

ANNEX B.2

DOCUMENTATION REQUIRED FOR EVALUATION OF SUSTAINABILITY CRITERIA

As part of the Technical Offer we request documentation that demonstrates compliance with the sustainable requirements during the tendering process. UNHCR reserves the right to verify the compliance of those requirements at any stage of the contract implementation.

Each bidder is to provide and sign a Declaration of Honor indicating that the information provided in the offer is accurate and truthful. UNHCR reserves the right to check any random sample for quality and sustainability purposes. If the supplier fails to maintain the quality, UNHCR will have the right to nullify the Frame Agreement.

The origin of raw material criteria has been established largely because UNHCR encourages local and proximity sourcing of raw materials reducing the overall carbon footprint.

1. Criteria:

	Criterion	Requested documentation
1. Environmental		
1.1 Origin of raw material	The bidder considers shorter transportation distances of raw materials to reduce environmental impact.	Raw material supplier's list including the following information: <ul style="list-style-type: none">- Country- Supplier's name- Supplier's address (city, country)- Material (s) supply- Distance between raw material supplier and manufacturing facility
1.2 Energy efficient practices	The bidder has in place energy efficient measures to reduce energy consumption in the manufacturing facility.	Description of measures in place to reduce energy consumption including but not limited to: <ol style="list-style-type: none">1. Policies and procedure to monitor and reduce energy2. Use of renewable energy source3. Use of energy efficient equipment4. Demand-side management
1.3 Water conservation practices	The bidder has in place water conservation measures that contributes to sustainable water management	Description of measures in place to manage water consumption such as: <ul style="list-style-type: none">• Policies and procedures to monitor water usage.• Water recycling and reuse systems• Audit results conducted by 3rd Party
1.4 Company's environmental practices	The bidder has in place an environmental policy related to production unit/ factory	<ul style="list-style-type: none">• Certification ISO 14001 and/or• Company's environmental policy
2. Social		
2.1 Gender Equality	The bidder has gender-responsive practices that demonstrate their	Description of documented corporate business practices that seek to promote gender equality and women's advancement such as:

	commitment to integrating gender equality.	<ul style="list-style-type: none"> • Policy • Regulations • Procedures • Initiatives
2.2 Disability inclusion	The bidder demonstrates commitment to integrating disability inclusion in their operations.	List and description of documented corporate business practices that seek to integrate disability inclusion such as: Policy, regulations, procedures, initiatives.
2.3 Working conditions	The Bidder has policies in place regarding various aspects of employment such as anti-discrimination, harassment, health and safety, fair wages, benefits, and work-life balance.	List and description of documented practice that demonstrates compliance such as Company' policy and/or social audits (SA8000 or equivalent).
2.4 Other social aspects	The Bidder has an Occupational Health and Safety management system	Third party certification that demonstrates compliance: ISO 45001 or equivalent
3. Economic		
3.1 Local Suppliers	The bidder sources goods and services from local suppliers. (Desirable 30% or more from total suppliers)	List of suppliers (company's name) classified as local and non-local suppliers.
3.2 End-of-Life Management	The bidder has a waste management system, plan or strategy to manage the different type of waste produced by the company: Segregation, storage, collection, recycling, appropriate disposal and/or local take-back programs	Description of documented practices, measures, procedures, or initiatives on waste management.

Appendix 1- Self-Declaration Recycled Content

We, SUPPLIER NAME (please insert)

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1. Hereby certify and declare that our sample provided to UNHCR has been manufactured with post-consumer recycled material as indicated below:

Product Name (e.g. canvas roll material)	Type of material	% Post-consumer recycled content	% Pre-consumer recycled content

2. We also certify and guarantee that, when requested by UNHCR, the above products will be manufactured with the same recycled material and percentage as indicated in the table above without compromising quality.

Date:

Name:

Signature and stamp: