

NOTE: FOR UNHCR use

Annex D

**SAMPLE INSPECTION FORM**

ITB # : ITB 2021 029

Company's Name:

REF#	ITEM	Specification and description	Unit	m3 per piece	Remarks	Pass	Fail	Comment
<b>TIMBER LOT 1</b>								
1	Timber 80mmx80mmx3m (nominal dimension)	Anti-Stain or Kiln-dried (KD), unfinished surface, ASTM grade 3 or european equivalent, maximum 18% of humidity, +3mm to -1mm section dimension tolerance @ 18% humidity content. It is preferable the timber item to be certified from sustainable harvest according PEFC or FSC or similar international standards.	Piece	0.0192	Variation concerning ASTM grading has to be specified in the quotation.			
2	Timber 100mmx50mmx4m (nominal dimension)	Anti-Stain or Kiln-dried (KD), unfinished surface, ASTM grade 3 or european equivalent, maximum 18% of humidity, +3mm to -1mm section dimension tolerance @ 18% humidity content. It is preferable the timber item to be certified from sustainable harvest according PEFC or FSC or similar international standards.	Piece	0.0200	Variation concerning ASTM grading has to be specified in the quotation.			
3	Timber 100mmx25mmx4m (nominal dimension)	Anti-Stain or Kiln-dried (KD), unfinished surface, ASTM grade 3 or european equivalent, maximum 18% of humidity, +3mm to -1mm section dimension tolerance @ 18% humidity content. It is preferable the timber item to be certified from sustainable harvest according PEFC or FSC or similar international standards.	Piece	0.0100	Variation concerning ASTM grading has to be specified in the quotation.			
<b>Packing details:</b>								
1	<b>Goods shall be packed as follows:</b> a. Packing unit: bundle b. Number of pieces per bundle: - timber 80mmx80mmx3m: 120 PCS/BDL - timber 100mmx50mmx4m: 165 PCS/BDL - timber 100mmx25mmx4m: 330 PCS/BDL c. Marking: each bundle to be marked with an A4 paper that includes the following information: - UNHCR Logo - name of Consignor (supplier/manufacturer) - purchase order no. - serial numbers shown over the total number of packing units comprising the consignment (number/total number) i.e. 1/5, 2/5, 3/5 etc... d. Metal or plastic seals : at least three (03) per bundle e. WOODEN PIECES "CALES EN BOIS" as separator (for 100mmx50mmx4m and 100mmx25mmx4m): every 2 layers of timber with at least four (04) separators per layer		-	-	-			
<b>Overall (PASS/FAIL):</b>								

**NB :**

/ Bidders shall submit, free of charge, sample of each piece (50 cm length)

**Members of Technical Evaluation Committee:**

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REF#	ITEM	Specification and description	Unit	Remarks	Pass	Fail	Comment
<b>PLYWOOD LOT 2</b>							
1	Plywood sheet 8 mm	Canadian Douglas Fir, Finnish Spruce or similar. 3 plies minimum. Plies laid such that the grain is running in orthogonal directions. 2440mmx1220mmx8mm dimensions	Piece	8 mm minimum thickness, if this is not immediately available, please state the exact thickness of proposed alternative products. Manufactures specification has to be attached to bidding documents.			
2	Plywood sheet 4 mm	Canadian Douglas Fir, Finnish Spruce or similar. 3 plies minimum. Plies laid such that the grain is running in orthogonal directions. 2440mmx1220mmx4mm dimensions	Piece	4 mm minimum thickness, if this is not immediately available, please state the exact thickness of proposed alternative products. Manufactures specification has to be attached to bidding documents.			
<b>Packing details:</b>							
1	<b>Goods shall be packed as follows:</b> a. Packing unit: closed bundle b. Number of pieces per closed bundle: - plywood 2440mmx1220mmx8mm: 80 pcs/bundle - plywood 2440mmx1220mmx4mm: 180 pcs/bundle c. Marking: each bundle to be marked with an A4 paper that includes the following information: - UNHCR Logo - name of consignor (supplier/manufacturer) - purchase order no. - serial numbers shown over the total number of packing units comprising the consignment (number/total number) i.e. 1/5, 2/5, 3/5 etc...		-	-			
<b>Overall (PASS/FAIL):</b>							

**NB :**

/ Bidders shall send, free of charge, sample of each piece of item (15cm length x 15cm width)

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ITB # : ITB 2021 029

Company's Name:

REF#	ITEM	Specification and description	Unit	Pass	Fail	Comment
<b>Insulation LOT 3</b>						
1	XPE foiled face Insulation roll	<p><b>Composition of Insulation foam:</b> Alu foil/XPE foam 8mm/PE white anti-flaming film</p> <ul style="list-style-type: none"> <li>-Layer 1: Aluminium foil 12 mic</li> <li>-Layer 2: Cross linked polyethylene foam - has fire retardant characteristic - thickness : 8mm - apparent density : 38kg/cbm - foam color : <b>white</b></li> <li>-Layer 3: PE "polyethylene" anti-flaming white film; 55 mic</li> </ul> <p><b>Dimension:</b> (1.20m width) x (length may vary 15m or 20m or 25m)</p> <p><b>Overall characteristic:</b> fire retardant with minimum classification (class B) - ASTM E 84 (interior wall and ceiling finish category) or class B2 &amp; B1 - DIN 4102-1.</p> <p><b>Mandatory: test report in the name of supplier with sample</b></p> <ul style="list-style-type: none"> <li>- Presentation of recent testing report with detailed results from an internationally accredited laboratory; while bidders can use the services of other internationally accredited laboratories, please be informed that UNHCR has already used the services of Intertek Italy, Baltic Control Italy and SGS China.</li> <li>- Report must be issued in the name of the supplier and not more than 3 (three) months old from the tender closing date.</li> <li>- Report must prove that all contained result data is related to submitted bid sample.</li> </ul> <p><b>Minimum required elements to be included in the report:</b></p> <ol style="list-style-type: none"> <li>1. proven thickness for each layer (layer 1, 2 and 3);</li> <li>2. density of the foam for layer 2 only;</li> <li>3. composition and quantitative analysis of each layer 1, 2 &amp; 3 (PGC-MS, DSC, XRF, FTIR, TGA, etc...)</li> <li>4. fire testing classification grade (as a whole item, all three layers assembled together).</li> </ol>	SQM			
<b>Packing details:</b>						
1		<p><b>Goods shall be packed as follows:</b></p> <ol style="list-style-type: none"> <li>a. Packing unit: roll</li> <li>b. Each roll wrapped in polyethylene or equivalent, sealed with a polyester band or equivalent.</li> <li>c. Marking: each roll to be marked with an A4 paper that includes the following information: <ul style="list-style-type: none"> <li>- UNHCR Logo</li> <li>- name of consignor (supplier/manufacturer)</li> <li>- purchase order no.</li> </ul> </li> </ol>	-			
<b>Overall (PASS/FAIL):</b>						

**NB :**

/ Bidders shall submit, free of charge, sample of **at least (4 meter x 1.2 meter) in size**

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ITB # : ITB 2021 029

Company's Name:

REF#	ITEM	Specification and description	Unit	Pass	Fail	Comment
<b>Clear plastic film LOT 4</b>						
1	Clear Plastic film	Nylon transparent, 100 micron thickness Length x Width preference is: 4mx5m	Pcs of 20sqm			
<b>Ironmongery LOT 5</b>						
1	Timber screws	Galvanised mild steel, 4mm shank diameter x 25 mm long, with flat bulge-head, compatible with 6mm wide blade screw driver described below, 400g boxes	Box of 400g			
2	Timber screws	Galvanised mild steel, 6 mm shank diameter x 60 mm long, with flat bulge-head, compatible with 6mm wide blade screw driver.	Box of 400g			
3	Roofing Nails A	Galvanised mild steel, 4mm shank diameter x 60 mm long, Domed head. Rubber washers included.	kg			
4	Roofing Nails B	Galvanised mild steel, 3mm shank diameter x 40 mm long, Domed head. Rubber washers included.	kg			
5	Timber nails - 30mm	Galvanised mild steel, 2mm shank diameter x 30mm length. With bulge-head	kg			
6	Timber nails - 50mm	Galvanised mild steel, 4mm shank diameter x 50mm length. With bulge-head	kg			
7	Timber nails - 75mm	Galvanised mild steel, 4mm shank diameter x 75mm length. With bulge-head	kg			
8	Concrete Nails	Galvanised mild steel, 4mm shank diameter x 50 mm long, with head	kg			
9	Wall Plugs	Wall plugs Drill: 6mm Screw	Box of 100 Piece			
10	Steel angle sections	Galvanised mild steel. Folded into 90 degree angle. Minimum size = 10x10x2.5cm (i.e. each out-stand leg = 10cm long). Minimum plate thickness = 3mm. Pre-drilled with minimum 3 holes per out-stand leg.	Piece			
11	Rubber Ties	Black, square section 15mm. Roll of 50 meters	Piece			
12	Stapler (with adequate staples)	Staples Gun Tacker - Medium Duty - Manual To be provided with staples (2000 pcs) : - Galvanized Steel wire - U Shapes - Stiff flat wire (crown width : 12 - 13mm; Width : - 1mm to 1.2mm; Leg length : 12-13 mm; Thickness:0.7-0.8 mm	Piece			
13	Insulation Adhesive tape	Polyethylene reinforced Insulation Tape - High tacker - White color Roll of 6cm x 50m • Strong, durable bond, adhesive sticks fast and stays fast on many surfaces, even irregular surfaces • Embossed vinyl backing seals out dust, dirt, and moisture, and resists abrasion and many chemicals • Easy to tear and conforms to irregular surfaces	Roll of 50m			
14	Hinges	Galvanised mild steel, T-shaped barrel hinge. Minimum 15cm long x 3cm wide outstand arm. Minimum 7cm long x 3cm wide base-plate. Pre-drilled with minimum 4 no. of holes on each side of the hinge	Piece			
15	Hasp	Galvanised mild steel. Minimum 10cm length x 3cm wide. Minimum 4 no. pre-drilled holes per component for fixing. To be compatible with padlock described below.	Piece			
16	Padlock	Galvanised mild steel. Body size minimum 4x4x2cm. Shackle minimum 6mm diameter. To be supplied with minimum 2 no. keys	Piece			
17	Flue Pipe	Galvanised mild steel or stainless steel tube. Minimum 15cm diameter x 50cm length. Preferably with minimum 50mm width out-stand flange (collar) welded to exterior of tube.	Piece			
<b>Tool LOT 6</b>						
1	Carpentry Hammer	Minimum overall length = 35cm long. Wooden or rubber-coated handle. Solid metal head with curved claw Weight * ~ 700 gr	Piece			
2	Wood Saw	Minimum overall length including handle = 50cm long. Wooden or rubber-coated handle. Tapered	Piece			
3	Cutter	- Light-duty, Snap-Off cutter ("Stanley knife") - Size : small, length : 15cm, blade width 18mm - plastic or rubber handle - 2 pcs spare blades (Smooth slider mechanism features an audible "click" and is self-locking for security/Blade sections snap off to provide fresh, sharp cutting points/Removable blade snapper included in cap of knife)	Piece			
4	Screw-driver	6mm wide blade-head, Shaft length:12.5cm, Minimum overall length:22cm.Wooden or rubber-coated handle. Fully insulated. Small mains tested:200-250 volts AC. Must fit wood-screws listed above	Piece			
5	Tape Measure	10m length. Hand-coil (not sprung). Circular/disc-shaped. Metal or Rubber overmold casing. Auto lock blade	Piece			
6	Cartoon storage box (A)	- Strong cartoon box, double wall corrugated cartoon board, where white plastic film, Ironmongery and tools will be packed in and sealed with adhesive tape - Branding : sticker of 18cm x 12cm - printed with 2 colors - Dim : 50cm x 30cm x 15cm height	Piece			
7	Cartoon storage box (B)	- Strong cartoon box, double wall corrugated cartoon board, where white plastic film, Ironmongery and tools will be packed in and sealed with adhesive tape - Branding : sticker of 18cm x 12cm - printed with 2 colors - Dim : 50cm x 30cm x 25cm height	Piece			
8	Cartoon storage box (C)	- Strong cartoon box, double wall corrugated cartoon board, where white plastic film, Ironmongery and tools will be packed in and sealed with adhesive tape - Branding : sticker of 18cm x 12cm - printed with 2 colors - Dim : 50cm x 30cm x 35cm height	Piece			
9	Assembly note "A"	- #pages : 2 (Recto-verso) of A4 size - paper quality: 350grs, laminated - printed full color - To be inserted in the the box mentioned above as 'Cartoon storage Box (A) or (B)'	Piece			
10	Assembly note "B"	- Type: leaflet of A4 size - #pages : 6 - paper quality: 350grs, laminated - printed full color - To be inserted in the the box mentioned above as 'Cartoon storage Box (C)'	Piece			
<b>Packing details:</b>						
1	<p><b>Lot 4-Clear Plastic Film, Lots-Ironmongery AND Lot 6-Tool</b> shall be packed <b>as a kit</b> in the respective carton box as follows: Color codes (strong color sticker) to be highlighted and put on one side of the carton box for easy identification a. Packing unit: sealed carton box b. Item and number of pieces per carton box: to be provided later by UNHCR. c. Marking: each carton box to be marked with sticker with colors code to be provided later by UNHCR. Each sticker should contain the following information: - color code; - UNHCR Logo; - name of consignor (supplier/manufacturer); - purchase order no.</p>		Box per kit			
<b>Overall (PASS/FAIL):</b>						

NB :

/ Bidders shall send, free of charge, ONE PIECE SAMPLE of each item (except for assembly notes "A" and "B" which will be validated at later stage and before final printing).

Members of Technical Evaluation Committee: