

Limited invitation to tender: Supply of kitchen sets for World Vision International disaster response

Description

World Vision conducts an international public tender for the procurement of kitchen sets. These goods will be used in humanitarian assistance projects. The Global Pre-positioning Resource Network (GPRN), within the international Humanitarian and Emergency Affairs department of World Vision, will store pre-packed relief items in centrally located warehouses. These items will be quickly deployed to emergency responses. The relief items should be supplied in accordance with international standards (see below for exact specifications and packing / palletizing details) and be delivered to GPRN-warehouses as described below.

Product: Set of cookware with household items for a family of 5

Volume: 30,000 kitchen sets single packed in cardboard boxes as basic stock
+Undefined volume: for restocking after deployment (e.g. 1,000/ 5,000/ 10,000/ 20,000 sets)

Pricing offers: Suppliers are requested to provide separate quotations as follows:

1. Current price:	Unit cost (in US Dollars) delivered DDU to warehouses listed below based on a one-off supply order.
2. Pricing for a 2-year 'preferred supplier framework agreement:	Unit cost (in US Dollars) delivered DDU to warehouses listed below based on a price that shall be fixed for two years (including the transport costs to the various destinations). Product quantities required beyond the initial quantity supplied (above) will vary depending on restocking needs after emergency deployments, and cannot be guaranteed. Plus EXW unit cost (in US Dollars) as price indication for possible emergencies shipments in disaster times See annex A for sample framework agreement

Note: a single quote for price 1. or price 2. (above) as well as quotes for both is acceptable.

Composition of the product and details

Material: The set shall be composed of at least **99 % pure (new) aluminium**. Detailed specifications must be listed of the other material and the percentage of pure aluminium.

- Set composition: 1 aluminium cooking pot with a capacity of 7 litres and a minimum thickness of 1.6 mm
Pot with handles & lid with the thickness of 1.0 mm
- 1 aluminium cooking pot with a capacity of 5 litres and a minimum thickness of 1.6 mm
Pot with handles & lid with the thickness of 1.0 mm
- 5 deep aluminium bowls with 18 cm diameter and a capacity of 1 litre
- 5 aluminium cups with handle and a capacity of 0.4 litres
- 5 stainless steel spoons
- 1 stainless steel ladle
- 1 wooden cooking spoon
- Edges: No sharp edges, preferable rolled up.

Quality confirmation of the product

- Food safe: All the material must be approved as food safe. A copy of the certificate has to be submitted with the offer.
- User information: Any user information regarding the kitchen sets must be listed in the offer and should be written next to the manufacturer's name. The user information must comply with the standards of the United States of America and the European Union.
- Quality production: The manufacturing and supply of the kitchen sets must comply with the certified norm of the DIN EN ISO 9000 family. A copy of the certificate must be submitted with the offer.
- Quality testing: The quality of the product must comply by an independent international certified testing organization. A copy of the certificate including the test report of the product must be submitted with the offer.
- Material averment: If you did not provide the following documents on the actual offer in the past, we request its provision before the end of the tendering process. The hand over of the quality documents is one of the basic award criteria. Requested are:
- a raw material certification for the aluminium inclusive percentage
 - composition information on the ingredients
 - confirmation certificate of the food safe material
 - security information regarding the kitchen set

- copy of the ISO certificate
- certified test report of an independent international organization

Visibility, colour and packaging

Packaging of boxes: The kitchen sets shall be well packed in white carton boxes with a side length of approx. 30 cm each. The cartons have to be robust, improving stability, stack ability and keep the form under pressure. The costs of the boxes have to be included in the offer.

Marking of boxes: On two **opposite sides** of each carton the content of the kitchen kit shall be listed in black colour in English (by the size of approx. 20 cm width and 20 cm height). See below:

Content:

- 1 Aluminium cooking pot with a capacity of 7 litre and lid
- 1 Aluminium cooking pot with a capacity of 5 litre and lid
- 5 Aluminium bowls
- 5 Aluminium cups
- 5 Stainless steel spoons
- 1 Stainless steel ladle
- 1 Wooden cooking spoon

Packaging and palletizing

Palletizing: The carton boxes must be packed on a Euro pallet with the size 1.20 m x 0.80 m (pallets to be provided by supplier - no exchange of pallets): Other pallet sizes are not acceptable. For storage reasons packages must not overlap on the pallet sides. Pallets should be packed to the maximum high of 2.10 metres and a minimum height of 1.50 metres. The whole Euro pallet shall be shrink wrapped in a water-tight micro perforated plastic film (plastic foil) and strapped together with 4 straps of polyester band. An outside label in English will note the exact number and type of items inside, the month and year of manufacture and the supplier. The costs of palletizing should be included in the offer.

Terms of the delivery

Delivery conditions: DDU - According to Incoterms 2000 to the following locations:

According to the delivery condition DDU Warehouse the supplier will be responsible for the transport, coverage for the insurance of the goods and all the costs until the handover of the goods to the World Vision warehouse.

	Quantities
Dubai	20,000
Panama	6000
Denver	4000

Delivery addresses:

Dubai:

WFP-UNHRD warehouse (World Vision)
Office Building No.2
Dubai Humanitarian City
P.O. Box 506003
Doha Road-Dubai
United Arab Emirates

Panama:

WFP-UNHRD warehouse (World Vision)
Export Processing Zone (next to Maersk)
East Corozal – Building 200 Omar Torrijos Avenue
Panama City, Republic of Panama

Denver:

World Vision
11000 E. 40th Avenue
Denver, Colorado 80239
United States of America

Bonded warehouses: Beside of Denver warehouse, USA, all World Vision warehouses are managed as customs bonded facilities. At all bonded warehouses no costs for customs shall be accrued and therefore we will not pay under any circumstances customs duties or taxes, such as VAT. If a supplier must add VAT by law, this must be listed separately together with the percentage and amount to be declared.

- Delivery:** A spot delivery of the relief items is desired. Goods shall be produced within 2 weeks of placing an order and directly delivered with the maximum delivery time of 4 weeks. Confirmation is required at least 5 working days before the delivery is expected.
- Country of origin:** The supplier will inform World Vision of the origin of the goods. A certificate of origin must be included with the delivery of the goods.
- Dangerous goods:** Any dangerous materials / goods must be declared with the offer. All materials must be approved according to standards of the European Community and the United States of America and variations declared.
- Reporting:** Once an order is placed, the supplier will provide a delivery progress report on a weekly basis to the appointed World Vision tender contact person. This includes any delays including the announcement and documentation of delays due to force majeure.
- Penalty agreement:** It is expected that the supplier will confirm a realistic delivery date, based on experience, for each location listed above; in an effort to treat every supplier equally, we will **reduce the total invoice amount by 3% for every week in delivery delay thereafter**. The first additional five working days (Monday to Friday) will be tolerated. A delay caused by force majeure (this situation being agreed in writing) will be exempted.
- In case of contempt of the tender the costs of repacking will be reduced, according to the disbursements, on the amount of the invoice. **If original Euro pallets are not supplied, without prior written authorisation, we will reduce the invoice amount for each incorrect pallet by US\$25.**

Offer and terms of payment

- Offered price:** The price for each item shall include the whole production of the goods, the packages / bales, the markings and Euro pallets. All costs for transport and import (under DDU terms) will be considered in the offered price. No further costs, (i.e. stamps, stickers, packing, material, customs, delays, demurrages or any other costs), can be accepted after receiving the offer from the supplier. The offered price is regarded as an all-inclusive price.
- Currency:** **The offer price must be given only in US Dollars.**
- Offer specification:** The offer must show **all technical details for the product and implementation of our regulatory framework**. This includes the composition of the product, the basic conditions and **binding date for delivery**, the expiry date of the product (if appropriate), the sizes and the contents of the packing. We request a **complete written offer with detailed product specification** in English.
- Offer binding:** The binding offer shall be valid for a period of three months.
- Sample:** If the supplier has not provided a product sample (according to the above specifications) to World Vision within the past 12 months, we request its provision before the end of the tendering process.

- Payment:** The terms of payment shall be 30 days after completed receipt of the goods. **After an accurate inspection of the goods, World Vision will pay what is owed via bank transfer** (please indicate your bank account details with IBAN and Swift on the invoice).
- Framework contract:** The tender is valid for the **basic stocking of World Vision emergency facilities** and shall be directly implemented after the decision of the tender committee. **Additionally, we request your quote for a two-year fixed price preferred supplier agreement to facilitate further restocking requirements on an as-needed basis** – for example, after the deployment of goods (where the volume and quantities cannot be predicted). In such cases, the restocking process will recommence immediately. World Vision cannot guarantee that any restocking will take place at all within the two-year time frame, as relief responses are beyond our control. However, you should be aware that this situation can change at short notice.
- Confirmation / Audit:** By supplying an offer, the supplier commits to the highest ethical standards. It is expected that no engagement in corruption, fraud, child labour, immoral, collusive or coercive practices, and threat of violence, will take place. We request your **confirmation of these ethical standards with the signing the attached document**, which is a basic award criterion. By the signing the contract, the supplier agrees to participate in possible audits.
- Awarding criteria:** All suppliers will be treated equally and without discrimination of any kind. The tender committee will apply on the **criteria best value for money** / best price-quality ration. In the case of equal offers we would prefer the organization, which made apprenticeship places available. **Your detailed specifications of all costs will be listed in comparison to the tendered product.** The transport costs have to be part of the whole costs and have to be listed separate for each product.
- Submission:** The offer(s) have to be submitted to the following contact:
- 1.) Mail:
Mr. Daniel Ginsberg - personally
World Vision Bonded warehouse
c/o World Vision Deutschland e.V.
Am Houiller Platz 4
61381 Friedrichsdorf
Germany
 - 2.) E-Mail:
daniel_ginsberg@wvi.org
 - 3.) Fax:
+ 49-61 72-76 32 22 34
- Start of tender:** May 5, 2010, 0.00 a.m. Frankfurt time
- End of tender:** June 7, 2010, 12.00 a.m. Frankfurt time

All offers which arrive till the end date will be taken into consideration.
Later arrivals or any other offers are not accepted.

Annex A: Confirmation of ethical standards
Annex B For sample framework agreement