

## Terms of Reference

### For Long-Term Agreement for Water, Sanitation and Hygiene Supplies

#### Background

Globally, Viet Nam ranks as the sixth most affected country by climate change. Extreme climate change related weather events have increased the intensity and frequency of storms, floods and drought. Between 2015 to 2019, Viet Nam experienced various natural disasters which brought to light the direct impact of global climatic trends on human beings, especially families, women and children who live in remote, mountainous and coastal areas, and who are already vulnerable. Climate change, and this includes natural disasters, often hits the most disadvantaged people the hardest. Children are one of the most affected due to their physical and psychosocial vulnerability, disruption of services essential for their development, and their high dependency on parents and other caregivers. Layered on top this is the additional strains posed by the COVID-19 pandemic, putting pressure on already vulnerable households and placing children at still higher risk of illness, malnutrition, school-drop out and violence.

In recent years, Vietnam has experienced a number of significant natural disasters, including Typhoon Damrey in 2017, which caused widespread flooding and landslides and resulted in over 100 deaths, and Tropical Storm Son Tinh in 2018, which caused extensive damage to crops and infrastructure. From 6 October to 17 November 2020 alone, Viet Nam's central region was hit by seven consecutive tropical storms and cyclones, which brought sustained heavy rain resulting in devastating landslides and cascading floods, affecting an estimated 7.7 million people living in ten provinces, including 2.5 million children. Hundred thousand of households were evacuated during that period in crowded evacuation sites which often limited their privacy and led to conflicts between families, harassment and intimidation, increase risk of violence, sexual harassment against women and girls and boys.

The Vietnamese government has taken steps to improve its disaster preparedness and response capabilities, including investing in early warning systems, building shelters and evacuation routes, and training emergency responders. However, the country still faces significant challenges in managing natural disasters, particularly in rural and remote areas where infrastructure and resources may be limited.

In terms of specific forecasts for 2023, natural disasters are difficult to predict with certainty, and any forecasts are subject to change based on a variety of factors such as weather patterns, climate change, and human factors. It's important for individuals and communities in Vietnam to stay informed about potential natural disasters and to take proactive measures to prepare and protect themselves.

In this context, provision of water, sanitation and hygiene supplies (called WASH supplies) would be life saving for the vulnerable children and community in the disaster-affected locations. UNICEF Viet Nam, therefore, is looking for qualified **local suppliers** who can provide high quality products of the WASH supplies and other related services including printing and transportation to enter a Long-Term Arrangement for Goods (LTA-G) initially valid for 24 months with the option to be extended for another 12 months .

#### Justification

Every year, Viet Nam has been hit by many natural disasters e.g. tropical storms, landslide, salt-water intrusion, etc. UNICEF, as a leading agency in humanitarian response, is providing both contribution in kind and services to the affected population in response to their urgent needs. UNICEF does not have warehouse in Viet Nam to preposition supplies. By preparing local LTA-G for emergency supplies, UNICEF does not have to bear warehousing costs, avoids expiration of warehoused items and is able to deliver emergency supplies to the disaster-affected locations on time. The preparation of LTA for emergency supplies is part of the Emergency Supply and Logistics Strategy of the country office.

### Scope of Work

The selected suppliers are required to provide **all or part of** the goods and services with specifications and requirements as below:

Table #1: List of planned WASH supplies

#	Items	Description	Estimated quantity
1	Polyethylene water tank for 1,000L or equivalent gallons capacity.	<p>Polyethylene water tank for 1,000L or equivalent gallons capacity.</p> <p>Durable polyethylene water Tank, Thickness approximately 3mm-5mm. CAPACITY - 1000L preferred dimensions DIAMETER - 3' 5" HEIGHT - 4' 7" .</p> <p>One outlet bulkhead fitting installed with lever type tap ( dia 2 inches), which is 3 inches away from the bottom of the tank. One top opening with lid for filling.</p> <p>Tank and fittings must be certified for use with domestic water.</p> <p>Brand: Any</p> <p>Color: Any</p> <p>Warranty: at least 5 years from hand-over date.</p>	1,000 water tanks
2	Refillable bottled drinking water with faucet 19L or 20L	<p>Plastic refillable bottled drinking water with a faucet with 19L or 20L, including screw cap or lid, is treated water inside for drinking, which meets the National Technical Regulation No. QCVN 6-1:2010/BYT: National technical regulation for natural mineral water and bottled drinking water.</p> <p>The plastic bottle and faucet are produced to meet the QCVN 12-1:2011/BYT: National technical regulation on safety and hygiene</p>	5,000 water bottles

		<p>for plastic packaging and tools in direct contact with food.</p> <p>Products are produced within two months before hand-over date.</p>	
3	Water filter system for schools and/or/health stations (Permanent unit)	<ul style="list-style-type: none"> <li>▪ Turbochargers or pressure pump, capacity (350-400W);</li> <li>▪ Pre - filter column for the water purification system by composite, capacity (800-1,000) L/hr;</li> <li>▪ RO system with filtration capacity of 60-70L/hr; Pressure accumulator 80-100 liters;</li> <li>▪ 18-20 taps for drinking water (9-10 taps/set x 2 sets);</li> <li>▪ Frame system, outer layer, trough the water taps by stainless steel SUS 304; size 1500mm * (800mm-1000mm) * 500mm*2; The height of the system (800mm-1000mm) depends on the user</li> <li>▪ Water tank volume is 2,000 liters <math>\pm</math> 10% by stainless steel, thickness about 0.6mm <math>\pm</math> 10%, type is SUS 304.</li> <li>▪ Output water quality meets direct drinking standards QCVN 6-1:2010 BYT</li> <li>▪ To be connected to the national power grid 220V 50Hz. with Vietnamese standard plug type</li> <li>▪ Includes all necessary accessories and spare parts covering 3 months of usage.</li> <li>▪ Installation service and training for beneficiary operators to be included.</li> <li>▪ Additional spare parts to be quoted separately.</li> <li>▪ Have a Certificate of Origin (CO) (for imported goods).</li> </ul>	50 systems
4	Clay-pot Ceramic Water Filter	<ul style="list-style-type: none"> <li>- Material: <ul style="list-style-type: none"> <li>+ The ceramic filter made of clay, rice husk, AgNO<sub>3</sub>;</li> <li>+ Receptacle plastic by HDPE;</li> <li>+ Water faucet by PP.</li> </ul> </li> <li>- Ceramic filter with volume of 10 liters;</li> <li>- Water Receptacle with volume of 35 liters;</li> <li>- Ceramic filter with filtration capacity of 2-4 liters /hr;</li> <li>- Effective removal filter: 99.99% reduction of bacteria (E. coli and coliforms).</li> </ul>	2,000 filters

		<ul style="list-style-type: none"> <li>- Receptacle plastic lid is covered using HDPE QCVN 12-1:2011/BYT;</li> <li>- There are brushes for clean clay-pot ceramic filter equipment.</li> <li>- This product was approved/certified by the Directorate for Standards, Metrology, and Quality.</li> <li>- Warranty: at least 1 year from hand-over date.</li> </ul>	
5	Aquatab tablet 67 mg (1 box includes 10 tablets x 10 blisters)	<ul style="list-style-type: none"> <li>- Ingredients: Each Aquatabs 67mg tablet contains 67 milligrams of sodium dichloroisocyanurate (NaDCC) as the active ingredient.</li> <li>- The tablets are formulated to release a consistent level of chlorine when added to water for purification.</li> <li>- Aquatabs are effective against a wide range of microorganisms, including bacteria, viruses, and cysts.</li> <li>- One tablet is typically used to treat 10 liters of water, depending on the level of contamination.</li> <li>- Remaining shelf life of at least 80%.</li> </ul>	10,000 boxes
6	Hand sanitizers 650ml	<p>Gel hand sanitizer is packaged in a child-friendly plastic bottle with a spray nozzle.</p> <ul style="list-style-type: none"> <li>- Ingredients in 1 bottle unit: Alcohol (%v/m) 60-70%; Glycerine: 0.1-2%; Carbomer: 0.1-1%.</li> <li>- Odor: pleasant scent and child friendly.</li> <li>- Composition: Liquid, homogeneous, not layered, and does not precipitate at the bottom of the bottle under normal temperature conditions.</li> <li>- Color: Clear, bright, uniform, and corresponding to the specified color.</li> <li>- Effects: Antibacterial, skin care, non-irritating, sensitive, non-harmful to the skin when used for a long time, child-friendly, used for hand washing purposes at schools and health stations.</li> <li>- Products are produced within 2 months before shipping date.</li> </ul>	10,000 bottles
7	Handwashing Soap	<ul style="list-style-type: none"> <li>- Suitable for all skin types including baby and adult</li> </ul>	14,400 bars

		<p>- Weight: 125gs per bar</p> <p>Compose of :</p> <p>- TFM (total fatty matter) content: Minimum 70 %. Glycerin approx. 1 % Others: approx. 29% pH Value (conc. 1% at 40°C) : 9-11. Does not contain fat from pig</p> <p>Packaging and labelling: One (1) bar of handwashing soap, individually wrapped with paper (light paper). Seventy two (72) bars of handwashing soap in a pack (carton box).</p> <p>- Have product certification from authorized agency</p> <p>- Recommend locally produced soap</p> <p>- Products are produced within 3 months before shipping date.</p>	
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1. Provide on-request high-quality products of the WASH supplies as detailed in Table #1 above.
2. Provide services of the requested WASH supplies.
3. Print a package of logo stickers, a list of items, a disclaimer to accompany the WASH supplies list. UNICEF has strict guidelines for the use of its corporate brand. Accordingly, all designs, written content (online and offline) and assets to be used on/with supplies including either UNICEF's logo or mentions to the organization must be previously approved by UNICEF Viet Nam (quotation to be provided for each specific order based on the final designed package).
4. Provide transportation service on request (quotation to be provided corresponding to the Distribution List of each specific order).

## Reporting

The selected suppliers will work under the supervision of the Child Survival and Development and Environment Section, and in close collaboration with Supply Unit, to ensure meeting the expectation of quality and the deadline for delivery, facilitate pre-delivery inspection if required and timely submit the full set of documents for settlement of payment.

## Expected volume and target value

The estimated **quantity** for procurement of WASH supplies listed in Vietnam is as the Table #1 **for 2 years**.

Long Term Arrangement for Goods is a non-binding contract. It is entered into on a non-exclusive basis and without any guarantee as to any minimum orders or monetary value.

During the LTA-G Period, the Suppliers will provide to UNICEF such Goods as UNICEF may order by issuing Purchase Order (PO) to the Supplier. UNICEF may order a full or part of the listed items as required for

UNICEF response to emergencies. Such ordering and provision of Goods will be on the terms and conditions, including as to fees, rates and charges, set out in the LTA-G.

### Selection of suppliers

UNICEF will sign LTA-G with two local suppliers whose offers are technically qualified and with the lowest price.

Goods offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of UNICEF requirements.

The quotation that complies with all or partial offers of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNICEF after it has received the quotation.

Evaluation criteria:

- Technical responsiveness/full compliance to requirements and lowest price.
- Full acceptance of UNICEF General Terms and Conditions specified in the LTA-G and Purchase Order.
- The suppliers will ensure all required WASH Supplies be ready for delivery **within 10 days max.**

For evaluation purpose, UNICEF may require bidders to submit samples of the proposed WASH supply items.

### Performance Evaluation

The LTA-G is valid for 24 months starting from the date the selected supplier counter-signs it, with possibility to be extended for another 12 months if the supplier agrees to keep the prices and all terms and conditions unchanged.

Performance will be reviewed on annual basis based on the Service Level Agreement (*see Annex 4 attached*).

### Required documentation

Interested suppliers are expected to submit the following documents to be eligible for this solicitation process:

1. Business registration;
2. Supplier Profile Form (Annex 1);

3. Financial statements of the last three (03) years;
4. Certificate of the company bank account;
5. Form for submitting supplier's quotation (Annex 2);
6. Photos of the quoted products.
7. Product Overview Form (Annex 3)

### Qualification/Specialised Knowledge and Experience

Local suppliers who are legally constituted, can provide the requested goods and services, and have a valid registration in the country, or through an authorized representative.

Local suppliers who are specialized in consumer goods with nation-wide distribution network and/or having experiences of providing goods and services to UNICEF/UN agencies are preferred.

### General Conditions

Suppliers are required to use bank accounts for firm/company only (no individual bank accounts shall be accepted for UNICEF's institutional contracts).

For any specific order, UNICEF shall only make advance payment of max 5% of the total contract value (upon submission of Bank Guarantee for Advance Payment and Invoice). UNICEF standard payment term is within 30 days of submission of the corresponding authenticated and accepted documents including:

- a) Invoice (indicating PO ref., type of goods/services, quantity, unit price...)
- b) Bank Guarantee (if advance amount exceeds 10,000US\$)
- c) Proofs of delivery of the required goods and services certified by the recipients as defined in the Distribution List or other focal point person accepted by UNICEF.

### Annexes of the TOR

**Annex 1- Supplier Profile Form**

**Annex 2- Form for submitting quotation**

**Annex 3- Product Overview Form (for evaluation team)**

**Annex 4- Service level agreement**