REQUEST FOR QUOTATION (RFQ)

Solar Lights

COMPETITIVE BID INFORMATION

Commercial in Confidence

Written Proposal Due Date: 5pm BST
13th August 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

“No one without shelter after disaster”
2. INTRODUCTION

Today, more than 100 million people around the world have lost their homes following disaster, as a result of the climate crisis and/or in the wake of conflict. This figure will not stop growing and that is why ShelterBox has big plans for its organisation. It is growing, changing, and innovating to meet ever-changing needs.

In 2022, ShelterBox supported more than 400,000 people. It reached communities across 12 countries, and responded to typhoons, flooding, drought, and conflict. It distributed shelter kits, tarpaulins, and essential household items such as blankets, solar lights, water filters and mosquito nets. It wants to increase the number of people it can help each year, whilst continuing to provide the same high-quality response to global events. Not all our responses require every item – each response is different, and so the decision to distribute items is based on the needs of affected families.

3. 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 helps to make our supply chain more efficient: stocks of aid are held in strategic locations ensuring 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 pre-positioned in UAE, Panama, Belgium, and the Philippines.

We work with trusted local partners, and we have a network of incredible volunteers who are ready to help at a moment’s notice. Some responses have a ShelterBox Response Team on the ground to meet with the affected community, to oversee aid distributions, and to carry out training on how to use the equipment we provide. Sometimes this isn’t possible or practical, and in these cases, we work with local organisations in-country to carry out distributions and training sessions on our behalf.

In the face of disaster, families often prioritise the three most basic human needs: water, food, and shelter. But without light, it can be extremely hard for families to satisfy these basic needs and start recovering. Light can allow them to start feeling normal again and do things together as a family after it gets dark.

An estimated 1.1 billion people around the world – or 14% of the global population – have no access to electricity (IEA, 2017). And that includes many families who have fled their homes after disaster. Solar lights are a practical decision, allowing people to regain their livelihoods again. That is why ShelterBox includes solar lights within its range of aid items.

ShelterBox is seeking competitive bids for the supply of handheld and emergency shelter solar lighting solutions, 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 Quotation (RFQ) is to invite as many competitive bids as reasonably possible for the requirements set out herein. We are not necessarily seeking to appoint just one supplier to meet our stock requirements - we are open to establishing agreements with multiple suppliers to create an extensive and resilient network of supply for our solar lights demand.

ShelterBox advises all bidders that this solicitation process shall be conducted in a uniform and consistent manner providing fair opportunity to all participants. In order that this process proceeds without complication, bidders are required to respond in strict compliance with the conditions of this tender.
4. THE REQUIREMENT

4.1 Solar Light Requirements
Suppliers are invited to bid. Proposed handheld solar lights and emergency shelter solar lighting solutions must meet the minimum item requirements. Other desirable, but non-mandatory, requirements have also been listed below which will be used to further evaluate bids.

4.1.1 Minimum item requirements
We require a Solar Light that:

▪ Holds charge for a minimum of 10 hours.
▪ Recharges via solar power in 10-12 hours of sunlight.
▪ Ability to charge in overcast conditions.
▪ Minimum 6 months lifespan when being used daily.
▪ Robust, durable, water resistant, and shatterproof.
▪ Multiple device charging methods so power can be supplied regardless of weather or infrastructure e.g., USB, USB C, Micro USB etc.
▪ USB phone charging capacity with the ability to charge universal mobile phones.
▪ Free standing with the ability to hang.
▪ Lightweight and portable.
▪ Easy to use instructions manual with images.
▪ Minimum of 75 lumens.
▪ Can be stored for long periods of time and will not lose significant capability. Please see 4.2.1 for specifics.
▪ Charging indicator.
▪ Battery must be integrated within the solar unit.
▪ Supplier storage in a temperature and moisture-controlled environment.
▪ Please advise your minimum order quantity.
▪ Please confirm you can provide the relevant certifications for the testing and importation of lithium-ion batteries, hazardous materials etc.

4.1.2 Desirable item requirements
In addition to the minimum item requirements set out above, additional consideration will be given to solar lights that:

▪ Multiple brightness settings.
▪ Waterproof when submerged up to a minimum of 1 metre.
▪ More than 75 lumens.
▪ More than 125 square foot lighting area.
▪ Minimum plastic packaging. Where plastic is necessary compostable and or recyclable packaging is preferred.
▪ Quicker than 30 days turnaround time for product availability.
▪ Please advise us any additional functions*

*Please note: The incorporation of additional functions should not take away from the original purpose of the light.

4.2 Supply and logistics requirements
Our estimated annual stock requirement for solar lights is 50,000 units per annum\(^1\). It is expected that we will place an initial order with the successful supplier of approximately 10,000 units for our global prepositioning. 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.

\(^1\) 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.
ShelterBox typically place multiple purchase orders for stock against the LTA each year. It is a **minimum requirement** that successful suppliers can ready stock for dispatch within a maximum of 30 days of receipt of a valid purchase order from ShelterBox.

It is a **desirable requirement** that stock can be ready for collection from the seller’s premise(s) within seven days of receipt of a valid purchase order from ShelterBox. Additional consideration will be given to bidders who are able to have stock ready in shorter timescales, ideally for immediate despatch.

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 procure immediately at any time, but without obligation, and can be released to another buyer with the prior permission of ShelterBox. The stock would need to be rotated monthly and replaced with fresh stock, to ensure that the reserved goods had the maximum shelf-life remaining. The stock in reserve remains the property of the supplier until it is procured by ShelterBox by issuance of a purchase order.

### 4.2.1 Minimum supply and logistics requirements

In addition to what is set out above, the following is required:

- Solar lights must have a storage shelf life of at least 24 months at the date of collection by ShelterBox without any reduction or impact on the service life of the solar light. This includes storage in tropical countries with high levels of heat and moisture.
- Solar lights and transport packaging includes no non-essential plastics or other non-essential packaging materials. Suppliers are required to complete Annex 5 as part of their bid.
- Stock can be packed onto EPAL Euro pallets (800mm x 1,200mm) to a maximum height of 1,400mm. The working load of each pallet shall 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).
  - Form E Certificate
- 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.

### 4.2.2 Desirable supply and logistics requirements

In addition to the minimum item requirements set out above, additional consideration will be given where:

- Solar light has 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 of the solar light. This includes storage in tropical countries with high levels of heat and moisture.
- Solar light packaging is proven to be made from fully recycled and recyclable materials, without compromising the service life of the solar light.
- Pallet heights can be flexible to allow freight / container optimisations.
- If manufactured in the ASEAN region, the bidder can arrange the licensed import for solar lights to the Philippines with all appropriate shipping documents, such as the Form E / Form D.
- There is no minimum order quantity.
- The bidder can offer onward freight services for solar light stock purchases.
- 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.

### 4.3 Supplier minimum requirements

4.3.1 Suppliers must:
- Possess strong expertise and knowledge in the field of solar lights.
- Have experience of supplying goods for international freight.
- Be flexible, responsive, approachable, and able to effectively support the needs of ShelterBox as an emergency disaster relief organisation.

4.3.2 Supplier desirable requirements
- It is desirable that the supplier has experience of working with INGOs and within the humanitarian sector and can share examples of these customers.
- It is desirable that the supplier is willing to make improvements to the product based on feedback.

4.3.3 Sustainability and Code of Conduct requirements
ShelterBox puts great emphasis on working with suppliers which practise social responsibility, a demonstrable commitment to protecting the environment and progressive labour ethics in their business. It is essential for suppliers to comply with international best practice and legislation in these areas. Preference will be given to suppliers with the strongest sustainable business practices, and who demonstrate a commitment to working innovatively and collaboratively with ShelterBox to problem-solve related issues throughout the duration of the agreement.

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.

ShelterBox’s Supplier Code of Conduct outlines our expectations from suppliers regarding environmental standards and ethical business practices. Successful bidders will be required to sign and comply with our Supplier Code of Conduct (Annex 4).

Contract & Term
As a result of the tender, we reserve the right to set up LTAs with multiple suppliers in a tiered structure. For example, one supplier in Tier One, one supplier in Tier Two, and one supplier in Tier Three. The ‘Tier One’ supplier will be our preferred supplier, however, depending on product availability we reserve the right to source goods from ‘Tier Two’ and ‘Tier Three’ suppliers at our discretion. The LTA will be for two years, with an extension clause of one year if both parties agree.

5. BID REQUIREMENTS
Bidders are required to submit proposals detailing how they will meet each of the requirements set out in Sections 4.1, 4.2 and 4.3. Please note that this information is mandatory and bids which do not clearly address these requirements will be rejected.

Please also complete all requested information according to the Pricing & Product Information Sheet (Annex 1), the Supplier Questionnaire (Annex 2) and Environmental Questionnaire (Annex 5). The Scoring Matrix (Annex 3) has been provided as a guide of how we will be assessing written bids received. Below are some further key areas of information, the provision of which is a minimum requirement and must be included in each bid:

5.1 Item Information
A comprehensive overview of each proposed solar light, including:
- Full user instructions for using the solar light, including, if applicable, information on preparing for use.
- Information relating to the environmental and sustainability credentials of the product.
- Photographs and diagrams of the proposed solar light, including links to videos or other demonstration materials if available.
- Full details on the standard, accreditation, certification, or regulation each solar light proposed holds or adheres to.
- Information regarding product end of life (recommended disposal, recycling etc).
- Full pricing information is required (see also Section 7 - Bid pricing format).
A Material Safety Data Sheet (MSDS).

NB: Bidders are encouraged to highlight any other additional features, functionality or benefits their product offers, above and beyond ShelterBox’s requirements.

5.2 Supply and Logistics information
- Full information on item weights, dimensions, packaging, packing, palletisation, and storage.
- Information on manufacturing and warehousing locations. This should include production capacity at each manufacturing site, MOQs (if applicable) and typical stock holdings.
- Details as to whether any element of the proposed solar light would be considered ‘Dangerous Goods’ as per IATA standards.
- Information on how the bidder intends to ensure stock is available to meet the lead-time set out in Section 4.2 Supply and logistics requirements.
- 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.

5.3 Supplier information
- Full company details:
  - Company name
  - Company address
  - Company registration certificate
  - Company tax registration (if not provided elsewhere)
  - Contact person name
  - Contact person email
  - Contact person telephone number
  - Factory/manufacturers profile
  - Examples of existing customers
- Supplier’s Ethical Supply Policy (or similar document). This document must show the commitments of the supplier to sustainable business practices.
- Evidence of ISO, TRACE, or any other relevant certifications (if applicable).
- List of other customers of the proposed solar light, including written references from at least two recent contracts. References must be for contracts active in the last 24 months.
- Company organogram.
6. TIMELINE

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

- **Questions**
  You’re welcome to ask any questions about this RFP via email. These can be sent to: tenders@shelterbox.org. Questions can be submitted until 5pm BST (British Summer Time) on 26th July 2023.

- **Submission of written proposal**
  Written proposals must be submitted by 5pm BST on 13th August 2023. Proposals must be sent to: tenders@shelterbox.org.

- **Shortlist and sample request**
  ShelterBox will review all full and complete bids received. Bids deemed to meet all the minimum requirements set out in Section 4 of this RFP may be shortlisted for further evaluation. Bids that do not meet the minimum requirements will be rejected. For the avoidance of doubt, it is a minimum requirement of this tender that all information in Section 5 is included within a bid. If this information is missing, the bid will be rejected.

  We will notify all bidders of their shortlist outcome no later than 5pm BST on 17th August 2023. Shortlisted bidders will be requested to send product samples to ShelterBox’s UK office.

- **Samples**
  Solar Light samples requested from shortlisted bidders will need to be delivered to ShelterBox’s UK office by 5pm BST on 8th September 2023.

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

- **Calls with shortlisted suppliers**
  ShelterBox will review all written proposals and may arrange calls with shortlisted bidders. Calls will take place between 17th August 2023 and 29th September 2023.

  **NB:** Following the calls and ahead of the target award date, please be aware that further questions and queries may be submitted by ShelterBox to bidders to ensure a comprehensive understanding of proposals is obtained. The dates above are not exclusive, and conversations may be ongoing throughout the process of tender.

- **Target award date**
  ShelterBox aim to inform all bidders on the outcome of their bids on or by 5pm BST on 6th October 2023.

- **Contracts**
  ShelterBox aim to complete all contracts with the successful bidder(s) by 20th October 2023.

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

Invitations to bid
This RFP 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 RFP should be submitted as email attachments to tenders@shelterbox.org. Please provide completed copies of Annex 1 and 2 in both PDF and Microsoft Excel file types. Please provide a copy of Annex 5 in PDF and Microsoft Word file types. Please note that other file types will not be accepted.

Bid pricing format
Bidders are required to provide complete and comprehensive pricing for all the requirements in Section 4 of this RFP. 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 RFP. To ensure the resiliency of our supply chain, we may award contracts based on a Tier system with our preferred supplier in Tier 1, and alternative suppliers in Tiers 2 and 3.

RFP 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. Proposals 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 bidders on the target award date in Section 6. At this stage, ShelterBox may negotiate with the successful bidder(s) to finalise the offer.

8. CONTACT INFORMATION

Contact: ShelterBox Tender Team
Email: tenders@shelterbox.org
9. CONDITIONS OF TENDER

9.1 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.

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

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

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

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

9.6 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.

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

9.8 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.

9.9 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.