REQUEST FOR QUOTE (RFQ)

Philippines – CGI (Corrugated Galvanised Iron) and Plain GI (Galvanised Iron) Sheeting Tender

COMPETITIVE BID INFORMATION

Commercial in Confidence

Submission Due Date: 4th August 2023
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.

In 2017, ShelterBox Operations Philippines, Inc. was founded. It is a non-government organisation (NGO) that aims to provide emergency shelter for families affected by disasters in the Philippines.

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.

Not all of our responses require every item – each response is different, and so the decision to distribute metal sheeting is based on the needs of affected families. In the Philippines, right after a disaster, Filipinos often salvage parts of their damaged homes and recycle what they can, particularly CGI sheets and lumber. Sometimes tarpaulins can be used to overlay leaking, salvaged roofing materials, however, sometimes the most appropriate response is to provide new CGI sheeting.

ShelterBox Operations Philippines is seeking competitive bids for the local supply of CGI and Plain GI sheeting within the Philippines, 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 if both parties agree.

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 Corrugated Galvanized Iron Sheet and Plain Sheet Requirements
Proposed options 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.

There are two 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 is for the initial order of sheeting which will be placed once the supplier(s) has been selected and the LTA signed. Lot 2 is for the ongoing supply of sheeting thereafter.

- Lot 1: The initial supply of:
  1. 9,066 Pre-Painted CGI 3X10ft x 0.4mm (net of the grooves)
  2. 884 x Pre-Painted PLAIN Sheet 4X8ft x 0.4mm.

- Lot 2: The ongoing supply of:
  1. Pre-Painted CGI 3X10ft x 0.4mm (net of the grooves)
  2. Pre-Painted PLAIN Sheet 4X8ft x 0.4mm.

3.1.1 Minimum item requirements
- Competitively priced and offer ShelterBox good value for money.
- Supplier should provide detailed product information, including but not limited to:
  - The base materials and a breakdown of the coating components.
  - The manufacture processes involved in the creation of the product.
  - Any common technical specifications the product meets, e.g. ISO Standards.

3.1.2 Desirable item requirements
In addition to the minimum item requirements set out above, additional consideration will be given to products which:
- Are green in colour
- Possess additional environmental or sustainability credentials (such as being made from 100% recycled and/or recyclable materials, utilise more environmentally friendly chemicals etc.).
- Goods will be accompanied by a Certificate of Conformity, to evidence the quality of the items provided.

3.2 Supply and logistics requirements
Required quantity for Lot 1 is 9,066 CGI & 884 plain sheets, and our estimated annual stock requirement for Lot 2 is 16,000 CGI & 1,600 plain sheets per annum. 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 will be a proportion of this total volume. ShelterBox will place multiple purchase orders for stock against the LTA each year.

Additional consideration will be given to bidders who are able to hold 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 yearly (if not purchased by ShelterBox) and replaced with fresh stock, to ensure that the reserved goods had the maximum shelf-life remaining. Any stock in reserve remains the property of the supplier, until it is procured by ShelterBox by issuance of a purchase order.

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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.
3.2.1 Minimum supply and logistics requirements
In addition to what is set out above, the following is required:
- Goods must be ready within a maximum of **sixty days** after receipt of a valid purchase order.
- Goods must be packed securely in crates and palletized, with a maximum of 130 sheets per crate.
- The bidder must have a manufacture or storage location within Cebu.

3.2.2 Desirable supply and logistics requirements
In addition to the minimum item requirements set out above, additional consideration will be given where:
- At least 50% of an order can be ready from the seller’s premise(s) within **fifteen days** of receipt of a valid purchase order. Additional consideration will be given to bidders who are able to have stock ready in shorter timescales, ideally for immediate despatch.
- There is no MOQ (Minimum Order Quantity) for CGI or Plain GI Sheets.
- The bidder can offer free delivery to the ShelterBox Operations Philippines warehouse in Mandaue City.
- The bidder can provide a Life Cycle Assessment (LCA) for CGI and Plain GI sheeting.
- The bidder has multiple manufacture or storage locations throughout the Philippines, which goods are purchasable from if required.
- The bidder can hold ‘reserve’ stock at it’s own premises for ShelterBox Operations Philippines to purchase when required.

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.


**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 proposals detailing how they will meet each of the requirements set out in Sections 3.1, 3.2 and 3.3. Please note that this information is mandatory and bids which do not clearly address these requirements will be rejected.

Please complete all requested information according to Annex 1 – Product Specifications. Please provide any information available in Annex 2 – Supplier Questionnaire. It is not compulsory to complete the entire document if information is not available.

All information provided will be kept confidential by ShelterBox Operations Philippines. Please see our confidentiality clause in Section 7 for more information.

4.1 Item Information
A comprehensive overview of each product, including:
- Information relating to the environmental and sustainability credentials of the product.
- Photographs of the proposed items.
- Full details on the standard(s), accreditation(s), certification(s), or regulation(s) each item proposed holds or adheres to.
- Information regarding quality control processes conducted during manufacture.
- Information regarding product end of life (recommended disposal, recycling etc).
- Full pricing information (see also Section 7 - Bid pricing format)

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

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:
  - Company name
  - Company address
  - Company Business Permit
  - Company BIR 2303
  - Contact person name
  - Contact person email
  - Contact person telephone number
  - Please share the latest audited financial statement, this will form part of our due diligence process for shortlisted suppliers. All information provided will be treated confidentially, and will not be shared outside of our tender committee.
  - 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 item, including written reference / testimony from at least two recent customers. References must be for contracts active in the last 24 months.
  - Company organogram, including named owners, directors and senior managers.
5. TIMELINE

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

- **Questions**
  You’re welcome to ask any questions about this RFQ via email. These can be sent to: SBOPTenders@shelterbox.org. Questions can be submitted until **5.00 pm (Philippine Time) on Friday 21st July 2023**.

- **Submission of bid**
  Written bids must be submitted by **5.00 pm (Philippine Time) on Friday 4th August 2023**. Bids must be sent via email to: SBOPTenders@shelterbox.org. We will notify all bidders of their shortlist outcome no later than **5.00 pm (Philippine Time) on Friday 11th August 2023**.

- **Samples**
  We will request sample sheets from shortlisted bidders by **Friday 11th August 2023**. These must be delivered to the ShelterBox Operations Philippines Warehouse (Cebu) **on or before Friday 25th August 2023**. If there is concern that this date cannot be met due to sample construction then please notify us as soon as possible.

  Samples provided must meet the specifications set out within this tender document, and must mirror the final product offered to ShelterBox Operations Philippines. Samples will be accepted as the minimum standard acceptable for receipt if awarded the contract, any goods not matching or exceeding this level of quality will be rejected.

  Shelterbox Operations Philippines will bear no costs incurred in relation to the production or delivery of samples, these will be the sole responsibility of the bidder / supplier.

- **Supplier calls and / or visits**
  ShelterBox will review all submissions and may arrange calls or in-person visits to the bidder’s manufacture and storage facilities for shortlisted bidders. These will take place between **Monday 14th August 2023 and Friday 1st September 2023**.

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

- **Target award date**
  ShelterBox aim to inform all bidders on the outcome of their bids on or by **Friday 8th September 2023**.

- **Contracts**
  ShelterBox aim to finalise LTAs with the successful bidder(s) by **Friday 15th September 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 Operations Philippines Tender Committee
Email: SBOPtenders@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.

Confidentiality
All information in this tender documents 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.

Similarly, all documents provided by bidders will be treated in the same confidential manner and will not be disclosed, published or advertised without written authorisation from the bidder.

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.

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.

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 SBOPtenders@shelterbox.org. Please provide both Microsoft Excel and signed PDF files and of Annex 1 – Product Specifications and Annex 2 – Supplier Questionnaire.

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 PHP.

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.