Offer Submission Form
2020/RFQ/063
Visual and Laboratory testing services on the Improved Emergency Latrine Slabs

1. General Company/Laboratory Information:

1.1	Companies/ Laboratories Names: *Leading laboratory and subcontracted*	
1.2	Company/ Laboratory address: *Leading Laboratory*	
1.3	If not already registered with UNHCR, please fill in the attached Vendor Registration Form (Annex D) and submit with your offer. *This is only required for the leading laboratory.*	
1.4	Please demonstrate the number of qualified technical staff conducting the required tests, indicate their role, and attach the CV of the lead engineer. Optionally, CVs of the technical staff conducting the tests can also be provided	
1.5	Please demonstrate the laboratory instruments/ equipment available within the laboratory to conduct the required testing. *Give descriptions of instrument/ equipment to be used, last calibration done and attach any available certificate of calibration/ quality checking.*	
1.6	Laboratory international certification to conduct required tests (such as ILAC, A2LA, APLAC). *Not valid when only national/local/regional accreditations are submitted.*	

2. Required Laboratory Testing: (*For details refer to Annex A Visual inspection/ Laboratory Testing Description)*

Notes:

- Prices must be indicated without VAT
- Currency: the price offer must be submitted in a single currency (e.g., USD / EUR or currency of your company's country). The same currency has to be used for all entries in both tables.
- For each product submitted for testing, up to 5 samples and 1 add-on will be sent to the selected laboratory. The number of samples to be tested per product is specified in annex A. In the column "unit cost and currency", the price for the mentioned test per product is to be provided, unless otherwise specified.
- Unit costs: An all-inclusive cost per test per product including result documentation must be provided, unless otherwise specified. If applicable, a more detailed break-down of the costs per test per product can be provided in the "comments" column.
- It is essential for laboratories to demonstrate that it has standardized procedures and the methods applied have a scientific internationally validated basis. Please provide details in the "Proposed testing method & standards applied" column.
- **In addition to filling the tables below, provide a flowchart indicating the sequence in which the testing will be done and the samples used. Include any subcontracting step if applicable.**

1. A1. Overall project management fees and cost estimates for non-destructive tests

Refe-rence	**Cost category/Test description (Please refer to Annex A)**	**Proposed testing method & standards applied**	**In house (IH) or sub-contracted (SC)?**	**Unit cost and currency**	**Comments**
2.1	Overall project management fee (shall be estimated on the assumption that samples for 10 different products are received). When estimating the lump sum, please remember to give due consideration to the following: • Staff time to ensure the arrival of the products received from UNHCR, including interaction with custom authorities and and/or any potential custom broker agent.			[Lump sum]	

	• Staff time to follow the overall process and serve as liaison between UNHCR and the laboratory engineers/technicians • Staff time to ensure the appropriate overall compilation of the test results and naming of files as per the instructions in annex A. • Costs for shipping and potential custom fees in case sub-contracting (in another country) is part of the offer. • Costs for storing the samples received for a period of 6 weeks after all the tests have been completed and the results have been submitted to UNHCR. • Cost for disposing off the samples received safely and in line with local and national provisions.				
2.2	**Stacking:** *Objective:* to check that multiple slabs can be safely stacked on top of each other for ease of transportation, without damaging the slabs above/below.			[test cost per product]	
2.3	**Slab dimensions/Keyhole dimensions:** *Objective:* to verify if the slab and keyhole dimensions comply with the requirements. Keyhole verification is only applicable if the pan is supplied separately or the sample does not include a pan.			[test cost per product]	
2.4	**Discharge pipe:** *Objective:* to verify the discharge pipe diameter for the pan (whether integrated or supplied separately to slab).			[test cost per product]	
2.5	**Slab weight:** *Objective:* to verify the slab weight including the self-closing system and all required fixings, but excluding			[test cost per product]	

	any add-ons such as seat/ handrail accessories and pegs to secure the corners of the slab.				
2.6	**Size of add-ons, handrails, seat/stool:** *Objective:* to verify if the dimensions of the handrails comply with the requirements; to verify if the seat/stool is available in two sizes for children and adults.			[test cost per product]	
2.7	**Slab and pan surface:** *Objective:* to test the directional flow of fluid over the surface of the slab and pan.			[test cost per product]	
2.8	**Visual impairment add-ons:** *Objective:* to verify the presence of aids for visual impairment in the form of tactile features that help guide visually impaired persons.			[test cost per product]	
	TOTALS A1				
2.9	**Total estimated time required to conduct all tests listed under A1. The time shall be estimated under the assumption that 10 products are received for testing. If sub-contracting is required, the transportation time between laboratories must be included in this estimate.**			[estimated time in weeks]	
2.10	**Total price for all tests listed under A1 for one product:**			[sum]	
2.11	**Sum of prices listed in lines 2.1 and 2.10**			[sum]	

A2. Potentially destructive tests:

	Test description (please refer to Annex A)	Proposed testing method & standards applied	In house (IH) or sub-contracted (SC)?	Unit cost and currency	Comments
2.12	**Slip resistance:** *Objective*: to measure the slip resistance, in both wet and dry conditions, of the main surface (i.e., not including the footrests) of the top side of the slab. This is the main surface, not the footrests area.			[test cost per product]	
2.13a1	**Fatigue test of self-closing mechanism — test development:** *Objective:* to test the durability of the self-closing mechanism.			[test development (engineering) costs per type of different self-closing mechanism]	
2.13a2	**Fatigue test of self-closing mechanism — test development:** *Objective:* to test the durability of the self-closing mechanism.			[time required for test development (engineering) per type of different self-closing mechanism in working days]	
2.13b	**Fatigue test of self-closing mechanism — test implementation:**			[test cost per product]	

	Objective: to test the durability of the self-closing mechanism.				
2.14	**Pan strength and slab/pan connection:** *Objective:* to test the stability of the connection between the slab and pan, as well as the strength of the pan under a specific load. This dynamic loading test aims to emulate the potential situation of a child falling/adult slipping in that exact area and for the laboratory to verify that the slab/pan will contain the load without breaking and risking the individual falling into the pit.			[test cost per product]	
2.15	**Handrail stability:** *Objective*: to assess stability of the handrails during usage			[test cost per product]	
2.16	**Seat/stool stability:** *Objective*: to assess the stability of the seat/stool while applying a specific load			[test cost per product]	
2.17	**Functionality of self-closing mechanism after exposure to cold temperatures:** *Objective:* to verify the functionality of the self-closing mechanism after exposure to extreme cold conditions such as found in an aircraft cargo hold or an airfield in very cold weather.			[test cost per product]	
2.18	**Strength and Deflection at keyhole before and after heating:** *Objective:* to test the strength and deflection at the keyhole of the combined slab/pan/seal, before and after a heating period			[test cost per product]	
2.19	**Drop test of slab and pan/seals (if provided separately):**			[test cost per product]	

	Objective: to determine resistance to damage of the slab and components.				
	TOTALS A2				
2.20	**Total estimated time required to conduct all tests listed under A2. The time shall be estimated under the assumption that 10 products are received for testing and that only one set-up for fatigue testing is required for all of them. If sub-contracting is required, the transportation time between laboratories must be included in this estimate.**	[redacted]		[estimated time in weeks]	
2.21	**Total price for all tests listed under A2 for one product**			[sum]	
	TOTALS A1 & A2				
2.22	**Total time required: Sum of lines 2.9 and 2.20**	[redacted]		[sum in weeks]	
2.23	**Total Price for overall project management, tests listed under A1 and tests listed under A2: Sum of lines 2.11 and 2.21**			[sum of costs]	

Acceptance of UNHCR General terms and conditions: ☐ Yes ☐ No

Acceptance of UN Supplier Code of Conduct: ☐ Yes ☐ No

Name and signature of Representative: …….

Company/Laboratory stamp: …….

Date: ……/01/2021