped in a protective outer PP woven canvas, with 4 straps. No individual packing required

Lot 10.

Pre-treated long lasting impregnated mosquito net (LLIN), must be WHO/WHOPES approved

Fabric weight:	30 gram per square meter +1 0%,
Enhanced durability:	21 + washes
Flammability test	Class 1 (16-CFR 1610 CS191-53),
Size:	190wx150Hx180L,
Suspension points:	6 point loops made
Color:	White
Materials:	100% polyester or PE (impregnated)
Packing:	Each bale has 100 pieces

Lot 11:**NaDCC water disinfectant**

NaDCC (67mg)	
Indication	Chlorine water disinfection at the household level. Must be suitable for use with water and for human consumption.
Description	Effervescent tablets contain a set amount of sodium dichloroisocyanurate (also called NaDCC, sodium troclosene or sodium dichloro-s-triazinetriene): tablets release the required amount of chlorine when dissolved in water.
Content	5mg/l or 5ppm of available chlorine
Certifications	The anhydrous sodium dichloroisocyanurate (NaDCC) compound must be certified by NSF International (or a delegated authority) in compliance with NSF/ANSI standard 60. The product must also comply with the EN 12931:2000 standard.
Packing	Tablets must to be packaged in foil strips. Batch number, manufacturing date and expiry date must be recorded on each strip. Strip must have user instructions and be clearly marked: DO NOT SWALLOW TABLET

Examples	Aqua tabs
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Water purification and Disinfection sachets

Indication	water disinfection at the household level. Must be suitable for use with water and for human consumption.
Description	Powdered mixture that removes pathogenic micro-organisms and suspended matter.
Content	Each 4g sachet treats 10 litres of water
Examples	E.g P&G, PUR, Bishan gari

Lot 12.**Hessian/ Jute Bag**

Summary of material requirements
100kg, polyethylene with NRC & Donor Logos

SECTION 6: Bidding Form & Declaration (Envelope 1)

1. THE CONTRACTOR'S BID

To: Norwegian Refugee Council

Sir / Madam,

We offer to execute the Services in accordance with all requirements of the current Invitation to Bid, Conditions of Contract and any other Binding requirements accompanying this Bid. We, the undersigned, verify that we are in compliance with all applicable laws and regulations, and meet the ethical standards as listed above or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

This Bid signed by our authentic representative and your written award of it shall constitute the formation of a binding contract between us.

We understand that you are not bound to accept the lowest or any bid received.

Registered company name:	
Any other trading names:	
Any associated companies (cross holding/ joint ownership/ shareholding/ etc.)	
Name of Signatory:	Date of Signing:
Title of Signatory:	Name of Bidder:
Signature & stamp:	Tel N°:
	Email:
	Address:

Bank name (to be used for this contract)	
Account number	

1. PAST EXPERIENCE/ REFERENCES

N.	Work executed*	Name and contact information of the client	Date of the work	Value of the Contract
1				
2				
3				
4				
5				
6				

*** Please attach proof of successful completion of the contracts (i.e. certificates of completion, references, etc.)**

SECTION 7: Priced offer (Envelope 2)

Lot 1:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Jerrycan - 20L		20,800	Piece					
2	Jerrycan - 10L		27,600	Piece					
3	Bucket - 10L with tap		4,000	Piece					
4	Bucket - 10L w/o tap		2,000	Piece					
5	Washing basin – 10L		12,800	Piece					
6	Jug - 3L		12,800	Piece					
TOTAL									

Notes

Lot 2:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/ USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Soap (Multi-purpose) - 250g		40,000	Piece					
2	Soap (Body soap) - 125g		4,000	Piece					
3	Soap (Laundry soap) - 250g		130,000	Piece					
4	Glycerin 100ml		2,000	Piece					
TOTAL									

Notes

Lot 3:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Re-usable sanitary towels – Large		2,000	Set of 3					
2	Re-usable sanitary towels – standard		6,000	Set of 3					
TOTAL									

Notes

Lot 4:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/ USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Female underwear – XL		2,000	Piece					
2	Female underwear – Large & Medium 50% each		2,000	Piece					
3	Female underwear – Small		2,000	Piece					
TOTAL									

Notes

Lot 5:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/ USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Cup - 300ml		25,600	Piece					
2	Cooking pot - 7L (Option 1)		12,800	Piece					
3	Cooking pot - 5L (Option 2)		12,800	Piece					
4	Ladle - 125ml		12,800	Piece					
5	Plate 750ml		25,600	Piece					
TOTAL									

Notes

Lot 6:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Plastic sheet 5x4m		10,000	Piece					
TOTAL									

Notes

Lot 7:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Rope - 30m (Option 1)		25,600	piece					
2	Rope - 20m (Option 2)		25,600	piece					
TOTAL									

Notes

Lot 8:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Blankets (Option 1)		10,000	piece					
2	Blankets (Option 2)		10,000	piece					
TOTAL									

Notes

Lot 9:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Plastic Mats (Option 1)		10,000	piece					
2	Plastic Mats (Option 2)		10,000	piece					
TOTAL									

Notes

Lot 10:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/ USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Long Lasting Insect side Treated Nets (LLITNs)		25,600	piece					
TOTAL									

Notes

Lot 11:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	NaDCC water disinfection tablets, 67mg		2,200,000	piece					
2	Water purification and Disinfection sachets		360,000	piece					
TOTAL									

Notes

Lot 12:

#	Item	Specification	Quantity	UoM	Lead time (days)	Curr (ETB/USD)	Unit price Excl. VAT	Unit price Incl. VAT	Total Incl. VAT
1	Hessian/ Jute bags		16,800	piece					
TOTAL									

Notes

SECTION 8: Additional Information on Specifications of Goods – if applicable (Envelope 1)

This is an optional section where bidders are free to provide clarifications on any differences between the requested specifications and the specifications in their bid.