

INTERNATIONAL COMMITTEE OF THE RED CROSS



ICRC

19, avenue de la Paix
CH-1202 Geneva
Switzerland
Tel: +41 22 730 27 20 (direct)

Geneva, Nov 6th, 2025

Please acknowledge receipt of this tender request by e-mail on gva_logpurchcontracts_services@icrc.org

REQUEST FOR TENDER FOR FAMILY HYGIENE PARCEL (5 persons/1 month) - FRAME AGREEMENT
RFT N°: ICRC/GVA25/01878
Closing date for submission of commercial offer and other requested tender documents: January 5 th , 2026, at 18:00 (Geneva time) Closing date for sample delivery at the ICRC: January 5 th , 2026, at 18:00 (Geneva time) Validity of the offer until: January 5 th , 2027

The International Committee of the Red Cross (ICRC) is an independent, neutral organization ensuring humanitarian protection and assistance for victims of war and other situations of violence.

It has a permanent mandate under international law to take impartial action for prisoners, the wounded and sick, and civilians affected by conflict. With its headquarters in Geneva, Switzerland, the ICRC is based in around 100 countries and has a total of more than 20,000 staff.

The organisation is at the origin of both the International Red Cross / Red Crescent Movement and of International Humanitarian Law, notably the Geneva Conventions.

Within the above mandates and their consequences around the world, the ICRC invites suppliers to tender for the below mentioned items.

ICRC's yearly estimated need for Family Hygiene Parcel (5 persons/1month) is approximately 200'000 units. This quantity is an estimate and does not in any way represent a commitment from the ICRC. The quantities to be purchased will depend on actual requirements from ICRC operations in the field. Please note therefore that quantities required may fluctuate.

Destination of family hygiene parcel: Any place in the world (mainly Middle East), to be confirmed for each order.

Article 1. Commodity

The ICRC is calling for the tendering of Family Hygiene Parcel:

GOODS:

KRELHYPA05PB	HYGIENE PARCEL, <u>basic</u> , for 5 persons/1 month
KRELHYPA05PS	HYGIENE PARCEL, <u>standard</u> , for 5 persons/1 month
KRELHYPA05PSF	HYGIENE PARCEL, <u>standard with hyg. pads</u> , 5 persons/1 month

See Annex 1 for specifications, AQL and penalty policy.

Product should be offered with full specifications.

Other Pertinent information

1. We reserve the right to accept the whole or part of your offer and the lowest evaluated bid will not be accepted.
2. If inspection is required, we will advise in time of purchase and arrange at our cost.
3. While placing an order, ICRC General Terms and Conditions for Purchase of Goods shall apply (**see Annex 3**).

Article 2. Corporate social responsibility, ethical and environmental requirements

2.1 Prequalification

The ICRC will visit manufacturing plants for prequalification.

In case the proposed manufacturing plant was not yet visited for prequalification, a visit may be organised.

The ICRC will bear the cost of prequalification visits.

2.2 QSE audit compliance

Depends on the situation, the ICRC will mandate an external Company to perform a Quality, Social and Environmental (QSE) audit or assessment of the pre-selected company (after analysis of the offers and samples). However, the company shall have implemented system to perform subcontracted / sister supplier evaluation and cover QSE compliance.

The Frame Agreement (FA) will be awarded only upon a positive result of this audit.

The ICRC will bear the cost of the audit.

The audit report may be shared with members of the QSE inter-agency group.

2.3 Sustainability

Sustainable production line that uses renewable energy (>30% of total yearly consumption) brings additional values. Hence kindly confirm if you are using renewable energy (e.g solar

panel) in manufacturing processes. Please share and evidence your claim with formal supportive documents such as pictures, bills, etc.

Article 3. Tendering conditions

3.1 Preferred Suppliers

The present request for tender is addressed exclusively to assemblers, who are in complete control and have the full responsibility of the offered products in the full parcel and are able to provide the detailed manufacturing address for each item as well as the assembling site.

3.2 Other Preferences

The ICRC will also prefer to limit the quantities ordered in accordance with the level of production capacities available at time of placing the order.

The orders should not exceed 30% of the selected supplier's yearly production capacity.

These requirements are aimed to minimise the impact of the ICRC orders on current running business agreements or partnerships of their suppliers.

3.3 Commitment letter

The Suppliers are requested to provide a "commitment letter" stating the following:

The Suppliers will commit themselves to supply under the Frame Agreement only hygiene parcels (including product / brand) from the manufacturing plants indicated in their Commitment Letter.

The Supplier is requested to state:

- The yearly production capacity of the validated plant for each version of hygiene parcel quoted.
- The different production capacities already mobilised under current engagements with other customers and the remaining potential capacities to dedicate for the ICRC hygiene parcels production.
- Potential production capacity growth in percentage comparing to the previous year.
- Name and full physical address of the manufacturing plant(s), and the number of employees.

Failure to provide accurate information in the letter will result in automatic rejection of the bid.

This commitment letter will be annexed to the offer as per part 3.11.

3.4 Production launching time & capacity

Please state in detail your production launching lead-time as per different version of hygiene parcel for the following cases:

- Small orders (i.e. below 5'000 parcels)
- Regular orders (i.e. 5'000 – 15'000 parcels)
- Large orders (i.e. more than 20'000 parcels)

3.5 Duration of the Frame Agreement

The FA will be awarded from the date of adjudication and for three years. It may be extended with prior agreement of two Parties.

For the whole duration of the FA, the ICRC will place orders with selected Suppliers at the tender price indicated in their offers for the agreed Incoterm® ICC 2020.

The ICRC will preferably place orders with the 1st awarded Supplier.

Nevertheless, in case of limited production capacity for the 1st awarded Supplier at the time of the ICRC requirements, the ICRC reserve the right to place freely an order among other awarded Suppliers.

As a general rule, the ICRC will place orders sequentially to the second, third, etc. selected Suppliers.

3.6 Prices, terms and conditions

Suppliers are invited to quote for **KRELHYPA05PB**, **KRELHYPA05PS** and **KRELHYPA05PSF** separately by including the detailed prices for each individual item inside the parcel.

Kindly state your best firm price without VAT in USD or EUR (**Table Annex 2 to be used**)

Please indicate your preferred international **index for monitoring the main raw material that have significant impact on your sales prices**.

Please also announce an official **website for the monitoring** of that index.

Cost Breakdown: Please state your fixed costs and the variable costs clearly in order to adjust the unit price during quarterly price revisions. Please also specify the preferred **formula** for the price revision in **Annex 2**.

Sales prices will be revised quarterly on each first Monday of the new quarter.
The Seller will automatically announce to the Buyer the new index level and associated sales prices (Updated price table).

The Buyer is not obliged to accept the price increase if it is not justified.

3.7 ICRC tests and Laboratory tests

As a first step, **one full set** of the reference sample (ready for distribution) **per each version of** Hygiene Parcel (**KRELHYPA05PB**, **KRELHYPA05PS** and **KRELHYPA05PSF**) should be sent to the ICRC before the closing date.

The purpose of having **three separated sets of samples** is to control the final packaging of the parcel. Beyond individual items inside the parcel, the ICRC will also check the general conditions of the parcel and how the individual items are packed in a parcel.

Each full set of the sample should be clearly indicated with the corresponding kit item code.

Any incomplete set of the sample with missing items will be automatically rejected.

The ICRC will **not** accept: 1) **Sample delivery of individual items.** 2) **Different options for individual items.** The suppliers should make the judgement on their own based on ICRC AQL and send their best products/offers to ICRC for final evaluation.

Physical tests will be performed on those samples and **only the suppliers, who pass these tests, will be contacted by ICRC to send a second sample to the ICRC assigned laboratory.**

Very Important:

The Supplier should ensure the individual items included in each version of hygiene parcel are same and with the same batch number.

The brand of the provided samples will be recorded in future FA, no change of the brand is accepted after awarding.

Please provide **Certificate of Analysis** issued by accredited laboratory for your offered products covering all technical requirements indicated in the item Specification (AQL) together with other requested tender documents before the closing date.

3.8 Dispatch of the samples

The transport charge will be borne by the supplier.

► **Sample for ICRC review** *(for ALL suppliers)*

Please, send **one full set** of the reference sample (ready for distribution) **per each version of** Hygiene Parcel to the following address:

INTERNATIONAL COMMITTEE OF RED CROSS

Logistics Division
Attn. Afshin Amini
6, rue du Pré-de-la-Fontaine
Meyrin 1217, SWITZERLAND
Tel.: +41 22 130 29 31

Closing date for sample delivery at the ICRC: January 5th, 2026, at 18:00 (Geneva time)

Very Important:

On your samples, please mention your company name, address, contact person and details, plus item description and the tender number: **RFT/ICRC/GVA25/01878.**

► **Sample for Laboratory tests** *(for shortlisted suppliers ONLY)*

The detailed information for sample delivery and technical testing in Laboratory will be communicated by ICRC to **the shortlisted suppliers** by February 27th, 2026.

The laboratory test results must be in conformity for all parameters as per ICRC technical specifications.

Clauses mentioning "Conformity of the goods with required specifications" should clearly appear on the certificate issued by the laboratory. In case of non-conformity, the rapport should indicate it. The full test results must be sent directly by the laboratory to gva_logpurchcontracts_services@icrc.org and to the supplier at the same time.

3.9 Supplier's registration

Suppliers must be registered with the ICRC and provide requested documents. For non-registered Suppliers, registration forms will be provided to the shortlisted companies.

3.10 Submission of the offer, closing date

Offers must be received together with other requested tender documents through email by ICRC on or before: **January 5th, 2026 at 18:00 (Geneva time)**.

Emails shouldn't exceed 5Mo.

Email address: gva_logpurchcontracts_services@icrc.org

Email title must clearly indicate:

***“Tender Documents for Family Hygiene Parcel Frame Agreement:
RFT/ICRC/GVA25/01878”***

All offers not addressed as such will be disqualified.

All offers submitted after the specified closing date are ineligible.

Offer changes by the Supplier must be received in writing prior to the closing date and must indicate that it is a revised offer.

3.11 Contents of the offer

- a. Product offered in conformity with full specifications.
- b. Certificate of Analysis issued by accredited laboratory for your offered product.
- c. Commercial offer without VAT (Please fill the table **Annex 2**) along with your price revision formula.
- d. Commitment letter as per part 3.3
- e. Country of production
- f. Type of packing (with pallets), net and gross weight, cubic dimensions per parcel
- g. Loading capacity per 20' container, 40' container and 40'HC container
- h. Location of registered office and Company headquarter.
- i. Weekly production capacity
- j. Permanent storage capacity
- k. Validity of offer for supply (Requested until January 5th, 2027)
- l. Duly signed ICRC specifications (**Annex 1**)
- m. Bank information and bank credit attestation issued by your bank (Original document on bank letterhead)
- n. Valid Quality certificates received from inspection companies, if any (e.g. ISO, REACH, etc.)
- o. Bidder's name, title, and signature
- p. Date and place

3.12 Offer validity

Your offer must remain valid for acceptance until **January 5th, 2027.**

Article 4. Conditions of Purchase

4.1 Quality control / Rejected supplies

The Supplier will be responsible for the quantity and quality delivered according to the agreed specifications.

ICRC will perform systematic controls on consignment delivered to our warehouses.

In case of delivery of non-conforming merchandise, Article 6 of the ICRC "General Terms and Conditions for Purchase of Goods attached hereto (Annex 3) and forming an integral part of Frame Agreements shall apply as well as specifications (Annex 1).

4.2 Requested labelling on each hygiene parcel

According to specifications (**Annex 1**).

4.3 Specific Marking

To be defined on each Purchase Order.

4.4 Packing

According to specifications (**Annex 1**).

4.5 Delivery time

To be defined on each Purchase Order.

4.6 Insurance

According to Incoterms® ICC 2020.

4.7 Payment terms

Payment will be done by bank transfer within 90 days upon receipt of goods or against the shipping documents as per incoterms® ICC 2020 and receipt of the documents as per article 4.9 & 4.10.

A scan of each invoice should be sent to invoices@icrc.org and CC gva_logpurchcontracts_services@icrc.org

4.8 Address for the invoice

International Committee of the Red Cross
19, Avenue de la Paix
CH-1202 Genève - Switzerland

4.9 Documents required for each delivery

- Invoice in triplicate with Buyer PO number as reference
- Signed delivery order (CMR, AWB, B/L) by the carrier.
- Packing List in triplicate (+ one copy to be put inside the consignment)
- Certificate of Origin
- Certificate of Analysis

- Other documents according to each Purchase Order

4.10 Dispatch of documents

Two full sets of originals to be sent (respectively) at seller's expense:

- 1). To the consignee
- 2). To the ICRC ordering entity (Geneva or other LSCs)

Article 5. Extension of the frame agreement to the RC/RC movement

The Supplier agrees that all the National Red Cross and Red Crescent Societies as well as the International Federation of Red Cross and Red Crescent Societies (IFRC), may benefit from the terms and conditions of the Framework Agreement with the ICRC.

Article 6. General Terms and Conditions

All terms and conditions not mentioned herein shall be governed by the ICRC General Terms and Conditions for Purchase of Goods (Annex 3) that includes the Supplier Code of Conduct (Annex 4).

Those documents define the ICRC standard requirements, we expect the Supplier to apply. They are available on the ICRC blog page: <https://blogs.icrc.org/logistics/suppliers-working-with-us/>

Any comment on a standard requirement the Supplier would like to discuss must be expressed in the offer. If no comment is made, it means the General Conditions are accepted.

Acceptance of the ICRC General Terms and Conditions entails the waiving by the Supplier of its General Conditions of Sales.

Article 7. Incoterms

Each Incoterm mentioned in the present document refer to INCOTERMS® ICC 2020

Article 8. Receipt acknowledgement

Please acknowledge the receipt of this **RFT: ICRC/GVA25/01878** by email to gva_logpurchcontracts_services@icrc.org

Article 9. Selecting and Awarding

All offers received will be held in confidence.

Offers will be assessed under the following criteria (not in specific order, not exhaustive):

- Conformity with the Specifications and Quality requirements
- Competitiveness of the price and other potential related costs
- Production capacity & delivery time
- Conformity with the General Terms and Conditions (Incl. Supplier Code of Conduct)
- Reliability and security of the supplier
- Sustainability

Based on the assessment of the offers, the ICRC reserves the right to shortlist different Suppliers for FA. ICRC is not liable to provide any explanation for its final selection of the Supplier(s).

It has to be noted that this tender does not imply any commission. Any offered commission will lead to the Supplier's suspension.

We look forward to hearing from you.

Yours sincerely,

Mrs. Hui LIU
EHI Global Lead Buyer

INTERNATIONAL COMMITTEE OF RED
CROSS - Logistics Division
6, rue du Pré-de-la-Fontaine
Meyrin 1217, Switzerland

Attachments:

- Annex 1 - GLO- INS- AQL- Hygienic Parcel- Family
- Annex 2 - Price Table - Family Hygiene Parcel FA
- Annex 3 - ICRC General Terms and Conditions for Purchase of Goods
- Annex 4 - ICRC Supplier Code of Conduct