# TECHNICAL OFFER FORM

**INVITATION TO BID: ITB/HCR/SYR/25/2200**

**SUPPLY AND DELIVERY OF BAGS FOR CLOTHING KITS FOR UNHCR OPERATION IN SYRIA**

Please complete the form below and submit it as part of your technical offer.

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| *COMPANY’S NAME:* |

**1. Eligibility information and documentation**

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| **Criteria** | **Bidder’s Response (Yes/No)** | **Comments /**  **Reference to the Provided Supporting Documentation** |
| **Business Registration** - Valid Business Registration Certificate submitted (companies registered as commercial entities for at least three (3) years from the bid closing date) | Yes No |  |
| **UNHCR Vendor Registration Form** - Filled and signed Vendor Registration Form (VRF) and the required supporting documentation submitted (per Annex D); vendors already registered with UNHCR are required to submit empty VRF containing the company’s legal name and UNHCR vendor number only. | Yes No |  |
| **Financial Soundness** - Submitted financial statements or audit reports for minimum of two (2) fiscal years (i.e. 2023 and 2024) or a bank reference letter confirming the bidding company’s relationship with the bank and outlining the bank’s assessment of the financial standing of the company | Yes No |  |
| **Corporate bank account information** – Bank statement or valid bank letter issued by the bank within the past six (6) months holding an account of the bidding company to compliment and authenticate the relevant information recorded in the VRF | Yes No |  |
| **Compliance with UN Standards** - signed declaration of acceptance of the UNHCR General Conditions of Contract for the Provision of Goods and Services (per Annex F), UN Supplier Code of Conduct (per Annex G) and Declaration of Eligibility Form (per Annex H) | Yes No |  |
| **Joint Venture Information Form** – filled in, signed and stamped form (per Annex I) provided with the Technical Offer | Yes No |  |

**2**. **Technical requirements**

***Suppliers must confirm the full conformity with the tendered technical specifications outlined in Annex A and provide supporting documentation or explanation, as required.***

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| **Description** | **Bidder’s Response (Yes/No)** | **Bidder's Response / Details** |
| Bag with handles. Rectangular cuboid-shaped design with a reinforced structure, suitable for carrying clothing items (kits). The bag is handheld, odor-free and environmentally sustainable. Constructed with durable, well-stitched seams, it is capable of carrying a minimum load of 10 kg.  Dimensions:   * Length: 40 cm * Width: 35 cm * Height: 40 cm   The accepted tolerance for the above-mentioned dimensions is (±0.5 cm)  A diagram of a cube with measurements\* Measuring method - external dimensions when laid flat. | Yes No | *(Bidders are to provide narrative and figurative description of the offered parameters of the bag, clearly indicating any deviations/differences with the technical specifications contained in the Annex A – Technical Specifications document).* |
| Weight capacity of the bag: minimum 10 Kg. | Yes No | *(Please confirm that the offered weight capacity fully meets the technical specification (per Annex A) or indicate the scale of the deviation for the stated parameter)* |
| **Material (fabric):** Bag is made of high-quality woven synthetic polypropylene fabric, 200 grams/sqm + 10 grams tolerance level), strong and tear-resistant. | Yes No | *(Please confirm that the technical specifications of the fabric of which the bag will be made fully meet the tendered material/fabric technical specification (per Annex A) or indicate the scale of the deviation for the stated parameters)* |
| Exterior color of the bag (fabric color): solid black color. | Yes No | *(Please confirm that the offered exterior color of the bag (i.e. fabric color) fully meets the technical specification (per Annex A) or indicate the scale of the deviation for the stated parameter)* |
| **Bag fabric stitching**. All seams of the bag shall be stitched using high-strength, industrial-grade polyester thread suitable for heavy-duty use. Stitching must be even, consistent, and free from loose threads, skipped stitches, or visible defects. All edges shall be securely finished from the inside of the bag with a double-fold hem to prevent fraying. Stress points (including handles and load-bearing seams) must be reinforced with minimum double stitching (or bar-tacking where applicable) to ensure durability under full load. The overall workmanship shall ensure a clean, uniform appearance and long service life. | Yes No | *(Please indicate if the bag fabric stitching of your offer fully meets the technical specification (per Annex A) or indicate the scale of the deviation for the stated parameter)* |
| **Handles**: Made of 100% polyester webbing sized at 3.5-4 cm wide. Two (2) long handles, each measuring 200 cm (+ 5 cm tolerance level) in total length, securely stitched with two (2) rows of seams around the inner circumference of the bag. The free (loose) portion of each handle measures approximately 70 cm (+ 2 cm tolerance level).  **Color of the handles**: The handles shall come in a variety of solid colors, including blue, grey, white, red, and green. The specific handle color is determined based on the contents of the bag and can be chosen upon request at the time of requisition. | Yes No | *(Bidders are requested to confirm whether their offer complies with the technical specifications in Annex A for the stated parameters of the handles (material, dimensions, construction, and color options). Where full compliance cannot be met, bidders shall clearly describe any discrepancies).* |
| **Zipper**: High-quality molded plastic jacket zipper, lightweight and flexible, with matching teeth and tape in the same color as the bag (i.e. black color). The zipper shall be size 8 mm (+ 2 mm tolerance), ensuring smooth operation, ease of use, and long-lasting durability. | Yes No | *(Bidders are requested to indicate whether their offered zipper fully complies with the technical specifications in Annex A, specifically the molded plastic jacket zipper requirements (material, color, size, and performance). Where full compliance cannot be met, bidders shall clearly describe any discrepancies).* |
| **Labels:**  **Label 1**. Country of Origin (Internal Label):  Each fabric bag shall include an internal fabric label indicating the country of origin as “MADE IN SYRIA / صُنِعَ في سوريا.” The label shall be made of white polyester taffeta, measuring 4 × 2 cm (±0.5 cm), with black thermal transfer printing for clear and durable text. It shall have heat-cut edges to prevent fraying and be securely stitched into the upper inner seam on one long side of the bag. Only one label per bag is required. The label must remain legible and firmly attached after normal washing and wear. Its purpose is to identify the country of manufacture in compliance with product marking and origin requirements.  **Label 2.** Logos (External Marking):  The UNIQLO and UNHCR logos shall be printed on the outer surfaces of the bag using the offset printing technique, ensuring high-quality, durable, and non-fading results. Both logos shall appear on each of the two long sides of the bag, positioned side by side and aligned horizontally.   * UNIQLO logo: Printed in red, positioned on the left side; estimated size 12 × 12 cm (±1 cm). * UNHCR logo: Printed in blue, positioned on the right side; estimated size 12 × 12 cm (±1 cm).   The two logos shall be of equal size, placed next to each other, and centered horizontally on the long sides of the bag. Both logos must remain clearly visible, legible, and colorfast under normal handling and use. The logos (external) and the country-of-origin label (internal) shall be placed on different sides of the bag to maintain clarity and avoid overlap. | Yes No | *(Bidders are requested to confirm whether their proposed labeling (internal country-of-origin label and external logo markings) complies with the technical specifications in Annex A. This includes requirements related to label materials, dimensions, printing quality, placement, and durability. Where compliance is not fully achieved, bidders shall clearly identify any deviations and provide corresponding explanations).* |
| **Inner Packaging Specification.** Each individual bag shall be packaged in a transparent recycled polyethylene (rPE) bag prior to placement in the carton, providing protection and cleanliness. Each inner packaging (i.e. the polyethylene bag) containing the clothing bag shall be sealed using either adhesive tape or a heat-sealing method. | Yes No | *(Bidders are requested to indicate whether their proposed inner packaging complies with the technical specifications in Annex A-specifically the requirements for transparent recycled polyethylene bags and approved sealing methods. Any deviations from these specifications shall be clearly identified and explained).* |
| **Outer Packaging Specification.** Bags of equal quantity shall be packed in strong, export-quality double-wall (5-ply) carton boxes, arranged in flat bundles.  Each carton shall be labeled with item description, color, quantity, and UNHCR Purchase Order reference number, as per the sample provided. The carton label shall be in portrait orientation, measuring approximately 20 × 15 cm (±1 cm). Printing shall be performed on two opposite sides of the carton using flexographic or offset printing, depending on the carton surface, to ensure clear, durable, waterproof, non-fading, and abrasion-resistant markings.  Each carton shall be sealed with high-strength adhesive tape in a complete cross pattern, ensuring full closure and structural integrity during storage and transportation.  Carton dimensions shall be approximately 50 × 40 × 20 cm, confirmed to allow optimal fitting of the folded bags with minimal loose or empty space. Each carton shall contain approximately 30–40 bags, and the gross weight of each sealed carton shall not exceed 15 kg. | Yes No | *(Bidders are requested to confirm whether their proposed outer packaging complies with the technical specifications in Annex A-covering carton quality, markings/labeling printing method, sealing requirements, dimensions, and packing arrangement. Any deviations from these specifications shall be clearly indicated and accompanied by an explanation).* |

**3. Other Requirements**

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| **Description** | **Bidder’s Response (Yes/No)** | **Bidder's Response / Details** |
| **Delivery terms and location**: DDP (Delivered Duty Paid) to the named delivery location, i.e. the UNHCR Warehouse in Al-Ghassouleh, Rural Damascus, Syria. | Yes No | *(Bidders are requested to confirm whether they can meet the delivery terms specified in Annex A, namely DDP (Delivered Duty Paid) to the UNHCR Warehouse in Al-Ghassouleh, Rural Damascus, Syria. Any inability to comply shall be clearly stated and explained).* |
| **Warranty**. Confirmation on a minimum of one (1) year warranty covering the defects in material and workmanship, including and not limited to durability of stitching and handles, functionality of zippers.  *The bidders shall also guarantee replacement or repair of defective items within the stated warranty period.* | Yes No | *(Bidders are requested to confirm compliance with the warranty requirements outlined in the ITB Cover Letter, including the minimum one-year warranty including defects in materials and workmanship, as well as the obligation to repair or replace defective bags during the warranty period. Any deviations from these requirements shall be clearly indicated and explained).* |
| **Mobilization period** required before any quantity of the bags can be delivered to UNHCR in Syria. | N/A | *(Bidders are requested to specify below the time required mobilization period before any quantities can be delivered to UNHCR in Syria).*  Mobilization period: ……… days after signing Purchase Order; |
| **Delivery capacity and total delivery lead time**. The bidder shall state the weekly delivery capacity, meaning the number of bags that can be ready for delivery every week, and the lead time per batch to complete the full order within 90 days of Purchase Order signature. | N/A | *(Bidders are requested to state their weekly delivery capacity and confirm whether they can meet the lead time per batch required to complete the full order within 90 days of Purchase Order signature, as specified in Annex A. Any limitations or deviations shall be clearly indicated and explained).*  Maximum weekly supply capacity:   * Bags with blue handle: …..pcs; * Bags with grey handle: …..pcs; * Bags with white handle: …..pcs; * Bags with red handle: …..pcs; * Bags with green handle: …..pcs. |
| **Compliance Declaration Form (Annex I).** Duly filled in, signed and stamped compliance declaration form has been submitted with the Technical Offer to confirm adherence of the bidding company to all technical specifications of the bags as well as the inner and outer packaging described in Annex A - Technical Specifications. | Yes No | *(Bidders are requested to confirm that the duly completed, signed, and stamped Compliance Declaration Form (Annex I) has been submitted with the Technical Offer, attesting to adherence to all technical specifications for the bags and the inner and outer packaging as outlined in Annex A. Any omissions or deviations shall be clearly indicated and explained).* |
| ***We hereby confirm that the goods offered are in full conformity with all tendered technical specifications as outlined in the ITB and its annexes.*** | Yes No | *(Please clarify any deviations from the tendered requirements).* |

Name & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidding Company's Stamp: