



# **PROCUREMENT OF RELIEF ITEMS**

PREQUALIFICATION OF SUPPLIERS

**Supply Management Service,  
Budapest Service Centre**

## **Introduction**

The United Nations High Commissioner for Refugees (UNHCR), with Headquarters in Geneva, Switzerland, and Budapest, Hungary intends to implement long term agreements for the supply of sanitary material (cotton cloth).

Interested suppliers shall find herewith the registration requirements and specifications of products to be qualified.

UNHCR invites all suppliers to carefully follow the instructions and to send the required documents to UNHCR no later than 15 July 2008.

## **Instructions:**

### **1. Supplier registration**

If your company has been already registered, you may ignore this part.

Please use the UNHCR's registration form which should be completed and returned to us with the supporting documents. To be considered, your application must meet the following minimum requirements:

1. The products and services your company offers are of interest to UNHCR programmes.
2. Your company has export experience.
3. Your company has a minimum of three (3) years experience in the present field of business
4. Your company accepts UNHCR's payment terms and general conditions of purchase.
5. The form is duly and fully completed in typing and signed.
6. The required documents are attached (financial statements, detailed list of products and/or services, together with documents as stated in the profile form).

Applications which do not meet these minimum requirements will not be retained nor acknowledged.

Please note that registration will only take place with the suppliers who are to be awarded the contract.

### **2. Product specification**

SANITARY MATERIAL (COTTON CLOTH):  
100% COTTON FLANNEL  
HIGHLY ABSORBENT FROM BLEACHED OR UNBLEACHED MATERIAL  
WIDTH AND THICKNESS TO BE SPECIFIED  
170 - 180 GR PER SQ. METER  
WARP = MIN. 21 (THREADS PER CM)  
WEFT = MIN. 18.5 (THREADS PER CM)  
STRETCH STRENGTH: N PER 5 CM - 400 - 460  
YARN = 30 TEX. IN WARP AND 50 TEX. IN WEFT  
RAISED/COMBED ON BOTH SIDES  
COLOUR: NATURAL  
PH: 6-8.5

IMPORTANT NOTES:

1. PRICES, WHEN REQUESTED, MUST BE QUOTED ON THE PER SQUARE METER BASIS.
2. ALTERNATIVES TO REQUESTED SPECIFICATIONS WILL BE CONSIDERED.
3. COTTON CLOTH WILL BE CUT INTO LENGTHS GIVING 3M<sup>2</sup>

4. ALTERNATIVE COLOURS MAY SOMETIMES BE REQUIRED.

### **3. Qualification steps**

#### **Samples:**

Samples of the product suppliers are intending to offer must be submitted and directed as indicated in the Expression of Interest. The samples shall be sent on delivered duty paid/franco domicile basis, and shall be received no later than the closing date stated in this prequalification document.

#### **IMPORTANT:**

Only suppliers meeting UNHCR registration criteria and whose products have been approved by UNHCR will be invited to participate in the formal bidding process. All the costs incurred by the supplier during the prequalification process are to be entirely born by suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

**Prices are not required at this stage.**