

INTERNATIONAL COMMITTEE OF THE RED CROSS & INTERNATIONAL ORGANIZATION for MIGRATION



ICRC

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Switzerland
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Route des Morillons 17,
1218 Le Grand-Saconnex
Switzerland

Geneva, January 15, 2020

Please acknowledge receipt of this tender request by e-mail on gva_logpurchcontracts_services@icrc.org

REQUEST FOR TENDER FOR MULTI-PURPOSE 45m2 TENT - FRAME AGREEMENT

N° RFT/ICRC/GVA19/0144

Closing date for commercial & technical offer: February 17, 2020 at 12:00pm (Noon - Geneva time)

Validity of the offer until: December 31, 2020

The International Committee of the Red Cross (ICRC) is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

It has a permanent mandate under international law to take impartial action for prisoners, the wounded and sick, and civilians affected by conflict. With its headquarters in Geneva, Switzerland, the ICRC is based in around 80 countries and has a total of more than 13,000 staff.

The organisation is at the origin of both the International Red Cross / Red Crescent Movement and of International Humanitarian Law, notably the Geneva Conventions.

The International Organization for Migration was established in 1951. IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners.

With 165 member states, a further 8 states holding observer status and offices in over 100 countries, IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM works to help ensure the orderly and humane management of migration, to promote international cooperation on migration issues, to assist in the search for practical solutions to migration problems and to provide humanitarian assistance to migrants in need, including refugees and internally displaced people.

Within the above mandates and their consequences around the world, the ICRC & IOM invite suppliers to tender for the below mentioned items.

ICRC & IOM's yearly estimated need for multi-purpose 45m2 tents is approximately 500 units. This quantity is an estimate and does not in any way represent a commitment from the ICRC & IOM. The quantities to be purchased will depend on actual requirements from ICRC & IOM operations in the field. Please note therefore that quantities required may fluctuate.

Destination of Family Tents: All over the world.

Article 1. Commodity

The ICRC and IOM are calling for the tendering of multi-purpose 45m2 Tents:

GOODS: Polycotton Tents 45m2m2.

TENT, MULTIPURPOSE, 45m2, Polycotton (See **Annex 1** for specifications – Multi-purpose 45m2 tents)

Product should be offered with full specifications including details for ground sheet, velum, shade net, and partitions.

Other Pertinent information

1. We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.
2. If inspection is required, we will advise in time of purchase and arrange at our cost.
3. Depending on the organization placing an order, ICRC General Conditions on Purchasing (Version 2019) or IOM General Procurement Principles shall apply. See enclosure.

Article 2. Corporate social responsibility: Ethical and environmental requirements

2.1 Prequalification

The ICRC and/or IOM will visit manufacturing plants for prequalification.

In case the proposed manufacturing plant was not yet visited for prequalification, a visit may be organised.

The ICRC and/or IOM will bear the cost of prequalification visits.

2.2 QSE audit compliance

The ICRC and/or IOM will mandate an external Company to perform a Quality, Social, and Environmental (QSE) audit to short listed Companies (after analysis of the offers and samples).

The Frame Agreement (FA) will be awarded only upon a positive result of this audit.

The ICRC and/or IOM will bear the cost of the audit.

Article 3. Tendering conditions

3.1 Preferred Suppliers

The present request for tender is addressed exclusively to manufacturers who are in complete control and have the full responsibility of the manufacturing process.

Vertical integration of the production will be preferred.

3.2 Other Preferences

The ICRC will also prefer to limit the quantities ordered in accordance with the level of production capacities available at time of placing the order.

The orders should not exceed 30% of the selected supplier's yearly production capacity.

These requirements are aimed to minimise the impact of the ICRC & IOM's orders on current running business agreements or partnerships of their suppliers.

3.3 Commitment letter

The Suppliers are requested to provide a "commitment letter" stating the following:

The Suppliers will commit themselves to supply under the Frame Agreement only Polycotton Tents 45m2 pre-qualified and manufactured in positively audited plants.

The Supplier is requested to state:

- The yearly production capacity of the validated plant for each item quoted
- The different production capacities already mobilised under current engagements with other customers and the remaining potential capacities to dedicate for each of the ICRC & IOM's multi-purpose 45m2 Tent production
- Potential production capacity growth in percentage comparing to the previous year
- Name and full physical address of the manufacturing plant

Failure to provide accurate information in the letter will result in automatic rejection of the bid.

This commitment letter will be annexed to the offer as per part 3.10.

3.4 Production launching time & capacity

Please clearly state in detail your production launching lead-time for both the following cases:

- Small orders (i.e. 5 tents)
- Large orders (i.e. 50 tents)

3.5 Duration of the Frame Agreement

The FA will be awarded from the date of adjudication and for three years. It may be extended with prior agreement of two Parties.

For the whole duration of the FA, the ICRC & IOM will place orders with selected Suppliers at the tender price indicated in their offers for the agreed Incoterm® ICC 2020.

The ICRC & IOM will preferably place orders with the 1st awarded Supplier.

Nevertheless, in case of limited production capacity for the 1st awarded Supplier at the time of the ICRC & IOM's requirements, the ICRC & IOM reserve the right to place freely an order among other awarded Suppliers.

As a general rule, the ICRC & IOM will place orders sequentially to the second, third, etc. selected Suppliers.

3.6 Prices, terms and conditions

Kindly state your best firm price without VAT in USD or EUR (**Table Annex 2 to be used**)
Please specify the price difference with / without logo printed on the tent.

Please indicate your preferred international **index for monitoring raw material** section.

Please also announce an official **website for the monitoring** of that index.

Cost Breakdown: Please state your fixed costs and the variable costs clearly in order to adjust the unit price during quarterly price revisions. Please also specify the preferred **formula** for the price revision in the Annex 2.

Sales prices will be revised quarterly on each first Monday of the new quarter.

The Seller will automatically announce to the Buyer the new index level and associated sales prices (Updated price table).

The Buyer is not obliged to accept the price increase if that one is not justified.

3.7 ICRC tests and Laboratory test

No sample is required for that request for tender.

3.8 Supplier's registration

Suppliers must be registered with the ICRC & IOM and provide requested documents. For non-registered Suppliers, registration forms will be provided to short listed Companies.

3.9 Dispatch of the offer, closing date

Offers and test results must be received by email by the ICRC on **December 31, 2020 at 12:00pm (Noon - Geneva time)**.

Email address: gva_logpurchasecontracts_services@icrc.org

Email title must clearly indicate:

“Tender Documents for Multi-purpose 45m2 Tent Frame Agreement:
RFT/ICRC/GVA19/0144”

Offers not addressed as such will not be considered and automatically rejected.

3.10 Contents of the offer

- a. Commercial offer without VAT (Please fill the table **Annex 2**) along with your price revision formula
- b. Commitment letter as per part 3.3
- c. Country of production

- d. Type of packing (With and without cage), net and gross weight, cubic dimensions
- e. Loading capacity per 20' container, 40' container, and 40'HC container
- f. Location of registered office and Company headquarter
- g. Weekly production capacity
- h. Permanent Storage capacity
- i. Validity of offer for supply (Requested until Dec. 31, 2020)
- j. Duly signed ICRC General Conditions on Purchasing 2019 (**Annex 3**) & IOM General Procurement Principles (**Annex 4**)
- k. Duly signed ICRC & IOM specifications (**Annex 1**)
- l. Bank information and bank credit attestation issued by your bank (Original document on bank letterhead)
- m. Valid Quality certificates received from inspection Companies, if any (For example: ISO, REACH, etc.)
- n. Bidder's name, title and signature
- o. Date and place

3.11 Offer validity

Your offer must remain valid for acceptance until **December 31, 2020**.

Article 4. Conditions of Purchase

4.1 Quality control / Rejected supplies

The Supplier will be responsible for the quantity and quality delivered according to the agreed specifications.

ICRC & IOM will perform systematic controls on consignment delivered to our warehouses.

In case of delivery of non-conforming merchandise, Article 12 of the ICRC "General Conditions on Purchasing 2019" attached hereto (Annex 3 and forming an integral part of Frame Agreements shall apply as well as specifications (Annex 1).

4.2 Requested labelling on each tent

According to specifications Annex 1

4.3 Specific Marking

To be defined on each Purchase Order.

4.4 Packing

According to specifications Annex 1

4.5 Delivery time

The goods should be ready for shipment within 48h from the reserved stock at Supplier's warehouse when receiving ICRC or IOM's confirmed purchase order.

4.6 Insurance

According to Incoterms® ICC 2020.

4.7 Payment terms

Payment will be done by bank transfer within 30 days upon receipt of goods or against receipt of shipping documents as per incoterms® ICC 2010 and against copy of documents as per article 4.9 & 4.10.

4.8 Address for the invoice

Either
International Committee of the Red Cross
19, Avenue de la Paix
CH-1202 Genève - Switzerland

Or
International Organization for Migration
Route des Morillons 17,
1218 Le Grand-Saconnex - Switzerland

Depending on the organization placing the order.

4.9 Documents required for each Delivery

- Invoice in triplicate with Buyer PO number as reference
- Signed delivery order (CMR, AWB, B/L) by the carrier
- Packing List in triplicate (+ one copy to be put inside the consignment)
- Certificate of Origin
- Other documents according to each Purchase Order

4.10 Dispatch of documents

Two full sets of originals to be sent (respectively) at seller's expense

- 1). To the consignee
- 2). To the ICRC or IOM Geneva + commercial invoice

For orders placed by ICRC a scan of each invoice should be sent to invoices@icrc.org and the ICRC lead buyer should be cc'd.

For orders placed by IOM a scan of each invoice should be sent to gpsuglobalta@iom.int

Article 5. Reserved stock and consigned stock of Geodesic Family Tent

The ICRC and/or IOM may ask the supplier to hold permanently a reserved stock at his own premises for Multi-purpose 45m2 Tents (With or without cage. To be defined in the frame agreement) equivalent to 1 container 40' and to avail this stock within max 48 hours for shipment.

Please, state and commit on the minimum and maximum lead time for availing the items at nearest Port based on FOB Incoterm. (All handlings & possible transports lead-times included)

Article 6. Extension of the frame agreement to the RC/RC movement

The Supplier agrees that all the National Red Cross and Red Crescent Societies as well as the International Federation of Red Cross and Red Crescent Societies (IFRC), may benefit from the terms and conditions of the Framework Agreement with the ICRC & IOM.

Article 7. General Terms and Conditions

7.1 Acceptance of the agreement

Acceptance of the agreement entails the waiving by the vendor of its General Conditions of Sales.

7.2 Terms and Conditions

All terms and conditions not mentioned herein shall be governed by the ICRC "General Conditions on Purchasing 2019" and IOM "General Procurement Principles", attached hereto and being considered an integral part of the Agreement.

Article 8. Incoterms

Each Incoterm mentioned in the present document refer to INCOTERMS® ICC 2020

Article 9. Receipt acknowledgement

Please acknowledge the receipt of this **RFT/ICRC/GVA19/0144** by email to **gva_logpurchcontracts_services@icrc.org**

We look forward to hearing from you.

Yours sincerely,

Mr. Guillaume Sauvage
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CROSS
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Meyrin 1217, Switzerland

MASLAROV Vladimir
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Attachments:

- Annex 1 - Specifications of multi-purpose 45m2 tent with pictures
- Annex 2 - RFTICRCGVA190144 – Multi-purpose 45m2 Tent - Price table
- Annex 3 - General Conditions on Purchasing 2019
- Annex 4 - IOM General Procurement Principles
- Annex 5 – IOM Logo
- Annex 5bis – IOM Logo placement – Multi-purpose tents