REQUEST FOR QUOTE (RFQ)

Aid Items Tender - Tents

COMPETITIVE BID INFORMATION

Commercial in Confidence

Quote Due Date: 21st July 2023
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1. WHAT WE DO

ShelterBox provides emergency shelters, tools, and other essentials so families can rebuild after disaster.

We work with people all over the world who have lost their homes to all kinds of disasters – floods, earthquakes, hurricanes, conflicts. We go where people are vulnerable, so you’ll often find us in challenging places that are overlooked by others. But wherever we are, we know one thing is always true: hope grows when you have a place to call home.

We talk to families to find out what's needed, then we do everything we can to make it happen. Led by information we've gathered, we provide tents, tarpaulins, tools, lights, blankets, water containers, mosquito nets and more – whatever’s needed to give people a place that feels safe. And because we’re 100% focused on emergency shelter, we know what's worked in previous disasters and we're always looking for new ways to have even more impact on people's lives.

Our focus on emergency shelter has never changed – and it never will. Because shelter is a starting point. It's a place to sleep and stay warm or cool, but it's so much more than that too. It's a place to feel safe, to feel at home, to have space and time to yourself after days or weeks of chaos. It's a place to start earning money, to feel in control and begin planning how you want the future to look.

Having a place to call home is the first step towards rebuilding your life. We’re here to help as many people as possible discover just how powerful that can be.

For further information visit: www.shelterbox.org
2. BACKGROUND

We work with affected communities to provide the emergency shelter, essential items and training needed to support families in the long process of rebuilding their lives. Every disaster and crisis is different, so we must have a flexible approach. We listen and learn from the communities we work with to make sure we provide the right support.

Prepositioning our items helps to make our supply chain more efficient: stocks of aid are held in strategic locations globally to ensure a cost effective and timely movement of items to where they are needed. We often utilise existing humanitarian networks and storage facilities to ensure we work in parallel with the wider humanitarian sector, with our aid currently prepositioned in UAE, Panama, Belgium, and the Philippines.

Not all of our responses require every item – each response is different, and so the decision to distribute tents is based on the needs of affected families, as well as geography, climate, and culture. Some communities may use ShelterBox’s emergency aid for only a few weeks before longer-term recovery efforts help them back to normality, while others will use the aid we provide for many months.

ShelterBox is seeking competitive bids for the global supply of tents, with the goal of putting in place a long-term agreement (LTA) with bidders who meet our requirements. LTAs will be two years in length, with the option to extend for an additional year.

The objective of this Request for Quote (RFQ) is to invite as many competitive bids as reasonably possible for the requirements set out herein. We cannot guarantee exclusive agreements with a single supply source and reserve the right to use multiple suppliers to best suit our needs.

ShelterBox advises all bidders that this solicitation process shall be conducted in a uniform and consistent manner, providing fair opportunity to all participants.
3. THE REQUIREMENT

3.1 Tent Requirements
Proposed tent options must meet the minimum item requirements as specified in Annex 1 – Tent Specifications. Other desirable, but non-mandatory, requirements have also been listed which will be used to further evaluate bids.

We have outlined two separate lots for this tender. Suppliers are invited to bid for both lots, but this is not a requirement, and we will consider bids for each lot separately:

- Lot 1: A lightweight, emergency tent that can be easily transported and quickly erected.
- Lot 2: A family tent in line with global UNHCR standards, with the option of a winterisation kit.

Whilst in Lot 1 and 2 we are looking for specific requirements, we are very interested to hear about any innovations that could support humanitarian shelter responses in the future, for example, inflatable shelter solutions, or integrated mosquito nets.

Each lot’s specifications are held within their own tab on the spreadsheet; please submit all relevant products in Annex 1 – Tent specifications by inserting more columns to the sheet if necessary. We are interested in hearing about all tents you have that meet our basic criteria.

3.1.1 Minimum item requirements Lot 1 – full specification requirements to be found in Annex 1 – Tent Specifications
- Internal Footprint of at least 17.5 sqm (to accommodate 5 people at 3.5 square meters per person).
- Standing height of at least 2 meters at the highest point
- Well ventilated
- Multiple entry / exit points
- At least one hanging point
- Able to hang a mosquito net
- Suitable for high UV environments
- Waterproof
- Fire retardant
- Wind resistant
- Free-standing
- Expected durability of at least 3 months once erected
- All components to be packaged in a single, portable bag.

3.1.2 Minimum item requirements Lot 2 – full specification requirements to be found in Annex 1 – Tent Specifications
This item must match the UNHCR Family Tent specifications.
- Internal Footprint of at least 16 sqm (to accommodate 5 people at 3.5 square meters per person).
- Standing height of at least 2 meters at the highest point
- Two 3.5sqm vestibules
- Fire retardant

3.1.3 Desirable item requirements
In addition to the minimum item requirements set out above, additional consideration will be given to tents that:
- Include a repair kit (please share further details and contents if applicable)
- Meet wider humanitarian sector specifications
- Can offer reusability or recoverability of the product, for either the same purpose or for another stated purpose.
3.2 Supply and logistics requirements
Estimated annual volumes: Lot 1 – 3,000 tents; Lot 2 – 2,500 tents¹. As a minimum requirement, the successful bidder must be able to meet this demand. In the event ShelterBox awards multiple suppliers with LTAs, the total order volume with each supplier may be a proportion of this total volume. ShelterBox will place multiple purchase orders for stock against the LTA each year.

Additional consideration will also be given to bidders who are able to hold further stock in reserve for ShelterBox without a manufacturing lead time and ready for immediate dispatch. This stock should be available for ShelterBox to call on immediately at any time, but without obligation, and can be released to another buyer with the prior permission of ShelterBox. The stock in reserve remains the property of the supplier until it is procured by ShelterBox by issuance of a purchase order, and there would be no obligation for ShelterBox to purchase said stock.

3.2.1 Minimum supply and logistics requirements
In addition to what is set out above, the following is required:
- Tents must have a storage shelf life of at least 36 months at the date of collection by ShelterBox without any reduction or impact on the service life.
- Packaging must include no non-essential packaging materials.
- Stock can be packed onto EPAL Euro pallets (80cm x 120cm) to a maximum height of 140cm, and not exceed 1,000kg.
- All wooden pallets must be sustainably sourced and meet ISPM 15 international standards.
- Successful suppliers must be able to produce the following:
  - Packing Lists
  - Commercial Invoices
  - Certificates of Origin
  - Custom pallet and product labels (upon request).
- Successful suppliers must be able to provide all required export documentation for customs clearance; in line with the timelines, rules, and regulations of the government of the country from which the bidder’s warehouse(s) is located.

3.2.2 Desirable supply and logistics requirements
In addition to the minimum item requirements set out above, additional consideration will be given where:
- Packaging is proven to be made from fully recycled and recyclable materials, without compromising the service life of the tent.
- Supplier can demonstrate a good commitment and approach to environmental sustainability, e.g. material sourcing, recyclability, and greener transport methods.
- Supplier can offer collection / recycling of the products.
- Pallet composition can be flexible to allow freight / container optimisations.
- There is no minimum order quantity.
- The bidder can offer onward freight services if required.
- The bidder can provide a Life Cycle Assessment (LCA) of the product.
- The bidder has multiple manufacture or storage locations globally, or can provide a list of registered regional distributors.

3.3 Sustainability and Code of Conduct requirements

In keeping with the humanitarian imperative of “Do No Harm”, ShelterBox expects suppliers to ensure that their products and services are supplied to the highest possible sustainability standards.

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¹ Due to the unpredictable nature of ShelterBox’s work, these figures act only as an indication of our requirement and are likely to fluctuate year to year. Volumes are provided as a guide only, and not guaranteed order quantities,

**Contract & Term**
As a result of the tender, we reserve the right to set up LTAs with multiple suppliers in a tiered structure. The LTA will be for two years, with an extension clause of one year if both parties agree.
4. BID REQUIREMENTS

Bidders are required to submit bids detailing how they will meet each of the requirements set out in Annex 1 – Tent Specifications.

Please complete all requested information according to Annex 1 – Tent Specifications and Annex 2 – Supplier Questionnaire. Please provide as much information as possible within Annex 3 – Environmental Criteria. The completion of Annex 3 is not a mandatory requirement, however, suppliers who are able to evidence the sustainability credentials of their products will be awarded additional merit throughout the tender process.

Below are some further key areas of information, the provision of which is a minimum requirement and must be included in each bid:

4.1 Item Information
A comprehensive overview of each proposed tent, including:
- Full user instructions, including how to store, transport, and erect the tents appropriately. This includes guidance around maintenance and repair to ensure durability, disassembly and disposal.
- Photographs and diagrams of the proposed Tent(s), including links to videos or other demonstration materials if available.
- Full details on the standard(s), accreditation(s), certification(s), or regulation(s) each tent proposed holds or adheres to.
- Full pricing information is required (see also Section 7 - Bid pricing format)
- Select samples will be requested from short listed suppliers for ShelterBox quality testing. These samples must be representative of final production tents. Please note that ShelterBox will not be responsible for any costs incurred by the bidder in relation to the production or delivery of samples.

4.2 Supply and Logistics information
- Information on reserved goods terms and conditions, if able to accommodate, including location, length of time to be held for, stock rotation to ensure longest possible storage life etc.

4.3 Supplier information
- Full company details/profile:
  - Company name
  - Company address
  - Manufacturing factory information or profile
  - Company registration certificate
  - Company tax registration (if not provided elsewhere)
  - Contact person name
  - Contact person email
  - Contact person telephone number
- Supplier’s Ethical Supply Policy (or similar document). This document must show the commitments of the supplier to sustainable business practices.
- If the named supplier is not the manufacturer, then please provide sustainability policies and emissions reports (if available) of the upstream supplier(s) to allow full visibility of sustainability through the supply chain.
- Evidence of ISO, TRACE, or any other relevant certifications (if applicable).
- A breakdown of your quality control processes, and whether they are internal or external checks.
- List of other customers of the proposed tent(s), including written references from at least two recent contracts. References must be for contracts active in the last 24 months.
- Company organogram showing management structure and named individuals.
5. TIMELINE

Suppliers interested in bidding should follow the steps in the timeline below:

- **Request for Quotation launch**
  This RFQ will be launched on Monday 19th June 2023

- **Questions**
  You’re welcome to ask any questions about this RFQ via email. These can be sent to: tenders@shelterbox.org.
  Questions can be submitted until **4.00 pm (British Summer Time) on Friday 7th July 2023**.

- **Submission of bid**
  Written bids must be submitted by **4.00 pm (British Summer Time) on Tuesday 25th July 2023**.
  bids must be sent to: tenders@shelterbox.org.

  We will notify all bidders of their shortlist outcome no later than **4pm (British Summer Time) on Friday 28th July 2023**.

- **Samples**
  We will request samples from shortlisted bidders by 28th July 2023, at no cost to ShelterBox. These must be delivered to ShelterBox’s UK office **on or before Friday 18th August 2023**. If there is concern that this date cannot be met due to sample construction, then please notify us.

  Shelterbox will bear no costs incurred in relation to the production or delivery of samples.

- **Presentation call**
  ShelterBox will review all written submissions and may arrange presentation calls with bidders deemed to meet the requirements. Calls will take place between **Monday 24th July 2023 and Friday 18th August 2023**.
  Calls to discuss samples may be on going throughout the course of this tender.

  NB: If bidders foresee any difficulties with meeting this timescale for samples, they must contact tenders@shelterbox.org.

- **Final supplier calls**
  Calls to discuss our testing and any remaining questions will take place between **Monday 18th September 2023 and Friday 22nd September 2023**.

- **Target award date**
  ShelterBox aim to inform all bidders on the outcome of their bids on or by **Friday 29th September 2023**.

- **Contracts**
  ShelterBox aim to complete all contracts with the successful bidder by **Friday 13th October 2023**.

**NB:** ShelterBox reserves the right to extend or amend the timeline if necessary. All suppliers will be notified of any such amendment.
6. CONTACT INFORMATION

Contact: ShelterBox Tender Team
Email: tenders@shelterbox.org

7. CONDITIONS OF TENDER

General
This tender document does not constitute an offer by ShelterBox. Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply the acceptance of any bid by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder due to this tender process.

ShelterBox further advises all suppliers that ShelterBox may accept any bid submitted; however, ShelterBox reserves the right to request best and final offers. ShelterBox may enter negotiations with more than one supplier simultaneously and award the business to any supplier in negotiations without prior notification to any other supplier.

Offer validity
Bids shall remain valid for 180 calendar days after the bid submission deadline.

Cost of bidding
The bidder is responsible for all costs associated with the preparation and submission of its bid, including any samples requested. ShelterBox will not be responsible or liable for those costs, regardless of the conduct or outcome of the tender process.

Warranty
The Supplier warrants that the proposed services meet the required specifications set out herein.

Bid withdrawal
The bidder may withdraw its bid after submission, provided that written notice of the withdrawal of the bid is received by ShelterBox.

Right to accept or reject
ShelterBox reserves the right to accept or reject any bid, to annul the tendering process, and reject all bids at any time before contract award, without incurring any liability to the affected bidder/s or any obligation to inform the affected bidder/s the reason for ShelterBox’s action.

Right to retender
ShelterBox reserves the right to retender where a viable offer is not presented for any or all parts of this tender.

Corrupt or fraudulent activities
ShelterBox will reject a bid if it determines that the bidder has engaged in corrupt or fraudulent practices in competing for the contract/s in question. A bidder suspected to have indulged in corrupt or fraudulent practices risks being prevented from participating in ShelterBox’s future procurement opportunities.

10.9 Confidentiality
All information in this tender document or otherwise provided in connection with this tender is confidential and may not be disclosed, published, or advertised in any manner without written authorisation from ShelterBox.

All tender documents remain the property of ShelterBox, and all suppliers are required to return to ShelterBox or delete these documents upon request. ShelterBox and any third parties acting on behalf of ShelterBox will consider
the responses to this tender confidential. Suppliers who do not honour these confidentiality provisions will be excluded from participating in future ShelterBox supply opportunities.

**Invitations to bid**
This RFQ does not constitute an offer by ShelterBox. ShelterBox is under no obligation to award a contract to any bidder because of this tender process.

**Submitting a bid**
All responses to this RFQ should be submitted as email attachments to tenders@shelterbox.org. Please provide both Microsoft Excel and signed PDF files and of Annex 1 – Tent Specifications, Annex 2 – Supplier Questionnaire and Annex 3 – Environmental Criteria.

**Bid pricing format**
Bidders are required to provide complete and comprehensive pricing for all the requirements in Annex 1 of this RFQ. All pricing must be provided in USD.

**Award decision**
ShelterBox plans to award this business to a supplier based upon the suitability of the proposed bid, expertise demonstrated, and best value in meeting the requirements of this RFQ.

**RFQ updates**
ShelterBox intends to provide all suppliers with complete and accurate information about this opportunity. If ShelterBox obtains any additional material information, including responses to individual suppliers’ questions that could affect other suppliers, ShelterBox will share this information.

The contents of responses and the provisions of this tender document will be available for inclusion in final contractual obligations. Submissions must be signed by a duly authorised owner, officer or agent of the company submitting the bid.

**Notification of award**
ShelterBox will notify the successful bidder on the target award date in Section 5. At this stage, ShelterBox may negotiate with the successful bidder to finalise the offer.