

# INTERNATIONAL COMMITTEE OF THE RED CROSS



# ICRC

19, avenue de la Paix  
CH-1202 Geneva  
Switzerland  
Tel: +41 22 730 27 20 (direct)

Geneva, February 5<sup>th</sup>, 2022

Please acknowledge receipt of this tender request by e-mail on [gva\\_logpurchasecontracts\\_services@icrc.org](mailto:gva_logpurchasecontracts_services@icrc.org)

<b>REQUEST FOR TENDER FOR HYGIENIC PARCEL for 5 Persons / 1 month - FRAME AGREEMENT</b>
<b>RFT: ICRC/GVA22/032</b>
<b>Closing date for commercial offer reception including sample delivery to the ICRC and to the assigned external laboratory: <b>March 5<sup>th</sup>, 2022 at 17:00 (Geneva time)</b></b>
<b>Validity of the offer until: <b>December 31<sup>st</sup>, 2022</b></b>

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 17,000 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.

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

Item Code	Item Description	Yearly Estimated Needs
KRELHYPA05P2	HYGIENIC PARCEL for 5 persons/1 month	120'000 units
KRELHYPA05P3	HYGIENIC PARCEL for 5 persons/1 month (with hand towel)	200'000 units

This quantity is an estimate and does not in any way represent a commitment from the ICRC. The quantities to be purchased will depend on actual requirements from ICRC operations in the field. Please note therefore that quantities required may fluctuate.

Destination of hygienic parcels: Any place in the world (mainly Middle East), to be confirmed for each order.

## **Article 1. Commodity**

The ICRC is calling for the tendering of:

### GOODS:

KRELHYPA05P2 - HYGIENIC PARCEL for 5 persons/1 month

KRELHYPA05P3 - HYGIENIC PARCEL for 5 persons/1 month (with hand towel)

**See Annex 1 for specifications, AQL and penalty policy.**

### Other Pertinent information

1. We reserve the right to accept the whole or part of your offer.
2. If inspection is required, we will advise in time of purchase and arrange at our cost.
3. While placing an order, ICRC General Terms and Conditions for Purchase Agreements shall apply (**see Annex 4**).

## **Article 2. Corporate social responsibility: ethical and environmental requirements**

### 2.1 Prequalification

The ICRC 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 will bear the cost of prequalification visits.

### 2.2 QSE audit compliance

The ICRC will perform a Quality, Social and Environmental (QSE) audit to shortlisted 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 will bear the cost of the audit.

The audit report may be shared with members of the QSE inter-organization group.

### **Article 3. Tendering conditions**

#### **3.1 Preferred Suppliers**

The present request for tender is addressed exclusively to assemblers, who are in complete control and have the full responsibility of the offered products in the full parcel and are able to provide the detailed manufacturing address for each item as well as the assembling site.

#### **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 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 hygienic parcels from the manufacturing plants indicated in their Commitment Letter.

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 the ICRC hygienic parcels production.
- Potential production capacity growth in percentage comparing to the previous year.
- Name and full physical address of the manufacturing plant, and the number of employees (for each production site per item).

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 3.11.

#### **3.4 Production launching time & capacity**

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

- Small orders (i.e. below 5'000 units)
- Regular orders (i.e. 5'000 - 15'000 units)
- Large orders (i.e. more than 20'000 units.)

### 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 will place orders with selected Suppliers at the tender price indicated in their offers for the agreed Incoterm® ICC 2020.

The ICRC will preferably place orders with the 1<sup>st</sup> awarded Supplier.

Nevertheless, in case of limited production capacity for the 1<sup>st</sup> awarded Supplier at the time of the ICRC requirements, the ICRC reserve the right to place freely an order among other awarded Suppliers.

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

### 3.6 Prices, terms and conditions

Suppliers are invited to quote for **KRELHYPA05P2** and **KRELHYPA05P3** separately by including the detailed prices for each item in the parcel.

Kindly state your best firm price without VAT in EUR (**Table Annex 2 to be used**)

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 it is not justified.

### 3.7 ICRC tests and Laboratory test

**Only one full set** of the reference sample (ready for distribution) **per each type of** Hygienic Parcel (**KRELHYPA05P2** and **KRELHYPA05P3**) should be sent to the ICRC before the closing date.

**Each full set of the sample should be indicated with the corresponding item code clearly.**

**Any incomplete set of the sample with missing items will be automatically rejected.**

**The ICRC will not accept the sample delivery of individual items.**

Meanwhile, the Supplier should also send the following items with the requested qty. to the below-mentioned laboratory for testing before the closing date:

Item Description	Qty. required for lab test
Washing powder	5
Sanitary pads	5
Dish washing liquid	5
Hair shampoo	5
Body soap	6
Razors	4
Shaving cream	7
Toothpaste	7
Toothbrush	3
Hand towel	5

**Very Important:**

The Supplier should ensure the items delivered to the ICRC and to the below-mentioned laboratory are the same and with the same batch number.

The brand of the provided samples will be recorded in future FA, no change of the brand is accepted after awarding.

The full test results will be sent directly by the laboratory to [gva\\_logpurchcontracts\\_services@icrc.org](mailto:gva_logpurchcontracts_services@icrc.org) and to the Supplier. The lab test results must be in conformity for all parameters as per attached technical specifications (**Annex 1**).

The total laboratory test cost is **EUR 6'077.28 (excluding tax)**.

The Supplier should contact the below-mentioned laboratory directly for sample submission and tests by following the instructions given on **Annex 3**.

All costs associated with sample submission and tests are paid by the Supplier directly to laboratory.

3.8 Dispatch of the samples

The transport charge for sample delivery will be borne by the Supplier.

► **Sample delivery address to the ICRC:**

INTERNATIONAL COMMITTEE OF RED CROSS  
 Logistics Division  
 Attn. Stephane Huot-Marchand  
 6, rue du Pré-de-la-Fontaine  
 Meyrin 1217, SWITZERLAND

**Important notice:** Physical tests will be performed on the samples received.

► **Sample delivery address for laboratory tests:**

WESSLING France  
 Mrs Elodie Odru

Z.I. from Chesnes Tharabie  
40, rue du Ruisseau  
38070 Saint Quentin Fallavier  
T: +33 779 555 729  
Email: [elodie.odru@wessling.fr](mailto:elodie.odru@wessling.fr)

**Closing date for sample delivery at the ICRC and the laboratory: March 5<sup>th</sup>, 2022 at 17:00 (Geneva time)**

**Very Important:**

On your sample, please mention your company name, address, contact person and the tender number: **RFT/ICRC/GVA22/032.**

3.9 Supplier's registration

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

3.10 Dispatch of the offer, closing date

Offers must be received through email by the ICRC on or before: **March 5<sup>th</sup>, 2022 at 17:00 (Geneva time).**

**Emails shouldn't exceed 5Mo.**

Email address: [gva\\_logpurchcontracts\\_services@icrc.org](mailto:gva_logpurchcontracts_services@icrc.org)

Email title must clearly indicate:

Tender Documents for HYGIENIC PARCEL Frame Agreement: **N°RFT/ICRC/GVA22/032.**

Offer changes by the Supplier must be received in writing prior to the closing date and must indicate that it is a revised offer.

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

3.11 Contents of the offer

- a. Product offered in conformity with full specifications
- b. Commercial offer without VAT (Please fill the table **Annex 2**) along with your price revision formula
- c. Commitment letter as per part 3.3
- d. Country of production
- e. Type of packing (with and without pallet), net and gross weight, cubic dimensions per parcel
- f. Loading capacity per 20' container, 40' container and 40'HC container
- g. Location of registered office and Company headquarter
- h. Weekly production capacity
- i. Permanent Storage capacity
- j. Validity of offer for supply (Requested until December 31, 2022)
- k. Duly signed ICRC General Terms and Conditions for Purchase Agreements (**Annex 4**)
- l. Duly signed ICRC specifications & AQL (**Annex 1**)
- m. Bank information and bank credit attestation issued by your bank (Original document on bank letterhead)

- n. Valid Quality certificates received from inspection companies, if any (For example: ISO, REACH, etc.)
- o. Bidder's name, title and signature
- p. Date and place

#### 3.12 Offer validity

Your offer must remain valid for acceptance until December 31, 2022.

### **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 and AQL.

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

In case of delivery of non-conforming merchandise, Article 5 of the ICRC "General Terms and Conditions for Purchase Agreements" attached hereto (Annex 4) and forming an integral part of Frame Agreements shall apply as well as AQL penalties (Annex 1).

#### 4.2 Requested labelling on each bale

According to AQL (**Annex 1**).

#### 4.3 Specific Marking

To be defined on each Purchase Order.

#### 4.4 Packing

According to AQL (**Annex 1**)

#### 4.5 Delivery time

To be defined on each 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 the shipping documents as per incoterms® ICC 2020 and receipt of the documents as per article 4.9 & 4.10.

#### 4.8 Address for the invoice

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

#### 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
- Certificate of Analysis
- 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 ordering entity (Geneva or other LSCs)

A scan of each invoice should be sent to [invoices@icrc.org](mailto:invoices@icrc.org) and CC [gva\\_logpurchcontracts\\_services@icrc.org](mailto:gva_logpurchcontracts_services@icrc.org).

#### **Article 5. 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.

#### **Article 6. General Terms and Conditions**

##### 6.1 Acceptance of the agreement

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

##### 6.2 Terms and Conditions

All terms and conditions not mentioned herein shall be governed by the ICRC "General Terms and Conditions for Purchase Agreements" attached hereto and being considered an integral part of the Agreement.

#### **Article 7. Incoterms**

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

#### **Article 8. Receipt acknowledgement**

Please acknowledge the receipt of this RFT: **ICRC/GVA22/032** by email to [gva\\_logpurchcontracts\\_services@icrc.org](mailto:gva_logpurchcontracts_services@icrc.org)

We look forward to hearing from you.

Yours sincerely,

Mrs. Hui LIU



INTERNATIONAL COMMITTEE OF RED  
CROSS - Logistics Division  
6, rue du Pré-de-la-Fontaine  
Meyrin 1217, Switzerland

**Attachments:**

- Annex 1 – ICRC AQL - Hygienic Parcel
- Annex 2 - Price Table - Hygienic Parcel
- Annex 3 – WESSLING France Test Guidance – Hygienic Parcel
- Annex 4 – ICRC General Terms and Conditions for Purchase Agreements
- WESSLING Attachment 1 - Customer Information ULY
- WESSLING Attachment 2 - Nouveau portail client WESSLING en-GB
- WESSLING Attachment 3 - Prise en main nouveau portail client WESSLING en-GB