

# INTERNATIONAL COMMITTEE OF THE RED CROSS



# ICRC

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CH-1202 Geneva  
Switzerland  
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Geneva, December 8<sup>th</sup>, 2023

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

## REQUEST FOR TENDER FOR GEODESIC FAMILY TENT - FRAME AGREEMENT

RFT: ICRC/GVA23/00104

Closing date for submission of technical certificates and commercial offer: **December 29<sup>th</sup>, 2023 at 14:00 (Geneva time)**

Closing date for samples delivery at the ICRC and the Laboratory: **January 29<sup>th</sup>, 2024 at 18:00 (Geneva time)**

Validity of the offer until: **December 29<sup>th</sup>, 2024**

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 100 countries and has a total of more than 20,000 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
HSHETENTF18	TENT, FAMILY, geodesic 18m2, triple fly	3'000 units
KRELSHEKWINKIT	WINTERISATION KIT, for the Geodesic Family Tent 18m2	900 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 family tents and winterization kits: Any place in the world, to be confirmed for each order.

## **Article 1. Commodity**

The ICRC is calling for the tendering of:

### GOODS:

<b>HSHTENTF18</b>	TENT, FAMILY, geodesic 18m2, triple fly
<b>KRELSHEKWINKIT</b>	WINTERISATION KIT, for the Geodesic Family Tent 18m2

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

Products should be offered with full specifications.

### Other Pertinent information

1. We reserve the right to accept the whole or part of your offer and the lowest evaluated bid will not be accepted.
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 3**).

## **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 QHSE audit compliance

The ICRC will perform a Quality, Health, Safety and Environmental (QHSE) 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 QHSE inter-organization group.

### **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 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 geodesic family tents and winterization kits pre-qualified and manufactured in positively audited plants.

The Supplier is requested to state:

- The daily and 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's Geodesic Family Tent and Winterization Kit 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.

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. 50 tents)
- Large orders (i.e. 1'000 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 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

Kindly state your best firm price without VAT in USD or 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 related to raw material 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 Technical documents and certification

Please confirm ICRC full specification as per AQL (**see Annex 1**)

Please provide Certificate of Analysis from accredited laboratory (e.g. Centexbel) for the raw material used for the tent in your commercial offer, covering:

- Material for base fabric and coating
- Tenstile strength
- UV resistance
- Flame retardant
- Pipe Sleeves material (material, Tear strength, Tenstile strength)
- Mosquito net (material, mesh size, bursting strength, shrinkage)

**Note:** CoA is covered if the TENT supplier is buying raw material (tarpaulin) from ICRC FA manufacturer with formal approval.

**Closing date for submission of technical documents and certification: December 29<sup>th</sup>, 2023 at 14:00 (Geneva time)**

### 3.8 Dispatch of the samples for shortlisted suppliers ONLY

***ONLY the shortlisted suppliers will be contacted to send the samples to the Laboratory for technical test and to ICRC internal lab for physical & visual test.***

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

The detailed information for sample delivery and testing will be communicated by ICRC to the shortlisted suppliers before January 10<sup>th</sup>, 2024.

**Closing date for sample delivery at the ICRC and the Laboratory: **January 29<sup>th</sup>, 2024 at 18:00 (Geneva time)****

#### **Very Important:**

The Supplier should ensure the samples delivered to the ICRC and to the Laboratory are the same and with the same batch number.

On your sample, please mention your company name, address, contact person and details, plus item description and the tender number: **RFT/ICRC/GVA23/00104.**

### 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 shortlisted companies.

### 3.10 Dispatch of the offer, closing date

Offers must be received together with the requested technical certificates through email by ICRC on or before: **December 29<sup>th</sup>, 2023 at 14:00 (Geneva time).**

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

Email address: [gva\\_logpurchasecontracts\\_services@icrc.org](mailto:gva_logpurchasecontracts_services@icrc.org)

Email title must clearly indicate:

***"Tender Documents for GEODESIC FAMILY TENT Frame Agreement: RFT/ICRC/GVA23/00104"***

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

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

### 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 cage), net and gross weight, cubic dimensions

- 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 29<sup>th</sup>, 2024)
- k. Duly signed ICRC General Terms and Conditions for Purchase Agreements (**Annex 3**)
- l. Duly signed ICRC specifications & AQL (**Annex 1**)
- m. Centexbel laboratory test report on Geodesic Family Tent
- n. Centexbel laboratory test report for tarpaulin material supplied (i.e. As per Remark on part 3.7)
- o. Bank information and bank credit attestation issued by your bank (Original document on bank letterhead)
- p. Valid Quality certificates received from inspection companies, if any (e.g. ISO, REACH, etc.)
- q. Bidder's name, title, and signature
- r. Date and place

### 3.12 Offer validity

Your offer must remain valid for acceptance until **December 29<sup>th</sup>, 2024.**

## **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 3) and forming an integral part of Frame Agreements shall apply as well as AQL penalties (Annex 1).

### 4.2 Requested labelling on each tent

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 90 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
- 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\\_logpurchasecontracts\\_services@icrc.org](mailto:gva_logpurchasecontracts_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/GVA23/00104** by email to [gva\\_logpurchasecontracts\\_services@icrc.org](mailto:gva_logpurchasecontracts_services@icrc.org)

We look forward to hearing from you.

Yours sincerely,

Ms. Hui LIU  
EHI Global Lead Buyer

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

**Attachments:**

- Annex 1 - GLO- INS- AQL- Self-standing Geodesic Family Tent Basic Unit
- Annex 2 - RFTGVA2300104 - Geodesic Family Tent - Price table
- Annex 3 - ICRC General Terms and Conditions for Purchase Agreements