

Section III
Technical Specifications and Quality Control Requirements

Technical Specifications
Emergency Shelters and Non Food Items Bid
ITB No.: ADD-EPC-LTA-01-2018

No.	PURCHASER'S SPECIFICATIONS	BIDDER'S SPECIFICATIONS <i>for the sake of clarity Bidder must state either "NO deviation" or "clearly describe the deviation(s)"</i>
1	Plastic Sheet, 4mx6m, reinforcement bands, with IOM logo	IOM Emergency Catalogue Item Code: 1100000013
2	Plastic Sheet, 4mx6m, reinforcement bands, with IOM & Donor logo	IOM Emergency Catalogue Item Code: 1100000013
3	Plastic Sheet, 4mx6m, reinforcement bands, without logo	IOM Emergency Catalogue Item Code: 1100000013
4	Sheet, plastic rolls 4mx60m	IOM Emergency Catalogue Item Code: 1100000054
5	Rope, polypropylene, black 8mm, twisted, 20m roll	IOM Emergency Catalogue Item Code: 1100000053
6	Jerrycan, Type 5, plastic rigid	IOM Emergency Catalogue Item Code: 1100000025
7	Jerrycan, Type 4, 20L, plastic foldable with IOM logo on stickers	IOM Emergency Catalogue Item Code: 1100000024
8	Jerrycan, Type 2, 10L, plastic foldable with IOM logo on stickers	IOM Emergency Catalogue Item Code: 1100000022
9	Washing basin, stainless steel, 60cm diameter	200 series stainless steels of the appropriate grades, height 160-163mm, outer diameter 598-601mm, thickness 0.50-056mm, weight 1500-1600gsm, capacity 24l, no sharp edges
10	Polypropylene bags	100kg, 29"x43", woven, UV stabilized, minimum 75gsm, single folded double stitched, with IOM logo
11	NFI Bags 100*100cm, 50 kg capacity, 200 GSM tarp with IOM logo	IOM Emergency Catalogue Item Code: 1100000007

12	Mosquito Net, 1.90x1.50x1.80m, LLIN PE	IOM Emergency Catalogue Item Code: 1100000028	
13	Kitchen Set, Type B	IOM Emergency Catalogue Item Code: 1100000026	
14	Kitchen Set, Type A	IFRC/ICRC Catalogue Item Code: KRELCOOSETA (marking/logo as per IOM requirements)	
15	Blankets, Type 4, synthetic, 1.5 x 2M, M Temp	IOM Emergency Catalogue Item Code: 1100000019	
16	Sleeping mats, 1.80x0.90m, twill weave	IOM Emergency Catalogue Item Code: 1100000027	
17	Kettle, capacity 2000ml, stainless steel	Capacity 2000ml, 200 series stainless steels of the appropriate grades	
18	Bucket, plastic, 14L, Heavy duty plastic	IOM Emergency Catalogue Item Code: 1100000020	
19	Kitchen Set, customized composition	Kit Composition: A. PLATE, deep, stainless steel, diam. 22 cm, cap. 0.75L – 4 Pieces B. CUP, stainless steel, with handle, 300ml – 4 Pieces C. COOKING POT, 7L, stainless steel, diam. 24 cm, with handles and lid – 1 Piece D. COOKING POT, 5L, stainless steel, diam. 20 cm, with handles and lid – 1 Piece E. Spoon, soup, stainless steel, 15 ml – 6 Pieces F. LADLE, 100ml, stainless steel – 2 Pieces	
20	*Hygiene Kit (See below composition)		

Hygiene kit with MHM component (Composition of 1 Kit) **

A	Bathing soap, 125gr antiseptic	6pc
B	Laundry soap, powder 250gr	2pc
C	Nail cutter	1pc
D	Safety pins, large size, pack of 12 pieces	1pack
E	14L Bucket with lid and tap (Oxfam type)	1pc
F	Washing basin – same as NFI	1pc
G	Jerrycan 20lt plastic, rigid with lid	1pc
H	Cotton fabric 1mx1m white	1pc
I	Sanitary pads (antimicrobial – pack of 4 pads with bag)	1pack
J	Underwear for female 2 pc per pack (Medium and Large sizes)	1pack
K	Diriya Women's fabric 4mx1m	1pc
L	Solar light with integrated panel (little sun)	1pc
M	Glycerin 100 ml, colorless and odorless	1pc
N	Kit bag – cloth bag blue colour with IOM logo in white – rectangular shape 60cmx60cmx30cm with handle (to contain the hygiene kit items except for E, F and G)	1pc

*Hygiene kits must be packaged in the kit bag except for Items E, F and G

** For lot no. 19 the bidder should quote for the entire lot. No partial bid will be accepted.

QUALITY CONTROL DURING THE COURSE OF LONG TERM AGREEMENT

IOM will perform random and/or organized quality inspections including selected criteria for laboratory testing and/or visual inspections of items selected by IOM and/or independent inspector appointed by IOM from sample lot selected during production, upon departure, loading, unloading, at final destinations or from any other storage or distribution location. The expenses related to inspections and/or tests will be at IOM costs. The Quality Control (QC) inspections shall be performed with regards to the items' technical specifications and Acceptable Quality Limits (AQL).

IOM will keep reference samples should further testing be required should there be any potential disputes regarding quality of the items. Hence, vendors/suppliers/manufacturers must ensure the quality of dispatched items should be fully compliant with IOM technical specifications and requirements.

Any additional laboratory and inspection costs, and the applicable penalty clauses (equivalent as defined in the respective AQLs), will all be charged to the vendors/suppliers/manufacturers.

For all product deliveries, the vendors/suppliers/manufacturers must also provide their respective quality certificates, to certify conformity of the delivered products to the required technical specifications and indicate production batch number, production date, the relevant test/inspections completed to that particular batch.

SUBCONTRACTING - Please refer to **Article 10** of the attached **Section IV IOM Supply and Delivery Agreement**.

1. Technical Requirements Related to Quality

Using **Section III - Technical Specifications Form(s)**, the technical offer should clearly state whether the goods that supplier is offering comply or does not comply to IOM Technical specifications and requirements.

The Technical details of the items required by IOM can be found in **Section III - Technical Specifications**.

Items will be evaluated for Technical Acceptance through:

- a. Laboratory Reports and Certifications**
- b. Visual Inspection**
- c. Additional Technical Content**

A.1 For Core Relief Items, the supplier should submit laboratory report and certification from the approved laboratories listed below, confirming the item(s) offered meets the technical specifications and comply with the standards and testing criteria stated in **Annex B – “Technical Specifications Form”**.

The report should be –

- 1) Issued within 2015-2018;*
- 2) Results must be in conformity with ALL parameters as per technical specifications required from similar tenders with other humanitarian organizations (UN agencies/ICRC/IFRC) and/or*

the Clause mentioning "Conformity of the goods with required specifications" clearly indicated on the report by the approved laboratories;

All expenses associated (from preparation and submission of samples) should be covered by the supplier.

The list of accepted laboratories for **core relief items**:

Item No.	Item Description	LABORATORY
1	Sheet, plastic 4mX6m, reinforcement bands	<p>IFTH – Institute Francais du Textile et d l'Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiemark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>
2	Sheet, plastic rolls 4mx60m	<p>IFTH – Institute Francais du Textile et d l'Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiemark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>
3	Sleeping mat, 1.80x0.90m, twill weave	<p>IFTH – Institute Francais du Textile et d l'Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiemark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>
4	Kitchen set, Type A	<p>SGS Atest Route de Vevey 55A 1618 Chatel St Denis Suisse www.sgs.com</p>
5	Kitchen set, Type B – cooking & serving, 36pcs	<p>SGS Atest Route de Vevey 55A 1618 Chatel St Denis Suisse www.sgs.com</p>
6	Bucket, plastic, 14L, Heavy duty plastic	<p>IFTH – Institute Francais du Textile et d l'Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiemark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>

7	Jerrycan, Type 2, 10L, plastic foldable	<p align="center">IFTH – Institute Francais du Textile et d l’Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiepark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>
8	Jerrycan, Type 4, 20L, plastic foldable	<p align="center">IFTH – Institute Francais du Textile et d l’Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiepark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>
9	Blanket, Type 4, Synthetic, 1.5x2m, M Temp	<p align="center">IFTH – Institute Francais du Textile et d l’Habillement 25 rue Alfred Werner- BP72076-68059 MULLHOUSE CEDEX2 http://www.ifth.org/ OR CENTEXBEL Technologiepark 7 BE-9052 ZWIJNAARDE http://www.centexbel.be/</p>

IMPORTANT:
The complete laboratory test result and certificate should be submitted along with the vendor’s quotation. Failure to submit the required certificate and complete laboratory results will result in disqualification. IOM reserves the right to directly contact laboratories for verification purposes.

A.2 Quality Certificate / Report (Non-Core Relief Items)

Items will be evaluated for Technical Acceptance through submission of “in-house” quality certificate / report, certifying that the item(s) offered conforms to the technical specifications stated in **Annex B – “Technical Specifications Form”**.

IMPORTANT:
The “in-house” quality report should be submitted along with the supplier’s quotation. There must be **objective evidence to demonstrate internal testings/controls done**. Failure to submit the required certificate and supporting quality results will result in disqualification.

B. Phase 2 – Visual Inspection

IOM will notify Suppliers who have successfully complied with the submission of the requested certificate, test results from accepted Laboratories mentioned above in A.1 – A.2.

These suppliers will be asked to submit two (2) samples to IOM at address below using DAP Incoterms immediately upon receipt of IOM's notification.

International Organization for Migration – Attention to Procurement Unit only
 Kirkos Sub City, Woreda 8, Yemez Building, P.O. BOX 25283 Code 1000,
 Addis Ababa, Ethiopia

All samples submitted by the bidders will be tagged and signed at the time of receiving by IOM staff and representative of the bidder. The samples without signatures by both parties will not be considered for technical evaluation. Any samples dispatched internationally via courier with no local representation shall have the authorized signatures from the bidder. IOM shall not be responsible if the tags during the course of transportation get detached.

Indicate the Reference Number: **ITB ADD-EPC-LTA-01-2018**. **All expenses associated to the submission of samples should be paid by Supplier including duties and taxes and door to door delivery to IOM address indicated above. IOM will not be responsible for the customs clearance of the samples.**

C. Additional Technical Content

C.1 Past Experience and References: Suppliers shall provide summary of past projects providing similar relief items, as applicable with other United Nation agencies or other humanitarian organizations. Suppliers shall provide list of three (3) clients wherein you are currently supplying similar relief items. For each client, please list the following:

- a. Name and Address of Organization
- b. Contractual period
- c. Focal contact person
- d. A Statement of Satisfactory Performance from at least three (3) Clients from the humanitarian sector.

C.2 Details of Production Facilities: Suppliers shall provide digital color pictures of respective facilities/factories. In case of several factories, pictures must be submitted per each factory. This will be used for identification purposes only and will not be used as basis for assessment.

Picture set	Picture Object	Number of Pictures
1	From outside of the Main facility/factory	3
2	From the production line and main equipment while being operated to manufacture product	4
3	The quality control equipment used during reception, production and final quality check	3
4	The laboratory facility and equipment and/or any external laboratory used	3
5	The packing and loading equipment areas	2
6	The logistics equipment used for handling cargos	3
7	The social and common areas including cafeteria, restroom facilities for staff/manpower	5
8	The health and safety facilities	3
9	The management facilities	2
	Total Number of Pictures	28

These are the minimum pictures of interest. Feel free to submit additional pictures with relevance. Pictures must be in Word File (4 pictures per A4 page).

C.3 Quality Management System

- a. Suppliers are required to submit their respective Quality Management System (e.g. ISO) for each facility in which items are produced, including quality manual, quality policy and information describing the processes applied for the manufacturing of the items..
- b. Furthermore, IOM at any time may ask the bidders to provide summary of quality assurance mechanism in place at each facility location where items are manufactured to ensure products are consistent with the Section II: Schedule of Requirements.

C.4 Production and Delivery Capacity

The supplier shall state declare the annual production capacity of the factories for each product and that can be made available to IOM. The supplier shall declare the mobilization time, ex-stock quantity and quantities available after two, four, six and eight weeks or more (specify) of production lead time for each product.

For each product which are not manufactured by the supplier, they must provide certificate from manufacturer that they will make sufficient production capacity available to the supplier to cover the production capacity indicated by the supplier on the quotation form.

C.5 Shelf-life and Useable Life Span

The supplier shall clearly recommend shelf life of the product and the recommended usable lifespan of the product.

C.6 Warranty/Guarantee

The offer should include for each item the defects and liability period (minimum) with term of warranty/guarantee. This should be valid from date of goods distributed to beneficiaries. A Warranty Certificate shall be provided by the Supplier.

IMPORTANT:

Use below – Technical Offer Form , to provide information on items C.1 to C.6
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D. Other Delivery Requirements

D.1 Packing, Container Usage and Palletization details

The technical offer shall include the packing and transport options (e.g. weight, volume, etc.) Supplier must optimize container space usage and encouraged to propose alternative option should there be improved container utilization.

D.2 Batch and Supplier Identification Marks

The successful supplier is expected to attach non-removable and permanent marking on each individual item to identify the production batch and supplier.

D.3 Certificate of Origins (COO): Suppliers shall provide Certificate of Origin per product with details regarding factory where product was manufactured. In case that not all manufacturing process of a product is performed in same factory (example kitchen sets), complete information of other factories must be provided. This COO must be included in all:

- a. Samples delivered for laboratory testing and visual inspection;
- b. Samples delivered as reference samples under this RFQ (see para. 3.0 below);
- c. Products delivered with the regular Purchase Orders.

D.4 Certificate of Compliance(COC): All product deliveries should be accompanied by Certificate of Compliance as a result of the vendor's/manufacture's respective in-house quality inspection and pre shipment inspection by reputable third party inspection company, to certify conformity of the delivered products to the required technical specifications regardless if required by customs. Costs should be shouldered by the vendor/manufacture.

For Nairobi Hub, a **Certificate of Conformity (COC)** issued by a reputable 3rd party inspection company is MANDATORY prior to shipment and cost should be shouldered by the vendor/manufacture.

D.5 Way Bill/Bill of Lading

D.6 Invoice

D.7 Packing List

Above shipping documents should be sent to IOM via email in advance and original copies to the IOM delivery address indicated in the PO.

2. Technical Evaluation

2.1 The technical proposals of Supplier shall be evaluated based on PASS/FAIL criteria. Suppliers must PASS all criteria outlined per below table.

Technical Evaluation Table (per lot)

Criteria	Score Attainable
A. Submission of Material / Lab Certificates	PASS/FAIL
B. Evaluation of Sample Submitted Visual / tactile inspection	PASS/FAIL
C. References Relevant references from clients (organizations) including supplier performance records	PASS/FAIL
D. Quality Management System of the Supplier D.1 Quality Manual, Quality Policy and any recognized quality accreditation D.2 Quality Assurance Mechanisms in place	PASS/FAIL
E. Delivery Capacity as evidenced by the Technical Offer Form under Annex C	PASS/FAIL
F. Warranty/Guarantee as evidenced by the Technical Offer Form under Annex C	PASS/FAIL

- 2.2 After completion of the Technical Proposal evaluation, IOM shall notify those Suppliers whose proposal were considered non responsive based on the Technical Evaluation Table, indicating that their Financial Proposals shall not be opened for evaluation after the completion of the selection process.
- 2.3 IOM shall simultaneously notify the Suppliers that have passed the Technical Evaluation.

3. Reference Sample through the course of the Contract

Upon conclusion of this RFQ, awarded suppliers must submit two (2) samples to be shared with IOM Inspection Company, IOM warehouses and field operations to serve as reference to ensure consistency through the course of the Contract. All specification including packaging of the reference samples should be the same as the entire lot delivered. All expenses associated should be covered by the supplier.

Please note that IOM shall not return any submitted samples.

Delivery Address and instructions related to shipment to be provided after Award of Contract.

4. Post Qualification and Quality Assurance

Prior to award, IOM shall verify and validate any Documents / information submitted and if necessary shall conduct ocular inspection of the Bidder office, **Audit of Manufacturing Facility / Warehouses**. A supplier production facility evaluation may be performed to ascertain if supplier will meet the acceptable standards. This may include but is not limited to standards such as:

Social standards as defined in the UN Global Compact;
Respect for the Convention of the Rights of the Child;
ISO9000 for Technical Competence and Quality Assurance.

The audit may include Facility Information, Organization, Capacity, Machineries and Equipment, Quality Assurance System, Raw Material Storage, Supply Chain, Research and Development, Environment among others.

It is mandatory that Supplier will submit Social Audit Compliance Report by an Internationally Accredited Inspection Agency and audit should be covering:

- Labour (Child / Forced Labour)
- Working hours;
- Health and Safety;
- Legal and Licenses;
- Environmental Systems;
- In Factory – Quality Control and Inspection System.

IOM may also request a financial audit report to ascertain bidder's capacity to perform the contract. In absence of a recent audit report, IOM reserves the right to cancel the contract or request additional documentation.

Upon review of the report if deemed necessary, IOM may assign its representative to visit the supplier's production facility. An affirmative determination will be a pre-requisite for award of the contract to the Bidder or if already awarded; a negative determination will result in rejection of the Bidder's bid, in which event IOM will proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

Inspection and Acceptance. Goods are subject to inspection and or testing by IOM or any designated representatives to the extent practical at all time and places, prior to final acceptance of IOM. The inspection will be done with the basis of industry-accepted standard MIL-STD 105E (ANSI / ASQC Z1.4, ISO 2859-1, NF06-022, BS 6001, DIN 40080). The basis for any random sampling Inspection will be single sampling plan, special inspection level S1 or S4 as the quality of the products increases or diminishes in accordance with ISO 2859-1. The acceptability of a lot shall be ascertained by the use of the sampling plan/s mentioned above.

IOM shall have reasonable time (not greater than 60 days from custom clearance) from the delivery of the items at the destination to inspect, accept or refuse those not conforming to the terms and conditions. Payment from IOM does not imply acceptance of the products or services. Failure to inspect and accept or reject goods will not relieve the supplier from responsibility for non-conforming goods.

IOM may also conduct a random sampling of the goods (at supplier's warehouse or prepositioned locations) on periodic basis. If any items are found substandard from the required specifications, then Supplier shall bear the cost of the laboratory testing and shall replace the items all at his own expense. Liquidated damages will also be applied for late dispatch/deliveries for such cases.

Quality and compliance with specifications

IOM endeavors to deliver quality goods to all IOM beneficiaries worldwide with their health and safety as the highest priority. Therefore as general rule, those goods not compliant to required specifications will be rejected immediately. There will be penalty clauses that will be specified in the Contract Agreement to cover those non-compliant goods. It is also mandatory for suppliers to submit together with their offers, a summary of their Quality Assurance policies and describe how they will maintain the Quality of their items throughout the course of the Contract Agreement.

Non-Conforming Items

All expenses associated with visual and laboratory inspections for those items found non-compliant will be covered by the Supplier including the related penalties.

