



REQUEST FOR QUOTATION (RFQ)

COMPETITIVE BID INFORMATION

Commercial in Confidence

Proposal Due Date:
21st February 2024

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1. OVERVIEW OF RFQ

This document is a RFQ (Request for Quotation) issued by ShelterBox to seek competitive bids to enter in a Long-Term Framework Agreement for the supply of heavy duty woven polypropylene bags.

ShelterBox will award the contract based on suitability, expertise, and best value. The RFQ emphasises confidentiality, the right to accept or reject bids, and potential new quoting requests if viable offers are not received. Corrupt or fraudulent activities are not tolerated, and all information provided must remain confidential.

This RFQ does not constitute an offer, and ShelterBox is not obligated to award the contract based on this process.

Suppliers should submit their quotes to tenders@shelterbox.org.



2. INTRODUCTION

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.


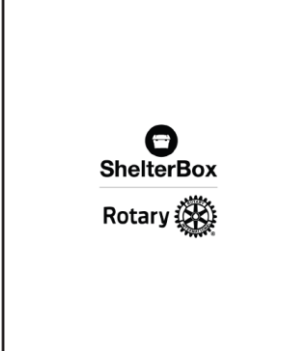
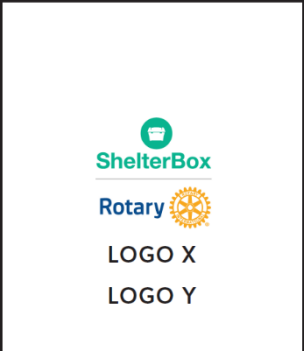
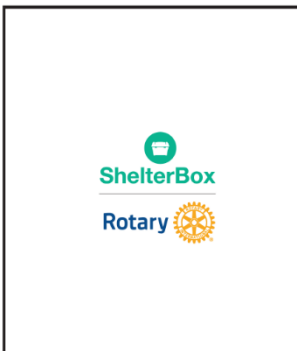
Our focus on emergency shelter has never changed – and it never will. Because shelter is a starting point. It's a place to sleep and stay warm or cool, but it's so much more than that too. It's a place to feel safe, to feel at home, to have space and time to yourself after days or weeks of chaos. It's 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



3. THE REQUIREMENT

Item	Estimated Annual Forecast	Minimum specifications
Heavy Duty Woven Polypropylene Bag	10,000 units	<ul style="list-style-type: none"> Preferred sizes: <ul style="list-style-type: none"> 100 x 120 cm 110 x 140 cm 95 x 120cm Ability to be printed with logos / branding as and when required. Durable, able to hold and transport up to 15kg. No single use plastics. Colour: white.
Logo Printing	Up to 4 logos with writing per bag	<ul style="list-style-type: none"> Options for black & white and colour logos. Printing area 50 x 60 cm. Logos to be clearly visible when bag is closed at the top. No distortion to logo when re-sizing to fit the printing area. <p>Examples:</p> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Sack dimensions - black box Not for external use</p>  </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Sack dimensions - black box Not for external use</p>  </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Sack dimensions - black box Not for external use</p>  </div> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Sack dimensions - black box Not for external use</p>  </div> </div>

Supply and logistics minimum requirements

- The successful supplier must be able to produce the following documents: Packing lists, Commercial Invoices, Certificates of Origin
- EURO Pallets 80x120cm
- Pallet Maximum Height: 150cm
- Pallet Maximum Weigh: 1000 kg

Supply and logistics desirable requirements

- Supplier can demonstrate a good commitment and approach to environmental sustainability, e.g. material sourcing, recyclability, and greener transport methods.
- Pallet composition can be flexible to allow freight/container optimisations.
- The supplier can offer onward transport if required.
- Supplier can hold reserve stock for ShelterBox
 - This is stock that will remain owned by the Supplier and held in the Suppliers storage facilities but reserved for the future requirements of ShelterBox.
 - The agreed reserve stock levels shall be stored in a secure and suitable location to ensure their quality and availability.
 - Reserved stock is to be rotated with orders from other customers to ensure an agreed minimum shelf-life is maintained

Contract & Term

As a result of the quote request, we reserve the right to set up Long-term Agreements (LTAs) with multiple suppliers in a tiered structure. We will appoint a preferred 'Tier One' supplier, however, will actively seek to appoint additional suppliers to call upon if required due to lead time, availability, cost increase etc. The LTA will be for two years, with an extension clause of one year if both parties agree.

ShelterBox will issue separate purchase orders against the relevant LTA(s) with the selected supplier(s). Each purchase order will specify the exact quantity required. ShelterBox may order as much or as few of each item as they require over the course of the contract. Regular purchase orders will be issued on an 'as needed basis', with the quantity on each order varying.

Invoices will be paid within 30 days of receipt of goods and must include a valid purchase order number corresponding to the applicable order.

The successful supplier will be required to sign and adhere to ShelterBox's Supplier Code of Conduct - available to view at: <https://shelterbox.org/wp-content/uploads/2019/10/Supplier-Code-of-Conduct-v3.pdf>

4. TIMELINE

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

- **Submission of quotes**
Quotes must be submitted by **4.00 pm on 21th February**.
Quotes must be sent to: tenders@shelterbox.org.
- **Target award date**
ShelterBox aim to inform all bidders on the outcome of their quotes on or by **11th March 2024**.
- **Supplier set up**
ShelterBox aim to complete all contracts with the successful bidder by **25th March 2024**.
- **Commencement of services**
ShelterBox needs the services to be in place by **1st April 2024**.

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

5. SUBMISSION PROCESS

Submitting a bid

All responses to this RFQ should be submitted as email attachments to tenders@shelterbox.org

All bidders must submit photos of previously printed woven bags with logos.

Quote pricing format

Bidders are required to provide complete and comprehensive pricing for all the requirements in attachment *Pricing & Company Information* provided alongside 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.

Notification of award

ShelterBox will notify the successful bidder on the target award date in Section 4. At this stage, ShelterBox may negotiate with the successful bidder to finalise the offer.

6. CONTACT INFORMATION

Contact: Supply Chain

Email: Tenders@Shelterbox.org

7. CONDITIONS OF RFQ

7.1 General

This RFQ document does not constitute an offer by ShelterBox. Any quote 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.

7.2 Offer validity

Bids shall remain valid for 190 calendar days after the bid submission deadline.

7.3 Cost of bidding

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

7.4 Warranty

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

7.5 Bid withdrawal

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

7.6 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.

7.7 Right to re-tender

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

7.9 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.

7.9 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.



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