REQUEST FOR PROPOSAL

RFP-DAN-2017-502444

03 April 2017

UNITED NATIONS CHILDREN’S FUND (UNICEF)

Wishes to invite you to submit a proposal for

Long-Term Agreement (LTA)
for Add-ons for Latrine Slab for people/children with disabilities in Emergencies to assist
UNICEF Projects Worldwide

Offers should be sent by:

E-mail to: supplybid@unicef.org

Alternatively offers can be sent by:

Fax to: +45 35 25 02 80 (secured fax)
Attention: Bid Section

IMPORTANT - ESSENTIAL INFORMATION

The reference RFP-DAN-2017-502444 must be indicated in the offer in accordance with the instructions provided in this document. Offers must be sent separately and must not be included in packages containing samples.

Bid form and schedule(s) must be used when replying to this invitation. You are welcome to enclose your own specifications etc., if necessary.

Offers must be received at the above E-mail address/Fax number by latest 23.59 hours (Copenhagen time) on 03 July 2017 and will be publicly opened at 10:30 (Copenhagen time) on 05 July 2017. Bids received after the stipulated date and time will be invalidated.

It is important that you read all the provisions of the Bid, to ensure that you understand UNICEF’s requirements and can submit an offer in compliance with them. Note that failure to provide compliant offers may result in invalidation of your bid.
THIS REQUEST FOR PROPOSAL HAS BEEN:

Prepared By:

Henriette Vilsen
(To be contacted for additional information, NOT FOR SENDING OFFERS)
Email : hvilsen@unicef.org

Verified By:

[Signature]

Peter Harvey

Approved By:

[Signature]

Katinka Aanjesen Rosenbom
BID FORM

BID FORM must be completed, signed and returned to UNICEF.
Bid must be made in accordance with the instructions contained in this INVITATION.

TERMS AND CONDITIONS OF CONTRACT
Any Purchase Order resulting from this INVITATION shall contain UNICEF General Terms and Conditions and any other Specific Terms and Conditions detailed in this INVITATION.

INFORMATION
Any request for information regarding this INVITATION must be forwarded by fax to the attention of the person who prepared this document, with specific reference to the Invitation number.

The Undersigned, having read the Terms and Conditions of INVITATION No. RFP-DAN-2017-502444 set out in the attached document, hereby offers to execute the services specified in the Terms and Conditions set out in the document.

Signature: ____________________________
Date: ________________________________

Name & Title: __________________________
Company: _____________________________
Postal Address: _________________________

Tel No: ________________________________
Fax No: ________________________________
E-mail Address: _________________________
Validity of Offer: _________________________
Currency of Offer: _________________________

Please indicate after having read UNICEF Price & Discount stated in the Specific Terms and Conditions, which of the following Payment Terms are offered by you:

10 Days 3.0% _____ 15 Days 2.5% _____ 20 Days 2.0% _____ 30 Days Net _____

Other Trade Discounts ____________________
<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Description</th>
<th>Quantity/Unit</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHEDULE NO: 1</td>
<td>LATRINE</td>
<td>1 each</td>
<td></td>
<td></td>
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Latrine add-ons for latrine slab in emergencies for people/children with a range of mobility restrictions.

See attached Annex 1, 2, 3 & 4 for further specifications.

For price breakdown please see point 2.8 of the special terms and conditions.

**Incoterms & Delivery Requested**

- **DAP** UNICEF Copenhagen Warehouse
- **FCA** Nearest seaport containerize
- **FCA** Nearest airport

**Lead Time & Related Charges**

**Packing**

Unit: Dimension..........x..........x..........cm  Weight..........kg  Volume..........cbm

Total: Dimension..........x..........x..........cm  Weight..........kg  Volume..........cbm
SPECIFIC TERMS AND CONDITIONS

1.0 Project Description

1.1. Background
UNICEF’s strategic priorities include a renewed focus on equity, and ensuring that both regular UNICEF programming and emergency response address the needs of children with disabilities. Persons with disabilities are considered more vulnerable and at risk of illness, as well economic and social exclusion challenges which are exacerbated in emergency contexts. UNICEF seeks solutions that allow “improved access” to sanitation facilities in emergencies, defining improved access as the ability for children and adults with disabilities to use the facilities with maximum independence/ minimum assistance, safety and with dignity.

1.2. Purpose of the Request for Proposal
The purpose of this RFP is to invite proposals for the Long-Term Agreement (LTA) for Accessible Latrine Slab component for people/ children with a range of mobility restrictions in Emergencies. Minimum and ideal requirements for the solution are outlined in the Target Product Profile (TPP) (Annex 1). Components must be compatible with the current self-supporting slab used by UNICEF.

1.3. Current products or response used by UNICEF:
For emergency response, UNICEF currently procures a self-supporting plastic direct-drop squatting plate with foot rests, with an attached, preferably hinged, drop hole cover. The squatting plate supports a weight of minimum 150kgs at the center, with a minimal support structure extending up to a maximum of 10 cm from the edge of the slab. Products are durable and designed with tropical temperatures and direct sunshine in mind.

Holes are provided on the extreme four corners of the squatting plate through which the four provided anchor/fixation pegs can be inserted with water-tight fit. These metal pegs of dimensions 8 mm x 275 mm are included in supply of the slab. An arrangement is provided on the underside of the squatting plate to enable fastening of a pan/bowl and water-seal trap if required. This fastening can be by bolting or other secure principle.

Dimensions are typically as follows: Length 1200 mm, width 800 mm, thickness either 40 or 55 mm.

Latrine construction in emergencies usually takes place rapidly, with one row or block of latrines (consisting of 4-5 drop holes or stances) being constructed over a trench in one day. Construction and installation is often done by unskilled labor with minimal instructions and locally available tools. Additional References (available in the TPP in Annex 1) recommend that 10% of latrines in short term camps or 20% in long term camps be accessible. This would amount to approximately 1 out of every 10 stances or 1 out of every 5 stances, respectively.

*User description: Users include both adults and children of all ages. Individuals may be elderly or pregnant, or persons (including children) with physical disabilities with varying levels of mobility restrictions. Latrines are typically segregated by gender. In some cases, users may be accompanied in the latrine by someone to assist with their movement inside the latrine, commonly referred to as a "caregiver".

*Use environment: Refugee camps or settlements with limited to no access to grid electricity, common hardware or machine tools. In addition, many camp settings have limited access to water, presenting challenges for both cleaning of facilities and maintaining proper hygiene.

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*Geographic location: Global, but can include harsh environmental conditions, including extreme heat or cold and limited access to water

1.5. Objectives & Expected Results
UNICEF Supply Division seeks an institutional contractor to design and deliver a product to improve access for people with disabilities to latrines in emergency contexts such as refugee camps or settlements. For the purposes of this product, "improved access" will be defined by: children and adults with mobility restrictions are able to use the latrine facility with maximum independence/ minimum assistance, safety and with dignity.

Through an interactive process of designing with the user (adults or children with disabilities and their families), and incorporating feedback from field trials, final solutions should aim to:
* Target either children or adults with disabilities, or, ideally, both.
* Accommodate a wide-range of mobility restrictions.
* Be easily integrated with the existing self-supporting latrine slab currently used by UNICEF in emergencies.

Minimum and ideal requirements for the solution are outlined in the Target Product Profile (TPP) (Annex 1). It is recognized that there may be trade-offs between the minimum and ideal requirements when manufacturing capabilities and costs are considered. UNICEF is encouraging contractors to be creative and above all else, sensitive to the needs of end-users.

The final deliverable should be a product ready for commercialization. When the requirements have been met, and prototypes successfully vetted through field trial, UNICEF will offer long term agreements to successful suppliers. See Annex 3 for deliverables and description of phases of the project.

2.0 PROCEDURES AND RULES

1. LONG TERM ARRANGEMENT details:

1.1. UNICEF wishes to enter into (a) non-exclusive Long Term Arrangement(s) ("LTA") for the procurement of the items. It will be a provision of such Arrangement(s), that UNICEF will not be committed to purchase any minimum quantity of these items. UNICEF shall not be liable for any cost in the event that no purchases are made under any resulting LTA(s).

1.2. Purchases will be made against Purchase Orders to be issued by UNICEF in accordance with the terms and conditions of any resulting LTA(s). Actual quantities to be purchased will vary from Purchase Order to Purchase Order.

1.3. The quantities outlined in this Request for Proposal, are an estimated forecast of the total requirement for the duration of the LTA. The estimates are provided in good faith and shall not in any way be deemed to be a commitment on the part of UNICEF regarding any quantity for future purchases.

1.4 Other United Nations Agencies, Funds and Programmes shall be entitled to place orders under the prices and terms of the LTA. Orders placed by other United Nations entities constitute a contractual agreement between the contractor and the ordering United Nations entity. UNICEF will not be a contractual party to these orders and has therefore no obligations or liabilities for orders not issued by UNICEF.

2. TERM
2.1 The proposed LTA shall be valid for an initial period of 24 month(s), with a possible renewal for an additional period of 12 month(s).

3. PRICES AND DISCOUNTS

3.1 Bidders are requested to provide unit prices in either Euro or USD.

3.2 Bidders are requested to advise as to

a) Quantity / volume discounts, in form of large quantity / volume discounts and staircase pricing (i.e. varying prices according to different quantities procured);

b) Cumulative quantity / volume discount levels, i.e. discounts that increase as the cumulative order value/volume increases throughout the validity of the LTA;

c) Early payment discounts, i.e. payment within a specified period of time faster than UNICEF’s standard payment term of 30 days net;

d) Other (trade) discounts.

3.3 Notwithstanding any agreed discounts, prices offered by bidders, shall constitute maximum ceiling prices and shall remain fixed for a 24 month(s) period from the commencement of the LTA.

3.3.1 In the event that the successful bidder is able to offer UNICEF a discounted price, the unit prices shall be reduced for specific Purchase Orders.

4. MOST FAVOURED CUSTOMER PRICE CERTIFICATION

4.1 By submitting an offer the bidder certifies that UNICEF, for Long Term Arrangements / Purchase Orders / Contracts resulting from this Invitation to Bid / Request for Proposal, is not being charged more than other clients for similar goods (products) or services and similar quantities and within similar circumstances.

5. Description of Assignment and Scope

This project will take place in phases in order to ensure ample opportunity for feedback and design iterations.

I. In the first phase, it expected that all bidders will submit both a proposal and 1 (one) prototype for review by UNICEF Supply Division. Proposals should include a description of how the product aligns with the requirements in the TPP, a description of the design process, and plans for how feedback will be incorporated to improve the product in the future (For more information, see Technical Requirements below). The financial proposals should also include a Financial breakdown and unit cost (For more information, see Financial Requirements below).

II. Those contractors selected to pass to the second phase will be expected to prepare up to 6 additional prototypes for evaluation in the field. Field evaluations will take place in a camp setting, as a part of an ongoing humanitarian response. During this phase, the components will be installed by field staff along with the regular emergency squat plates according to standard procedure. A standardized field trial protocol will be applied to all prototypes and will evaluate based on a) ease of installation and compatibility and b) user acceptability. After approximately 1 month of use, contractors are encouraged to accompany UNICEF staff to the field to gather feedback from staff and end-users. It is expected that contractors take an active
role in the gathering feedback during this phase. See Annex 4 for overview of the field trial.

III. In the third phase, contractors will be asked to eventually revise their designs and financial breakdown based on the feedback from the Field Trials. Once final designs and costs are accepted by UNICEF, a long term agreement can be signed with the contractor for regular procurement of the product. In the event that a product does not meet acceptable standards according to the field trial protocol, contractors will be given feedback but UNICEF reserves the right not to issue any LTA.

5.1. Deliverables and Timeline
The schedule of the awarding process is as follows:
a) Questions to be received by: 18 April 2017
b) Q&A session via Skype 26 April 2017. Intention to participate in Skype Q&A session: Latest by 21 April 2017
c) Closing date and time for submission of full proposal and prototype: 3 July 2017
(allowing suppliers to provide 1 prototype and good proposal)
d) Phase I: proposal (Financial and Technical) and sample evaluation
e) Phase II: Field test of samples (Suppliers will be informed if they pass on to phase 2)
f) Phase III: Finalization of prototype for mass production
g) Award Notice: Q1/2018
h) Estimated date of Signature of Long Term Agreement: Q1/2018
(See annex 3)

5.2. Samples/Prototype
For the RPF submission one (1) Sample per type has to be submitted before closure of the RPF. (Phase I)
Supplier passing to the 2nd phase, will be required to submit 6 prototypes to be field tested.

5.3. Details of schedule and deliverables
Ideally the project should be completed in 1 year. It is anticipated that the project will have a number of phases as the contractor works to modify or develop a solution. Please see attached Annex 3 for the deliverables and milestones for the project.

5.4. RFP Change Policy
All requests for formal clarification or queries on this RFP must be submitted in writing to Henriette Vilsen via e-mail to hvilsen@unicef.org and copy to Anne Cabrera-Clerget acabreraclerget@unicef.org
Please make sure that the e-mail titles mentions the RFP reference number.

Only written inquiries will be entertained. Please be informed that if the question is of common interest, the answer will be shared with all potential RFP Proposers. Furthermore an open Q&A session will be held and minutes shared.

Erasures or other corrections in the proposal must be explained and the signature of the applicant shown alongside. All changes to a proposal must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier proposal, or state the changes from the original proposal. Proposals may be withdrawn on written request received from Proposers prior to the opening time and date. Proposers are expected to examine all instructions pertaining to the work. Failure to do so will be at Proposer's own risk and disadvantage.

5.5. RFP Response Format
Full proposals should be submitted in ENGLISH and must be received no later than 23.59 hrs 3 July 2017 in electronic format, duly signed and dated. Proposers must submit with two
separate documents (as pdf files) for a) the Technical Proposal and b) the Financial Proposal. Each document needs to be clearly marked "technical" or "financial".

The proposal are to be emailed to: supplybid@unicef.org.

Note: No financial information is allowed in the technical document.

Sample must be labeled and dispatched to arrive at the UNICEF office indicated no later than the closing time and date.

Sample label:
Name of company
RFP-DAN-502444
UNICEF Supply Division
For the attention of the Sample inspection Unit
Oceanvej 10-12, DK 2100
Copenhagen, Denmark, (Tel: +45 35 27 35 27)

Proposals received in any other manner will be invalidated.

Proposals received prior to the stated closing time and date will be kept unopened. The responsible officers will open technical proposals when the specified time has arrived and no proposal received thereafter will be considered. UNICEF will accept no responsibility for the premature opening of a proposal not properly addressed or identified. Any delays encountered in the mail delivery will be at the risk of the Proposer.

Offers submitted to a different email address or in a different form than prescribed in this RFP, or which do not respect the required confidentiality, or received after the designated time and date, will be rejected.

All references to descriptive materials should be included in the appropriate response paragraph, though the material/documents themselves may be provided as annexes to the proposal/response.

The Proposer must also provide sufficient information in the proposal to address each area of the Proposal Evaluation Criteria as presented in this document to allow the evaluation team to make a fair assessment of the candidates and their proposal.

5.6. Proposer’s Response
5.6.1. Formal submission requirements
The formal submission requirements as outlined in this Request for Proposal form must be followed, e.g. regarding form and timing of submission, marking of the envelopes/sample, no price information in the technical proposal, etc.

The technical proposal should address all aspects and criteria outlined in this Request for Proposal, especially in its TPP (Annex 1) and evaluation criteria.

5.7. Pricing
Price should include a cost breakdown
Price should include scale prices
Price should be quoted in
* FCA nearest port/
* FCA airport and
* DAP UNICEF Warehouse Copenhagen

Financial quote is to be expressed in breakdowns including all expenses in USD or EUR.

LTA quoted cost:
* Staircase: 1-100, 101-500, 501-1000
* Raw material
* Handling cost
* DAP Copenhagen/FCA nearest Port (sea and air)
* (Other cost to fulfil proposal)
* Possible additional Prototype cost for 6 samples FCA port/airport

All prices/rates quoted must be exclusive of all taxes as UNICEF is a tax-exempt organization

5.8. Qualifications
Institutional Contractors should have experience or demonstrated understanding of sanitation and hygiene, particularly in humanitarian settings, product design and development particularly related to products which are accessible to persons with disabilities or to enhance mobility and independence of persons with disabilities, universal design, or user-centered design, and should have an expressed interest of working with UNICEF Supply Division on the development of a new product. Institutional Contractors can partner with other parties to fulfill the above qualifications to maximize desired expertise. This will be considered as a joint venture.

Bidders should have capacity to produce at least 6 units according to the timelines expressed in this ToR, and a minimum 500 units per month of the device per month once the LTA has been issued.

5.9. Application:
Bidders are requested to submit documents as per Annex 2.

In order to qualify for award of the Long Term Agreement, the Proposer will have to demonstrate in its technical submission a clear and sound strategy to effectively implement this project, listing the requirements for the type and number of human resources for each activity.

The technical proposal must contain a statement of work, and work plan with schedule showing the list of activities, tasks and their scheduling, and showing the relation of the human resources to the activities and schedule.

No price information should be contained in the technical proposal.

5.10. Confidential Information
Information, which the Proposer considers proprietary, should be clearly marked "proprietary", if any, next to the relevant part of the text, and UNICEF will treat such information accordingly.

5.11. Rights of UNICEF
UNICEF reserves the right to accept any proposal, in whole or in part; or, to reject any or all proposals. UNICEF reserves the right to invalidate any Proposal received from a Proposer who has previously failed to perform properly or complete contracts on time, or a Proposal received from a Proposer who, in the opinion of UNICEF, is not in a position to perform the contract. UNICEF shall not be held responsible for any cost incurred by the Proposer in preparing the response to this Request for Proposal. The Proposer agrees to be bound by the decision of UNICEF as to whether her/his proposal meets the requirements stated in this
Request for Proposal. Specifically, UNICEF reserves the right to:
- contact any or all references supplied by the Proposer(s);
- request additional supporting or supplementary data (from the Proposer(s));
- arrange interviews with the Proposer(s);
- reject any or all proposals submitted;
- accept any proposals in whole or in part;
- negotiate with the service provider(s) who has/have attained the best rating/ranking, i.e. the one(s) providing the overall best value proposal(s);
- Contract any number of candidates as required to achieve the overall objectives.

5.12. Proposal Opening
Due to the nature of this RFP, there will be no public opening of proposals.

5.13. Clarification of Proposals
To assist in the examination, evaluation and comparison of Proposals, UNICEF may at its discretion, ask the Proposer for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.

5.14. Proposal Evaluation (PHASE I)
The evaluation panel will first evaluate each response for compliance with the requirements of this RFP. Responses deemed not to meet all of the mandatory requirements will be considered non-compliant and rejected at this stage without further consideration. Failure to comply with any of the terms and conditions contained in this RFP, including provision of all required information, may result in a response or proposal being disqualified from further consideration.

A three-stage procedure will be utilized in evaluating the proposals, with evaluation of the Administrative documents, the Technical Proposal (including Samples evaluations) being completed prior to any Financial Proposal being opened and compared.

The evaluation criteria will be a split between technical and commercial scores (a 70/30 split). The final cumulative score of the Proposals will be calculated for both the technical scores (Ts) and financial scores (Fs), based on the following formula:

Final cumulative score = \[ \text{Technical score (Ts)*70%} + \text{Financial score (Fs)*30%} \] / 10

The proposal with the best cumulative score will be recommended for approval.

The Technical Proposal to this RFP should include and will be evaluated against the following
a) Administrative Evaluation:
Bidders are requested to submit:
1. Copies of original documents defining the constitution or legal status, place of registration, principle place of business, written power of attorney of the signatory of the Proposal. (Mandatory)
2. Tax registration certificate (Mandatory)
3. Reports on financial standing of each Firm, such as certified profit/loss statements and auditor's certified reports for the past five years. (Mandatory)
4. Authority to seek references from the Firms' bankers (mandatory)
5. Information on any current litigation, current or during the past five years, in which the Firms have been involved, the disputed amount and the names of the parties involved. (Mandatory)
6. For joint ventures, the information and documents of all Firms must be submitted along with a statement indicating the principle Firm that will act on behalf of the others.
Only bidders providing the above documents will be qualified for further evaluation


The Technical Proposal is evaluated on the basis of its responsiveness to following details. See Annex 2.

Price Evaluation

The total amount of points allocated for the price component is 30. The maximum number of points (30) will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component. All other price proposals will receive points in inverse proportion to the lowest price; e.g.:

Score for price proposal X (Fs) = 30 * Price of lowest priced proposal / Price of proposal X

5.15. Property of UNICEF
This RFP, along with any responses there to, shall be considered the property of UNICEF and the proposals will not be returned to their originators. In submitting this proposal the Proposer will accept the decision of UNICEF as to whether the proposal meets the requirements stated in this RFP.

5.16. Validity
Proposal must be valid for a minimum of 1 (one) year from the date of opening of this RFP and must be signed by all candidates included in the submission. For proposals from institutions, the proposal must also be signed by an authorized representative of the institution. Proposers are requested to indicate the validity period of their proposal in the Proposal Form. UNICEF may also request for an extension of the validity of the proposal.

5.17. Full right to use and sell
The Proposer warrants that it has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEF rights to use, sell, dispose of or, otherwise, deal with any service or outcome that may be acquired under any resulting Contract.

5.18. Payment Terms
Payment will be made only upon UNICEF's acceptance of the work performed. The terms of payment are Net 30 days, after receipt of invoice and acceptance of work. Payment will be effected by bank transfer in the currency of billing. Financial proposals should include any offered discounts based on earlier payment, if available. The proposer may offer early payment discounts, i.e. payment within a specific period of time faster than UNICEF's standard payment terms of 30 days.

6. PACKING

6.1 General Packing Requirements

6.1.1 The bidder warrants that the cost of packing is included in the cost offered for the items.
6.1.2 The successful bidder shall ensure that:

6.1.2.1 The packing is of a sturdy export quality, and of a commercial standard that will provide adequate protection of the goods for carriage by air, sea and/or road to final destinations worldwide, including remote locations under adverse climatic and storage conditions, and high humidity - i.e. not less than 17kN edge crush resistance with minimum 60% remaining with 90% humidity at a temperature of 40°C (tropical conditions);

6.1.2.2 The packaging unit is strong, able to be stacked to a height of 4 pallets as static storage and 2 pallets during transport, and resistant to puncturing;

6.1.2.3 All wood packaging, including pallets and boxes, utilised in any shipment, have undergone the treatment, marking and documentation required to meet the specifications described in ISPM No. 15: Guidelines for Regulating Wood Packaging Material in International Trade, available at www.ippc.int


6.1.2.5 Any deviation from the packing requirements for deliveries to UNICEF Warehouse, Nordhavn, Denmark will result in penalties as per the Re-work Fees detailed in: http://www.unicef.org/supply/files/UNICEF_Re-Work_fees.pdf

6.1.2.6 The UNICEF Warehouse Packing Specifications and corresponding Re-Work Fees may be adjusted from time to time in accordance with operational requirements.

6.1.2.7 Deliveries to any destination other than the UNICEF Warehouse, Nordhavn, Denmark, are packed / palletized in accordance with these general packing requirements and in the most cost-effective way to minimize freight costs.

6.1.2.8 Pallets manufactured from other materials than solid wood are NOT acceptable (such as wood chip, plastic, MDF board, ply wood or carton). Pallets must have three (3) longitudinal bottom deck lead boards, feet are NOT acceptable.

6.1.3 Identification markings

6.1.3.1 All cases, cartons, inner boxes etc. must be clearly marked as follows:

a) Purchase Order Number (optional for inner boxes);
b) UNICEF Material Number (if applicable);
c) Description of contents;
d) Quantity per carton;
e) Gross Weight;
f) Cubic Measurement;
g) Batch Number Reference (if applicable);
h) IMCO classification (if applicable);
i) Manufacturing Date (if applicable);
j) Expiry Date (if applicable).

This clause does not apply for deliveries to UNICEF Warehouse, Nordhavn, Denmark; for deliveries to UNICEF Warehouse, Nordhavn, Denmark clause 9.1.2.4 refers.
6.1.3.2 No carton may contain items from more than one material or manufacturing batch. No carton shall contain more than 1 batch.

6.1.3.3 The size of the markings and labels must not exceed A5 (10 x 148 mm).

6.1.3.4 Case identification as requested on the order must be mentioned on all invoices.

7. PACKING LIST

7.1 All markings must be reflected in the packing list to be completed at time of shipment. The packing list shall indicate the manufacturing batch number (where applicable) and cross-reference to the carton numbers, pallets, and containers. One copy of the packing list must be included with the shipment and another copy shall accompany the shipping documents.

7.2 Any exemptions granted in relation to the packing specifications under 9.1 and 9.2 shall be clearly stated on the packing list.

8. DANGEROUS GOODS

8.1 The handling and transport of dangerous goods is subject to rules and regulations based on international transport agreements (ADR, RID, IMDG Code, IATA DGR, ICAO) in order to prevent injury to persons, damage to cargoes and living resources. Hence, should any products in this bid be classified as dangerous goods, it will be the successful bidder's responsibility to ensure that the goods are packed and labelled correctly, transported safely and accompanied by the necessary transport certificates during shipment.

9. BIDDER REPRESENTATIONS

9.1 The bidder represents and warrants that:

(a) It has the personnel, experience, qualifications, facilities, financial resources and all other skills and resources to perform its obligations under any resulting LTA or Purchase Order;
(b) The items offered shall be free from defects in workmanship and materials;
(c) The items offered shall be contained or packaged in a manner adequate to protect them;
(d) It has not and shall not enter into any agreement or arrangement that restrains or restricts UNICEFs or the ultimate recipient's rights to use, sell, dispose of or otherwise deal with any item that may be acquired under any resulting LTA or Purchase Order.

9.2 The successful bidder will be required to acknowledge that:

(a) UNICEF may further distribute the goods supplied to its Programme partners, including procurement services customers;
(b) The benefit of any warranties provided and liabilities entered into with UNICEF, shall be passed on by UNICEF to its Programme partners, including Procurement Services customers.

10. SUBCONTRACTING

10.1 Bidders MUST identify on their bid any products which may be offered by themselves, but originate from another supplier and/or country. All subcontracting must be reviewed by UNICEF prior to award.

11. LIQUIDATED DAMAGES

11.1 For late delivery of items or for items which do not meet UNICEFs specifications and
are therefore rejected by UNICEF, UNICEF shall be entitled to claim liquidated damages from the successful bidder, and deduct 0.5% of the value of the items pursuant to a Purchase Order, per additional day of delay, up to a maximum of 10% of the value of the Purchase Order. The payment or deduction of such liquidated damages shall not relieve the successful bidder from any of its other obligations or liabilities pursuant to any LTA or a Purchase Order.

12. UNETHICAL BEHAVIOUR

12.1 UNICEF strictly enforces a policy of zero tolerance concerning unethical, unprofessional or fraudulent acts of UNICEF bidders. Accordingly, any registered bidder that is found to have undertaken unethical, unprofessional or fraudulent activities will be suspended or forbidden from continuing business relations with UNICEF.

13. CORRUPT AND FRAUDULENT PRACTICES

13.1 UNICEF requires that all bidders associated with this Invitation to Bid / Request for Proposal observe the highest standard of ethics during procurement and execution of the work. In pursuance of this policy UNICEF

(a) Defines for the purpose of this provision the terms set forth as follows:

(i) Corrupt practice means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in the execution of a contract, and

(ii) Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the client, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the client of the benefits of free and open competition;

(b) Will reject a proposal for award if it determines that the selected supplier / contractor have engaged in any corrupt or fraudulent practices in competing for the contract in question;

(c) Will declare a bidder ineligible, either indefinitely or for a stated period of time, to be awarded a UNICEF-financed contract if at any time it determines that it has engaged in any corrupt or fraudulent practices in competing for, or in executing a UNICEF-financed contract.

14. OFFICIALS NOT TO BENEFIT

14.1 The bidder warrants that no official of UNICEF or the United Nations has received or will be offered by the bidder any direct or indirect benefit arising from this Invitation to Bid / Request for Proposal or the award thereof. The bidder agrees that breach of this provision is a breach of an essential term of the Invitation to Bid / Request for Proposal.

15. GUIDELINES ON GIFTS AND HOSPITALITY

15.1 Bidders shall not offer gifts or hospitality to UNICEF staff members. Recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners are also prohibited.

16. DISCLOSURE OF SANCTIONS OR TEMPORARY SUSPENSION
16.1 Only suppliers found to be responsible or conditionally responsible are eligible to be awarded UNICEF contracts and/or to bid on UNICEF solicitations. To be deemed a responsible supplier with whom UNICEF will conduct business, a supplier should not be suspended, debarred, or otherwise identified as ineligible by any organization within the World Bank Group or any other International or UN Organization. Suppliers are therefore required to disclose to UNICEF whether they are subject to any sanction or temporary suspension imposed by the World Bank Group or any other International or UN Organisation.

17. GENERAL TERMS AND CONDITIONS

17.1 The UNICEF General Terms and Conditions attached to this bid shall apply to any resulting LTA and related Purchase Orders. In the case of any inconsistencies, the following order of precedence shall prevail:

(a) The Purchase Order;
(b) The LTA.

18. AWARD NOTIFICATION

18.1 Notification of the outcome on an ITB with an estimated value over USD 100,000 advising product, awarded supplier and total value of award is published on a monthly basis on the following site: http://www.unicef.org/supply/index_27009.html.
SPECIAL NOTES

1 SAMPLES
1.1 Sample of the offered add-on are to be send to:

Unicef Supply Division
Quality Assurance Center/Quality Inspection Unit
Oceanvej 10 - 12
2150 Nordhavn Copenhagen
Denmark

The package should clearly indicate
Bid Sample
Bid RFP-DAN-2017-502444

Please note that samples should be received in Supply Division by the closing date of the bid.
INSTRUCTION TO PROPOSERS

1. MARKING AND RETURNING OFFERS

1.1 Offers shall be submitted in the manner indicated in the cover page of this document.

1.2 The Bid Form must be signed, and submitted together with the offer. The Bid Form should be signed by the duly authorized representative of the submitting company.

1.3 Proposers should note that offers received in the following manners will be invalidated:

a) without the Bid number;

b) with incorrect e-mail address than prescribed in the Bid documents;
c) in a different form than prescribed in the Bid documents;
d) do not follow the required confidentiality;
e) received after the stipulated closing time and date;
f) failure to quote in the currency stated in the Bid documents.

1.4 E-MAILED OFFERS (Electronic submission of Offers)

1.4.1 All e-mailed Offers must be submitted to supplybid@unicef.org, the ONLY ACCEPTABLE E-MAIL ADDRESS for receipt of Offers. No other recipient should be "Cc" or "Bcc" in the e-mail submission.

1.4.2 Offers can be sent in batches not to exceed UNICEF's e-mail size quota of ten (10) megabytes per e-mail.

1.4.3 All e-mail communication in relation to the offer must clearly indicate the reference Bid number followed by the company name (e.g. 501234 Vendor Ltd for RFP-DAN-2014-501234) in the #Subject# line of the e-mail.

1.4.4 All Offers submitted by e-mail must be submitted as PDF (Portable Document Format) file.

1.4.5 Technical Offer and Financial Offer must be sent as separate files and clearly indicated in the file name; e.g. 501234 Technical offer.pdf; 501234 Financial offer.pdf. No price information should be provided in the Technical Offer.

1.4.6 Upon receipt of the offer submission, an "acknowledge receipt" will be generated automatically and sent to the sender's e-mail address. The notification serves as the only proof of receipt by UNICEF.

1.5 FAXED OFFERS must be sent to the ONLY ACCEPTABLE FAX NUMBER indicated on the Page 1 of this Request for Proposal (RFP).

2. OPENING OF OFFERS

2.1 In case when a Public Opening is held, the invited proposers, or their authorized representative, may attend the public bid opening at the time, date and location specified in the bid documents. Proposers should note that the Bid Opening is the only time and place where information related to pricing from competitors is available.

3. REQUEST FOR INFORMATION

3.1 Any request for information regarding the specifications should be sent to the Contracting Officer indicated in this Bid document, and NOT to the Bid Section.

3.2 Inquiries received less than seven (7) calendar days prior to the Proposal closing date cannot be guaranteed any response. Only written inquiries will be entertained. A response to written queries will be provided to all invitees in writing. Information provided verbally will not be considered a fundamental change and will not alter the bid document.

4. ERROR IN OFFERS

4.1 Proposers are expected to examine all requirements and instructions pertaining to the work or Bid. Failure to do so will be at Proposer’s own risk.

5. CORRECTIONS

5.1 Erasures or other corrections in the offer must be explained with the signature of the Proposer shown alongside.

6. MODIFICATION AND WITHDRAWAL

6.1 All changes to an offer must be received prior to the closing time and date. It must be clearly indicated that it is a modification and supersedes the earlier offer, or state the changes from the original offer.

6.2 Offers may be withdrawn on e-mailed, faxed or written request received from Proposers prior to the closing time and date. Negligence on the part of the Proposer confers no right for the withdrawal of the offer after it has been opened.

7. VALIDITY OF OFFERS

7.1 Offers should be valid for a period of not less than 90 days after bid opening, unless otherwise specified in the Specific Terms and Conditions. Proposers are requested to indicate the validity period of their offer. UNICEF may request the validity period to be extended.

8. INCOTERMS (if applicable)

8.1 Failure to quote in accordance with the requested INCOTERMS may result in invalidation of the Proposal.

9. COUNTRY OF ORIGIN (if applicable)

9.1 Items produced in countries other than that of the Bidder must be indicated, stating the country of origin. Bidders may be required to submit a Certificate of Origin of Goods issued by the Chamber of Commerce or other equivalent authority.

10. SUPPLIER REGISTRATION AND EVALUATION

10.1 UNICEF is part of the United Nations Global Marketplace (UNGM). Accordingly, all bidders must apply to become a UNICEF supplier and this is done via the UNGM website at http://www.ungm.org. The assessment of the application is based on the relevance of the products to UNICEF. Please note that a UNGM registration should be completed as soon as possible, and before an award can be made.

11. ANSWERING SHEETS

Only the forms and sheets provided in the bid documents
should be used to present the various aspects of the Proposal. Supplemental information can be provided on each of the answering sheets when requested in the bid documents.

12. Bid document TERMS

The bid documents, along with any Proposal thereto, shall be considered the property of UNICEF and the Offers will not be returned to their originators.

In submitting the offer, the Proposer agrees to acceptance of the decision of UNICEF as to whether the offer meets the minimum requirements stated in the bid documents; and the evaluation.

Information provided in the offer will be treated as confidential unless otherwise noted by the Proposer.

13. RIGHTS OF UNICEF

13.1 UNICEF reserves the right to INVALIDATE any offer for reasons mentioned above, and, unless otherwise specified by UNICEF or by the Bidder, to accept any item in the offer.

13.2 UNICEF reserves the right to INVALIDATE any offer received from a Bidder who, in the opinion of UNICEF, is not in a position to perform the contract.
A. ACCEPTANCE OF PURCHASE ORDER

The Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgment copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind UNICEF unless agreed to in writing by a duly authorized official of UNICEF.

B. PAYMENT

1. UNICEF shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.

2. Payment against the invoice referred to above will reflect any discount allowed under the payment terms of this Purchase Order, provided payment is made within the period required by such payment terms.

3. Unless authorized by UNICEF, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.

The prices shown in this Purchase Order may not be increased except by express written agreement of UNICEF.

C. TAX EXEMPTION

1. Section 7 of the Convention of the Privileges and Immunities of the United Nations provides, inter alia, that the UN, including its subsidiary organs, is exempt from all direct taxes, except charges for utilities services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize UNICEF's exemption from such taxes, duties or charges, the Supplier shall immediately consult with UNICEF to determine a mutually acceptable procedure.

2. Accordingly, the Supplier authorizes UNICEF to deduct from the Supplier's invoice any amounts representing such taxes, duties or charges, unless the Supplier has consulted with UNICEF before the payment thereof andUNICEF has, in each instance, specifically authorized the Supplier to pay such taxes, duties or charges under protest. In such event, the Supplier shall provide UNICEF with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

D. EXPORT LICENCES

Notwithstanding any INCOTERM used in the Purchase Order, the Supplier shall obtain any export licences required for the goods.

E. RISK OF LOSS

Notwithstanding any INCOTERM used in this Purchase Order, risk of loss, damage to or destruction of the goods shall be borne by the Supplier until physical delivery of the goods to the consignee has been completed in accordance with the terms of this Purchase Order.

F. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered under the Purchase Order and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier by UNICEF, and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

G. INSPECTION

1. UNICEF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance or non-compliance with the Purchase Order; payment for goods pursuant to the Purchase Order shall not be deemed an acceptance of the goods.

2. Inspection prior to shipment does not relieve the Supplier from any of its contractual obligations.

H. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply by UNICEF of the goods sold under the Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend and hold UNICEF and the United Nations harmless from any actions or claims brought against UNICEF or the United Nations pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

I. RIGHTS OF UNICEF

In case of failure by the Supplier to fulfill its obligations under the terms and conditions of the Purchase Order, including but not limited to failure to obtain necessary export licences, or to make delivery of all or part of the goods by the agreed delivery date or dates, UNICEF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

1. Proceed all or part of the goods from other sources, in which event UNICEF may hold the Supplier responsible for any excess cost occasioned thereby.

2. Refuse to accept delivery of all or part of the goods.

3. Terminate this Purchase Order without any liability for termination charges or any other liability of any kind of UNICEF.

J. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery dates stipulated in this Purchase Order, the Supplier shall (i) immediately consult with UNICEF to determine the most expedient means for delivering the goods and (ii) use and expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by UNICEF.

K. ASSIGNMENT AND INSOLVENCY

1. The Supplier shall not, except after obtaining the written consent of UNICEF assign, transfer, pledge or make other disposition of the Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.

2. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, UNICEF may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

L. USE OF UNICEF OR UN NAME OR EMBLEM

The Supplier shall not use the name, emblem or official seal of UNICEF or the United Nations for any purpose.

M. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to UNICEF without specific permission of UNICEF in each instance.

N. SETTLEMENT OF DISPUTES

Amicable Settlement

Any dispute or controversy arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof shall be settled amicably by the Parties. The Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the Parties.

Arbitration

Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraphs of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitrament award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

O. PRIVILEGES AND IMMUNITIES

Nothing in or related to these General Conditions or this Purchase Order shall be deemed a waiver of any of the privileges and immunities of the United Nations, including its subsidiary organs.

P. CHILD LABOUR

The Supplier represents and warrants that neither it nor any of its affiliates is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or so be harmful to the child's health or physical, mental, spiritual, moral or social development. Any breach of this representation and warranty shall entitle UNICEF to terminate this Purchase Order immediately upon notice to the Supplier without any liability for termination charges or any other liability of any kind of UNICEF.

Q. MINES

The Supplier guarantees that neither the Supplier's company, nor any of its affiliates, nor any subsidiaries controlled by its company, is engaged in the sale or manufacture of anti-personnel mines or of components utilized in the manufacture of anti-personnel mines. The Supplier recognizes that a breach of this provision will entitle UNICEF to terminate its supply contract with the Supplier.

Rev. 1 - 1 February 1997
ANNEX 1 - TPP

UNICEF Target Product Profile:
Accessible Latrine Slab for Emergencies
February 2017, v2.2

Problem Statement/Need for the Product
Current sanitation products (including latrine slabs and super-structures) used in emergencies do not include components for enabling access by elderly or persons with disabilities (including children). UNICEF is seeking solutions to improve access to latrines in emergency contexts such as refugee camps or settlements. The solution must be able to be easily integrated with the existing self-supporting latrine slab used by UNICEF in emergencies. The details and specifications of this slab can be found in the UNICEF Supply Division’s catalogue: https://supply.unicef.org/.

Programmatic Relevance for UNICEF
UNICEF’s strategic priorities include a renewed focus on equity, and ensuring that both regular UNICEF programming and emergency response address the needs of children with disabilities. Persons with disabilities are considered more vulnerable and at risk of illness, as well economic and social exclusion—challenges which are exacerbated in emergency contexts.

Current products or response used by UNICEF:
For emergency response, UNICEF currently procures a self-supporting plastic direct-drop squatting plate with foot rests, with an attached, preferably hinged, drophole cover. The squatting plate supports a weight of minimum 150kgs at the centre, with a minimal support structure extending up to a maximum of 10 cm from the edge of the slab. Products should be durable and designed with tropical temperatures and direct sunshine in mind. Holes are provided on the extreme four corners of the squatting plate through which the four provided anchor/fixation pegs can be inserted with water-tight fit. These metal pegs of dimensions 8 mm x 275 mm are included in supply of the slab. An arrangement is provided on the underside of the squatting plate to enable fastening of a pan/bowl and water-seal trap if required. This fastening can be by bolting or other secure principle. Dimensions are typically as follows: Length 1200 mm, width 800 mm, thickness either 40 or 55 mm.

Volume & Potential Impact
Depending on the number and magnitude of emergencies in a given year, procurement of these products fluctuate. In 2015, UNICEF procured approximately 62,000 of the emergency slabs. Potential procurement of disability components could comprise around to 10% of all orders. However, this does not account for other aid organizations or governments which might procure latrine slabs for emergencies and see a need for the accessibility component.

Use of product in UNICEF context

Emergency Response/Displacement Camps
Latrine construction in emergencies usually takes place rapidly, with one row or block of latrines (consisting of 4-5 dropholes or stances) being constructed over a trench in one day. Construction and installation is often done by unskilled labour with minimal instructions and locally available tools. Handicap International guidelines (see Additional References below) recommend that 10% of latrines in short term camps or 20% in long term camps be accessible—this would amount to approximately 1 out of every 10 stances or 1 out of every 5 stances, respectively.
- **User description:** Users include both adults and children of all ages. Individuals may be elderly or pregnant with mobility restriction, or persons (including children) with physical disabilities with varying levels of mobility restrictions. Latrines are typically segregated by gender. In some cases, users may be accompanied in the latrine by someone to assist with their movement inside the latrine.

- **Use environment:** Refugee camps or settlements with limited to no access to grid electricity, common hardware or machine tools. In addition, many camp settings have limited access to water, presenting challenges for both cleaning of facilities and maintaining proper hygiene.

- **Geographic location:** Global, but can include harsh environmental conditions, including extreme heat or cold and limited access to water.

**Use Case Requirements**

**Mandatory Requirements (Please note, Mandatory must be met in order to be considered):**
- Must be able to be integrated with UNICEF's existing emergency slab specifications (80 x 120cm).
- Must ensure mass production capabilities, either directly or through a partner/sub-contractor.

<table>
<thead>
<tr>
<th>Attribute</th>
<th>Minimum Performance</th>
<th>Ideal Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational/Functional Requirements</td>
<td>Provide support and assistance for squatting position for Person/Children with disabilities (Supported squat)</td>
<td>Provide support and assistance for squatting position for Person/Children with disabilities with handrails or other means, a seat, and back support, to avoid squatting.</td>
</tr>
</tbody>
</table>

**User Requirements**

**Mobility & Access**
- Accessible for squatting position for Person/Children with disabilities who have the ability to enter the latrine on their own.
- Accessible for Person/Children with disabilities, able to lift their own body weight onto the seat or squat above the hole without assistance from another person.
- Should be easy for Person/Children with disabilities, to maneuver in between any railings, bars or supports.
- Accessible for Person/Children with disabilities, with a range of mobility restrictions, including those in wheelchairs, or who require an additional person to enter the latrine with them.
- Consideration for Person/Children with disabilities, transferring from a wheelchair, including access to the seat from the side (see diagram 1 below for more information).
- Should be easy for Person/Children with disabilities, plus an additional person/caregiver to maneuvers in between railings, bars or support.
<table>
<thead>
<tr>
<th><strong>Age &amp; Size</strong></th>
<th>- Equipment dimensions are appropriately sized and designated for either an adult or a child (ages 5+).</th>
<th>- Equipment dimensions are adjustable for both adults and children (e.g. adjustable seat levels, sloping handrails, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performance Requirements</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Weight</strong></td>
<td>- Does not significantly reduce the maximum load-bearing weight as required for the current squat plate (150 kg). Reduces load-bearing by maximum of 15kg.</td>
<td>- Does not significantly reduce the maximum load-bearing weight as required for the current squat plate (150 kg). Reduces load-bearing by less than 15kg.</td>
</tr>
<tr>
<td><strong>Stability</strong></td>
<td>- During use, handrails or other supports should be securely fastened to the slab and minimize lateral movement when disabled user is pulling up or pushing down on handrails or other support.</td>
<td>- During use, handrails or other support should be securely fastened to the slab and minimal to no lateral movement when user is pulling up or pushing down on handrails.</td>
</tr>
</tbody>
</table>
| **Durability** | - Can withstand extreme weather conditions including direct sunlight. 
- Lifespan of 1 year | - Can withstand extreme weather conditions including direct sunlight. 
- Re-use: Able to be deconstructed and reconstituted multiple times. 
- Lifespan of 3 years |
| **Cleaning** | - Easy to clean with minimal water. 
- No gaps or cracks where dirt and bacteria may get trapped. 
- Splash guards where necessary. | - Easy to clean with minimal water. 
- No gaps or cracks where dirt and bacteria may get trapped. 
- Splash guards where necessary. |
| **Design Requirements** | | |
| **Compatibility** | - Must be easily integrated with UNICEF’s existing emergency slab specifications (80 x 120cm). | - Can be fitted on a number of squat plate designs and sizes. **See Note 2 below for additional information.**
- Does not require significant modifications to the current slab in the form of drilling additional holes for bolts, etc.
### Installation Requirements
- All required tools and any additional hardware are included with the product.
- Minimal additional instructions required.
- Additional hardware included with the product, replacement hardware can be found locally.
- Can be assembled using locally available tools.
- Minimal to no additional instructions required. If required include pictures or be multi-lingual.

### Equipment Dimensions
- Druphole opening: should provide adequate space for waste to pass through to the pit and minimize the need for cleaning (with caution that a small child, less than 6 months, not be able to pass through the hole).
- Additional components dimensions should not exceed the dimensions for the squat plate (80 x 120) to accommodate typical superstructures to constructed around the slab.
- Druphole/seat opening: should provide adequate space for waste to pass through to the pit and minimize the need for cleaning (with caution that a small child, less than 6 months, not be able to pass through the hole).
- Additional components dimensions should not exceed the dimensions for the squat plate (80 x 120) to accommodate typical superstructures to constructed around the slab.

### Materials Used
- All materials should be easily cleanable, without pores etc.
- No exposed sharp edges or protruding hardware.
- All materials should be easily cleanable, without pores etc.
- No exposed sharp edges or protruding hardware.

### Security
- Reduce ability for component to be easily removed from the latrine.
- Permanently fixed/theft proof

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### Commercialization Requirements

<table>
<thead>
<tr>
<th>Safety Requirements</th>
<th>According to standards</th>
<th>According to standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply, support, or maintenance</td>
<td>Shipping size: Compatible with standard pallet sizes.</td>
<td>Shipping size: Compatible with standard pallet sizes and high packing density (through nesting or other means).</td>
</tr>
</tbody>
</table>

### Production Capacity
- Mass production minimum 500 per month.
- Mass production minimum 500 per month.

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**Additional Information:**

Diagram 1: How a wheelchair user might transfer to a toilet seat
Note 2: Additional Specifications to consider:
While UNICEF mostly procures squat plates with the 80 x 120 dimensions, some Country Offices and
government partners may prefer a smaller slab with dimensions 60 x 90 cm (with thickness 65mm or
less).
In addition there are a variety of suppliers and styles of squat plates on the market, and product
developers are encouraged to research and test their designs with multiple squat plates if pursuing a
universal design.

Additional References and Suggested Reading
More information on Accessible Water and Sanitation facilities in Emergencies can be found through the
following links:

Handicap International Guideline for Accessibility in Refugee Camps:
https://data.unhcr.org/syrianrefugees/download.php?id=1557

UNICEF's State of the World's Children Report, 2013: Children living with Disabilities, Water and

Oxfam Guidance for Accessible Facilities for Physically Vulnerable Persons in Emergencies:
http://www.unicef.org/cholera/Chapter_9_community/17_OXFAM_Excreta_Disposal_for_Physically_
Vulnerable_People_in_Emergencies_2.pdf

WaterAid Compendium of Accessible WASH Technologies
### Annex 2

#### Evaluation Assessment Criteria

<table>
<thead>
<tr>
<th>A</th>
<th>Mandatory Criteria</th>
<th>Max. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADMINISTRATIVE QUALIFICATION (mandatory)</strong></td>
<td>Yes/ No</td>
<td></td>
</tr>
<tr>
<td>0.1</td>
<td>Copies of original documents defining the constitution or legal status, place of registration, principle place of business, written power of attorney of the signatory of the Proposal</td>
<td></td>
</tr>
<tr>
<td>0.2</td>
<td>Tax registration certificate</td>
<td></td>
</tr>
<tr>
<td>0.3</td>
<td>Reports on financial standing of each Firm, such as certified profit/loss statements and auditor’s certified reports for the past five years</td>
<td></td>
</tr>
<tr>
<td>0.4</td>
<td>Authority to seek references from the Firms’ bankers.</td>
<td></td>
</tr>
<tr>
<td>0.5</td>
<td>Does the company have any pending lawsuits, if no Attach a declaration of no pending lawsuits Declaration of “no pending law suits.”</td>
<td></td>
</tr>
<tr>
<td>0.6</td>
<td>For joint ventures, the information and documents of all Firms must be submitted along with a statement indicating the principle Firm that will act on behalf of the others</td>
<td></td>
</tr>
<tr>
<td><strong>TECHNICAL QUALIFICATION (mandatory)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.6</td>
<td>Must be able to be integrated with UNICEF’s existing emergency slab specifications (80 x 120cm).</td>
<td></td>
</tr>
<tr>
<td>0.7</td>
<td>Must ensure mass production capabilities, either directly or through a partner/sub-contractor.</td>
<td></td>
</tr>
</tbody>
</table>

Proposals, which do not fulfill the mandatory requirement will be considered non-compliant and will not qualify to move to next stage.

#### B Technical Proposal

<p>| 1 | Organization of offer | 1 |
| 2 | Company profile/ capacity | 4 |
| 2.1 | Provide and evidence of company-deriving and general and specific experience-similar assignments in the past three years. Evidence could be in form of job completion certificate, contracts and or references. Please provide the following: |
| a. | Name of Client |
| b. | Title of the Project |
| c. | Scope of the Project/Requirements |
| d. | Proposed Solution |
| e. | For companies, team members on the specific project and their specific roles |
| f. | Project timelines (start and end date year etc. any other information necessary) |
| 2.2 | Institutional or Individual Contractors should have experience or demonstrated understanding of sanitation and hygiene. |
| 2.3 | Institutional or Individual Contractors should have experience particularly in humanitarian settings, product design and development particularly related to products which are accessible to persons with disabilities or to enhance mobility and independence of persons with disabilities, universal design, or user-centred design, and should have an expressed interest of working with UNICEF Supply Division on the development of a new product. |
| 2.4 | For joint ventures, the information and documents of all Firms must be submitted along with a statement indicating the principle Firm that will act on behalf of the others. |
| 3 | Team structure | 5 |
| 3.1 | Resumes of the proposed team for the assignment in case of company/organizations submitting proposals. |
| 4 | Implementation and Operational Methodology | 5 |
| 4.1 | Project implementation showing the detailed sequence and timeline for each activity and key deliverable. |
| 4.2 | Quality assurance mechanism and risk mitigation measures put in place |
| 5.3 | Co-design with users or collaboration with expert partners (please list references) |
| 5 | Workplan | 5 |
| 6 | Production capacity | 5 |
| 7 | User Requirements (as per TPP) | 15 |</p>
<table>
<thead>
<tr>
<th>B</th>
<th>Performance Requirements (as per TPP)</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Design Requirements (as per TPP)</td>
<td>15</td>
</tr>
<tr>
<td>10</td>
<td>Commercialization (as per TPP)</td>
<td>5</td>
</tr>
<tr>
<td>10.1</td>
<td>Bidders should have capacity to produce a minimum 500 units per month of the device per month once the TLO has been issued.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Maximum Possible Technical Score</td>
<td>70</td>
</tr>
</tbody>
</table>

**TECHNICAL COMPLIANT SCORE TO QUALIFY**

For the proposal to be considered technically compliant, the proposer must achieve a minimum score of 49 (70% of 70 points). Proposals, which do not meet the minimum score will be considered technically non-compliant and will not qualify to move to next stage to have their Financial Proposal opened.

<table>
<thead>
<tr>
<th>C</th>
<th>Financial Proposal</th>
<th>Max Points</th>
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<td>Maximum Possible Financial Scores</td>
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# ANNEX 3 - Deliverables for the project

Deliverables for the project include:

<table>
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<tr>
<th>Phase</th>
<th>Deliverable</th>
<th>Time</th>
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</table>
| **Design (PHASE I)** | Proposal and 1 Prototype Delivered to UNICEF Supply Division.  
Proposal Components:  (more details below)  
- Description of how the proposed design meets the needs outlined in the TPP  
- Description of Design Process, including evidence of designing with the user.  
- Description of how feedback will be gathered and incorporated in the design.  
- Project team and expertise.  
Prototypes should include all required hardware, tools for installation, and instructions for use.  
Technical Evaluation: review of Proposal and Quality Assurance Testing completed at UNICEF Supply.  *(No deliverable required from contractor, internal UNICEF process.)* | Month 1-3  
(3 months for Proposal and sample submission) |
| **Field Trial (PHASE II)** | First Selection: Feedback to supplier for Field Trial Prototype (3 samples for 2 sites = 6 samples in total)  
Production of 6 Prototype  
Delivery of Prototypes (3 units to each CO, 6 total) to UNICEF Country Offices (INCOTERM: FCA).  
Prototypes should include all required hardware, tools for installation, and instructions for use.  
Field testing takes place under supervision of UNICEF CO.  *(No deliverable required from contractor.)*  
Contractor accompanies UNICEF to collect field trial results. | End of Month 5  
Month 6  
Month 7  
Months 8-9  
Month 10 |
| **Final Product (PHASE III)** | Contractor revises designs based on field trial feedback  
Eventual Revised Product  
Eventual Revised Cost Estimate  
LTA Signed | Months 11-12  
End of Month 12  
End of Month 12 |

**Estimated Duration:** 1 year
ANNEX 4: Field Evaluation Plans and Criteria

This field trial aims to evaluate the prototypes in actual emergency settings and gather feedback directly from targeted beneficiaries as well as the field staff responsible for construction and maintenance of WASH facilities. Evaluation of the prototypes will be based on the requirements outlined in the Target Product Profile. Products will be assessed in terms of the compatibility with the current emergency squat plate and ease of installation, but the primary goal is to assess how these products might improve access to sanitation for persons with disabilities. For the purposes of this evaluation improved access is defined as the ability of children and adults with disabilities to use the facilities with maximum independence, safety and with dignity.

Data collection will take place in two phases and will include 1) a baseline study and site survey conducted by UNICEF staff prior to installation, and 2) approximately one month after installation, surveys and interviews with camp staff responsible for construction and maintenance, and interviews or focus group discussions with adults and children with disabilities as well as their families or caregivers conducted by UNICEF staff. Suppliers are encouraged to join UNICEF staff for the second phase of data collection so they can gather feedback first hand.

Broadly, the field evaluation will cover the following:

- **Site Survey and Baseline Information**: Understanding the camp setting and enabling environment, current practices and coping strategies for WASH access.
- **Ease of Installation**, based on feedback from implementing partners and camp staff responsible for construction. (See Design Requirements in the TPP.)
- **User acceptance and improved access post-intervention**, based on feedback from children and adults with disabilities and their caregivers. (See User Requirements in the TPP.)
- **Fit for purpose and safety**, including stability, maintenance and cleaning, based on observations of prototypes in the field and feedback from both end-users and camp staff. (See Performance Requirements in the TPP.)

Final research protocols will be shared with suppliers prior to installation and data collection.