

ANNEX B.1 - EOI SUBMISSION FORM

REQUEST FOR EXPRESSION OF INTEREST NO. 2025/EOI/002

FOR THE SUPPLY OF CORE RELIEF ITEMS FOR WEST AND CENTRAL AFRICA REGIONS

Legal name of the bidder's company:

Complete postal address:

Bidder's contact person full name & designation:

Bidder's telephone number & email address:

Bidder's official company website:

Date:

Name & Signature of Representative,
Company Stamp:

Notes:

1. The bidder shall ensure that all the requested documents mentioned within this form are duly submitted within the accepted threshold range.
2. Please keep the document submission to the point and ensure that the documents shared are relevant, accurate and updated.

NO	CRITERIA	Accepted Threshold Range	Bidder's comments on the attached documents
GENERAL PROFILE			
1	<p>1a. If the bidder is the manufacturer, the Certificate of registration of the Manufacturer(s)* (with official English translation in case language is different) should be provided.</p> <p>1b. If the bidder is a reseller*, the Certificate of registration of the bidder as well as Manufacturer's certificate of registration (with official English translation in case language is different) and authorization to resell should be provided.</p> <p>1c. A self-declaration statement from the bidder (whether a reseller/manufacturer or manufacturer) confirming that they have no unpaid tax liabilities.</p> <p>1d. Please provide a short summary describing the company's business and track record in providing the product(s), number of years of experience.</p> <p>1e. Information about the manufacturing facility(ies)/ factory(ies) should be provided, such as: Manufacturing Factory Name, Address, City, Province, Country</p> <p>*Certification that the manufacturing facility is located in any of the following countries: Angola, Benin, Burkina Faso, Cabo Verde, Cameroon, Central African Republic, Chad, Cote d'Ivoire, Democratic Republic of Congo, Equatorial Guinea, Gabon, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Republic of Congo, Rwanda, Sao Tomé and Principe, Senegal, Sierra Leone, Togo, and The Gambia.</p>	Relevant Document(s) Attached	
2	<p>2a. Acceptance of UNHCR General Conditions of Contract for the provision of Goods (2018)(Annex D).</p> <p>2b. Acceptance of UN Supplier code of conduct (2024)(Annex E).</p>	Relevant Document(s) Attached	
3	Audited Financial Statements for fiscal years 2021, 2022 and 2023 (2024 can be provided instead of 2021) show sound financial standing of the bidder.	Relevant Document(s) Attached	
PRODUCT INFORMATION			
4	Provide a general description of product(s) offered. Include a technical specification of your product including pictures (no more 2 pages per item).	Relevant Document(s) Attached	
5	Provide information on whether the items have a quality test certificates (e.g., ISO, CE, or local equivalents).	Relevant Document(s) Attached	
6	<p>List of standards met by the product; this can be evidence with the following documents:</p> <p>i. Declaration of conformity</p> <p>ii. Quality certificate provided by local authorities or independent</p> <p>iii. Food grade certificate (applicable for jerrycans, buckets and kitchen sets)</p> <p>iv. Recycled content (e.g. GRS)</p>	Relevant Document(s) Attached	
EXPERIENCE, REFERENCE			
7	The bidder has at least three (3) successfully implemented contracts for delivery of identical of <u>each offered product(s)</u> starting from the year 2020. Client Name, delivery date, quantities delivered.	Relevant Document(s) Attached	
PRODUCTION CAPACITY			
8	The bidder should have a minimum annual production/delivery capacity of 100,000 pieces that could be allocated to serve UNHCR's needs for <u>any of the offered products by the bidder</u> .	Relevant Document(s) Attached	
QUALITY, HEALTH, SAFETY, ENVIRONMENT AND SUSTAINABILITY REQUIREMENTS			
9	The bidder has submitted a valid copy of the Quality Management System (QMS) Certificate (e.g. ISO 9001:2015 or equivalent) of the manufacturing company. If not available, please indicate if there is a policy and attach the relevant document(s).	Relevant Document(s) Attached	
10	The bidder has submitted a valid copy of the Environmental Management System Certificate (e.g. ISO 14001:2015 or equivalent) of the manufacturing company. If not available, please indicate if there is a policy and attach the relevant document(s).	Relevant Document(s) Attached	
11	The bidder has submitted a valid copy of the Occupational Health and Safety Management System Certificate (e.g. ISO 45001, OSHA or equivalent) of the manufacturing company (1 page). If not available, please indicate if there is a policy and attach the relevant document(s).	Relevant Document(s) Attached	
12	Provide information on sustainable practices on environmental aspects: Waste management: Energy efficiency: Water conservation: Take back or recycling programs:	Relevant Document(s) Attached/Information provided	
13	Provide information on sustainable practices related to social aspects: Support to local communities: Disability Inclusion (e.g. measures to ensure accessibility and inclusion): Gender equality (e.g. strategies for promoting gender equality, ensuring equal opportunities for men and women, in the workplace):	Relevant Document(s) Attached/Information provided	
14	Provide a description of the measures implemented to monitor the compliance with ILO principles and rights at work (https://www.ilo.org/about-ilo/mission-and-impact-ilo/ilo-declaration-fundamental-principles-and-rights-work). (1 page).	Relevant Document(s) Attached/Information provided	

15	Provide information on the compliance with working conditions and local labour regulations. Evidence can be submitted in the format of policies, audits, standards, etc.	Relevant Document(s) Attached/Information provided	
16	Provide information on the compliance with quality, safety and environmental aspects. Evidence can be submitted in the format of standards, policies and audits.	Relevant Document(s) Attached/Information provided	
ADDITIONAL INFORMATION			
i	a. Provide information of the company's experience in the export of goods and their ability to handle customs clearance and any associated logistic activities (e.g. packaging, palletizations, inspections, etc.). b. Provide a list of countries where they have experience exporting goods.	Relevant information provided	
ii	Provide information on the production capacity: Number of units per week: Number of units per month: Number of units per year:	Relevant information provided	
iii	Please indicate if the company has capacity to deliver the items with the following incoterms: EXW: YES_ NO_ FCA: YES_ NO_ (Please specify sea/dry port) DAP: YES_ NO_ (Please specify which countries)	Relevant information provided	
iv	Provide a list of suppliers involved in the production or supply of goods/services. It should include geographic locations, company names, and product/services offered.	Relevant information provided	