



# REQUEST FOR PROPOSAL (RFP)

## *Household Water Filters*



**COMPETITIVE  
BID INFORMATION**

*Commercial in Confidence*

*Proposal Due Date:*

*Wednesday 15<sup>th</sup> July 2020*

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*“We deliver the essentials families need to begin rebuilding their lives after disaster”*

## WHAT WE DO

**ShelterBox is made up of people who believe in shelter as a human right - that shelter from the chaos of disaster and conflict is vital. No ifs. No buts.**

When people are plunged into crisis, normality is suspended. But good, quality shelter can cut through the chaos. This is why we deliver the essentials families need to begin rebuilding their lives after disaster.

We don't believe that one size fits all and we work hard to understand the impact of each emergency and the need this creates within individual communities. For some disaster-hit communities, our family-sized tents are the best solution until they can start rebuilding their homes. In other disasters, heavy duty tarpaulins, ropes and nails are needed to create emergency shelter or to patch-up damaged buildings. Alongside these shelter items we often provide

household items and tools to support families, including water storage and filtration equipment, solar lamps, cooking utensils, building and agriculture tools, and mosquito nets.

Since ShelterBox was founded in the UK in 2000, we have responded to over 250 disasters and humanitarian crises in almost 90 different countries and provided emergency aid for well over one million people. We don't follow the crowd - we're dedicated to our vision to see a world where no family goes without shelter after disaster.

For further information visit: [www.shelterbox.org](http://www.shelterbox.org)





# *“ShelterBox is seeking competitive bids for the supply of household water filters”*

## 1. INTRODUCTION

### 1.1 About this tender

We work with disaster-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 is different, so we have a flexible approach. We listen and learn from the communities we work with to make sure we provide the right support. We often go further, working with hard to reach communities who are overlooked by others.

Before a disaster happens, we make sure we are ready to help. We store aid in strategic locations around the world so we can get it to the families who need it as quickly as possible.

We work with trusted local partners and we have a network of incredible volunteers who are ready to help at a moment's notice. Some responses have a ShelterBox representative on the ground to meet with the affected community, to oversee aid distributions, and to carry out training on how to use the equipment we provide. Occasionally, this isn't possible, and, in these cases, we work with local organisations in-country to carry out distributions and training sessions on our behalf.

When disasters devastate the landscape and force families far from home, it can sometimes be hard for those families to access safe, clean water, so ShelterBox includes a household water filter within its range of aid items. Not all of our responses require such an item - every response is different, and so the decision to distribute household water filters is based on the needs of affected families. Some communities may use ShelterBox's emergency aid for only a few weeks before longer-term recovery efforts help them back to normality, while others will use the aid we provide for many months.

ShelterBox is seeking competitive bids for the supply of household water filters, with the goal of putting in place a three-year framework agreement with the successful bidder.

The objective of this Request for Proposal (RFP) is to invite as many competitive bids as reasonably possible for the requirements set out herein to enable ShelterBox to select the best possible supplier that meets our requirements. ShelterBox advises all bidders that this solicitation process shall be conducted in a uniform and consistent manner providing fair opportunity to all participants. In order that this process proceeds without complication, bidders are required to respond in strict compliance with the conditions of this tender.

### 1.2 Operational model overview

ShelterBox's Operations Team is constantly monitoring potential and active disaster events around the world. When disaster strikes we immediately reach out to our operational partners and contacts on the ground to establish the scale of the disaster, the numbers of people likely to have been affected, and to determine if and how we can help.

ShelterBox then establishes a supply chain to transport aid to identified beneficiaries. This consists of a variety of methods, usually sea or air freight at first. The 'last mile' of logistics is the most challenging and is usually undertaken by truck but our teams have also recruited the help of boats, helicopters and people on foot to ensure that the aid gets to where it is required.

Most often when responding to a disaster event we utilise our prepositioning warehouses around the globe. Prepositioning helps to make our supply chain more efficient: stocks of aid are held in strategic locations ensuring a cost effective and timely movement of items to where they are needed. These warehousing locations, which are not owned by ShelterBox, are currently: Malaysia, UAE, Panama, Belgium, and the Philippines.

This enables us to act quickly when families urgently need shelter around the world.

## 2. OUR REQUIREMENTS

### 2.1 Household water filter requirements

ShelterBox requires a household level water filter for the filtration of water for drinking and household purposes. Proposed solutions must meet the minimum item requirements set out below. Other desirable, but non-mandatory, requirements have also been listed below which will be used to further evaluate bids.

It is ShelterBox's goal to ensure a wide range of potential solutions are considered to enable us to select the best possible solution for our beneficiaries. As such, we have intentionally kept our specification broad. However, all proposed solutions must be relevant for use within the context of ShelterBox's operational model which has been set out in Section 1.1 of this tender document, and for which further information is available online at [www.shelterbox.org](http://www.shelterbox.org).

#### 2.1.1 Minimum item requirements

We require a household water filter that is:

- Independently scientifically tested and proven to be effective in removing protozoa and bacteria<sup>1</sup>.
- Capable of producing a minimum of 2,325 litres<sup>2</sup> of filtered water to an approved scientific standard<sup>3</sup>. The process of filtration should not negatively impact the taste, smell, or look of the filtered water.
- Durable, with a storage shelf life of at least 24 months without any damage or reduction in performance, including in tropical countries with high levels of heat and moisture.
- Easy to assemble and easy to operate, including in dusty or sandy conditions.
- Low maintenance.
- Lightweight and easily portable (for the benefit of both the end user, and for storage and transportation purposes).
- Suitable for use within a makeshift or emergency shelter.
- Can easily refill a jerry can without risk of contamination or spillage of filtered water.
- Cost-effective.
- Free of non-essential single use plastics.

#### 2.1.2 Desirable item requirements

In addition to the minimum item requirements set out above, additional consideration will be given to items that:

- Have been independently scientifically tested and proven to be effective in removing viruses<sup>4</sup>.
- Have been independently scientifically tested and proven to be effective in removing heavy metals and pesticides.
- Possess additional environmental or sustainability credentials (such as 100% recycled and/or recyclable parts).
- Whose lifespans can be prolonged using replacement parts.

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<sup>1</sup> We accept that there are a variety of international standards, accreditations and certifications pertaining to water filtration. Suppliers must submit full details of the standard(s), accreditation(s), and certification(s) their respective solution holds or adheres to, including copies of these certifications.

<sup>2</sup> This figured has been calculated as a month's minimum water requirement for a family of five, as per the Sphere Standards 2018.

<sup>3</sup> The use of replacement filter cartridges, candles or other components to meet this requirement is acceptable, but the full details of which must be made clear within bids.

<sup>4</sup> Please outline in your response whether the proposed water filter solution is capable of filtering viruses in isolation, or only in combination with other particles within water.

### 2.2 Supply and logistics requirements

It is anticipated that our stock requirement during the proposed three-year framework agreement will be for approximately 4,000 filters per annum, 12,000 filters in total<sup>5</sup>. As a minimum requirement, the successful bidder must be able to meet this demand.

ShelterBox will likely place multiple call off purchase orders for stock against the framework agreement each year. A desirable requirement is for stock to be ready for collection from the seller's premise(s) within one month of receipt of a valid purchase order from ShelterBox. Additional consideration will be given to bidders who are able to have stock ready in shorter timescales, ideally for immediate despatch.

Additional consideration will also be given to bidders who are able to hold further 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 in reserve remains the property of the supplier until it is procured by ShelterBox by issuance of a purchase order.

#### 2.2.1 Logistical minimum requirements

- Filters are required to be packed in a hygienic and sterile manner suitable for storage, transit, and distribution to beneficiaries globally.
- All stock is required to be packed onto EPAL Euro pallets (800mm x 1,200mm) to a maximum height of 1,400mm. The working load of each pallet shall not exceed 1,000kg.
- All wooden pallets must be sustainably sourced and meet ISPM 15 international standards.
- The successful supplier must be able to provide all required export documentation for customs clearance; in line with the timelines, rules, and regulations of the government of the country from which the bidder's warehouse(s) is located.
- The successful bidder must be able to produce the following:
  - Packing Lists
  - Commercial Invoices
  - Certificates of Origin
  - Custom pallet and product labels (upon request)

### 2.3 Supplier requirements

Suppliers must:

- Possess strong expertise and knowledge in the field of water treatment.
- Have experience of supplying goods for international freight.
- Be flexible, responsive, approachable, and able to effectively support the needs of ShelterBox as an emergency disaster relief organisation.

Desirable: Experience of working with INGOs.

#### 2.3.1 Sustainability and Code of Conduct requirements

ShelterBox puts great emphasis on working with suppliers which practise social responsibility, a demonstrable commitment to protecting the environment and progressive labour ethics in their business. It is essential for suppliers to comply with international best practice and legislation in these areas. Preference will be given to suppliers with the strongest sustainable business practices, and who demonstrate a commitment to working innovatively and collaboratively with ShelterBox to problem-solve related issues throughout the duration of the framework agreement.

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<sup>5</sup> Due to the unpredictable nature of ShelterBox's work, these figures act only as an indication of our requirement and are likely to fluctuate.

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.

ShelterBox’s Supplier Code of Conduct outlines our expectations from suppliers regarding environmental standards and ethical business practices. The successful bidder will be required to sign and comply with our Supplier Code of Conduct.

ShelterBox’s Supplier Code of Conduct can be viewed here:

<https://www.shelterbox.org/wp-content/uploads/2019/10/Supplier-Code-of-Conduct-v3.pdf>.

### 2.4 Bid requirements

Bidders are required to submit proposals detailing how they will meet each of the requirements set out in Sections 2.1, 2.2 and 2.3. Please note that this information is mandatory and bids which do not clearly address these requirements will be rejected.

Below are some further key areas of information, the provision of which is a minimum requirement and must be included in each bid:

#### 2.4.1 Item Information

A comprehensive overview of each proposed household water filter solution, including information on:

- Filtration media
- Quality of filtered water and scientific accreditations to verify this
- Effective temperature use range (including the impact of extreme heat / freezing temperatures on the filter).
- Flow rate
- Product lifespan (including details of replacement parts or subcomponents if applicable).
- Information on how treated water looks, tastes, and smells.
- Full user manual for using the filter (including information on maintenance requirements, pre-filtering, space requirements as applicable).
- Information relating to the environmental and sustainability credentials of the product.
- Photographs and diagrams of the proposed filter(s), including links to videos or other demonstration materials if available.
- Full details on the standard(s), accreditation(s), certification(s), or regulation(s) the filter holds or adheres to.
- Information regarding product end of life (recommended disposal, recycling etc)
- Full pricing information is required (see also Section 4.2 Bid pricing format)

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

#### 2.4.2 Supply and Logistics information

Full information on item weights, dimensions, packaging, packing, palletisation, and storage.

- Information on manufacturing and warehousing locations. This should include production capacity at each manufacturing site, MOQs (if applicable) and typical stock holdings.
- Details as to whether any components of the proposed filter(s) would be considered ‘Dangerous Goods’ as per IATA standards.
- Information on how the bidder intends to ensure stock is available to meet the lead-time set out in Section 2.2, ‘Supply and logistics requirements’.
- Information on reserved goods terms and conditions, if able to accommodate including location, length to be held for etc.

### 2.4.3 Supplier information

- Full company details, including:
  - Company name
  - Company address
  - Company registration certificate
  - Contact person name
  - Contact person email
  - Contact person telephone number
- 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 proposed household water filter(s), including written references from at least two recent contracts. References must be for contracts active in the last 24 months.
- Company organogram.



### 3. TIMELINE

#### 3.1 Deadline for confirming interest and questions

Suppliers who wish to bid for the requirements set out in this tender are required to confirm their interest and submit any questions about the tender to [tenders@shelterbox.org](mailto:tenders@shelterbox.org) no later than **5pm BST on Friday 3<sup>rd</sup> July 2020**.

#### 3.2 Submission of bids

Complete bids must be submitted no later than **5pm BST on Wednesday 15<sup>th</sup> July 2020**.

#### 3.3 Shortlisting

ShelterBox will review all full and complete bids received. Bids deemed to meet all the minimum requirements set out in Section 2 of this RFP will be shortlisted for further evaluation. Bids that do not meet the minimum requirements will be rejected. For the avoidance of doubt, it is a minimum requirement of this tender that all information in Section 2.4 is included within a bid. If this information is missing, the bid will be rejected.

We will notify all bidders of their shortlist outcome no later than **5pm BST on Tuesday 21<sup>st</sup> July 2020**. Shortlisted bidders will be made aware of any requests to send product samples to ShelterBox's UK office as part of this notification.

#### 3.3 Samples

Household water filter samples requested from shortlisted bids will need to be delivered to ShelterBox's UK office by **5pm BST on Monday 3<sup>rd</sup> August 2020**. Further details about who samples should be addressed to etc. will be included at the time of the request.

**NB:** If bidders foresee any difficulties with meeting this timescale for samples, they must contact [tenders@shelterbox.org](mailto:tenders@shelterbox.org).

#### 3.4 Calls with shortlisted suppliers

ShelterBox may request phone calls with shortlisted suppliers to discuss the submitted bids. These will take place between **Monday 10<sup>th</sup> and Friday 14<sup>th</sup> August 2020**. Further information about the agenda for this call will be shared with all shortlisted suppliers ahead of this date.

#### 3.5 Target award date

ShelterBox will inform shortlisted bidders of the final status of their bid by **5pm BST on Tuesday 25<sup>th</sup> August 2020**.

#### 3.6 Framework agreements

We aim to complete all paperwork for the framework agreement with the successful bidder by **5pm BST on Friday 4<sup>th</sup> September 2020**, with a view to placing the first purchase order for stock also in September 2020.

**NB:** The above timeline is only an estimation and is subject to change at any time. All suppliers still in the tender process at the time of the amendment will be notified of the revised timetable of actions.

## 4. SUBMISSION PROCESS

### 4.1 Submitting a bid

All responses to this tender should be submitted as email attachments to [tenders@shelterbox.org](mailto:tenders@shelterbox.org). Only PDF and Microsoft Excel file types will be accepted. All bids and accompanying documents must be in English. Bids not conforming to the timeline set out in Section 3 will not be accepted.

### 4.2 Bid pricing format

Pricing for each proposed item in response to this tender must be provided FCA Seller's Premises (as per Incoterms® Rules 2020). Details of any further costs or fees that may be applicable must also be made known, alongside information regarding volume discounts (if applicable). Prices must be given in **USD**.

### 4.3 Samples

Shortlisted bidders may be invited to submit samples. The cost of samples, and transport in providing them, will be borne by the supplier. We regret that samples cannot be returned to suppliers.

### 4.4 Tender updates

ShelterBox intends to provide all suppliers with complete and accurate information about this supply opportunity. If ShelterBox obtains any additional material information, including responses to individual Suppliers' questions that could affect other suppliers, this information will be made available to all participants through an update via e-mail.

Only written responses from ShelterBox will be considered part of the official tender document. Information exchanged in verbal conversations will not be binding unless the information is confirmed in writing.

The contents of responses and the provisions of this tender document will be available for inclusion in final contractual obligations. Proposals must be signed by a duly authorised owner, officer or agent of the company submitting the bid.

### 4.5 Notification of award

ShelterBox will notify the successful bidder in writing that their bid has been accepted, subject to contract, by the date set out in Section 3, Timeline. At this stage ShelterBox may choose to negotiate with the successful bidder to finalise the offer.

## 5. CONTACT INFORMATION

**Contact:** ShelterBox Procurement Team  
**Email:** [tenders@shelterbox.org](mailto:tenders@shelterbox.org)

## 6. CONDITIONS OF TENDER

### 6.1 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 as a result of this tender process.

ShelterBox further advises all suppliers that ShelterBox may accept any bid as 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. Even though your response may be rejected, ShelterBox reserves the right to utilise any concepts or ideas contained therein, without incurring any liability.

There will be one supplier for the contract, however ShelterBox reserves the right to place orders with another supplier for additional requirements where the primary supplier is not able to fulfil the request.

Invoices will be billed 30 days due net from receipt of goods at the required location. All invoices will be submitted to the ShelterBox finance team per Purchase Order.

### 6.2 Framework agreement

The Framework Agreement or Agreements will be awarded from the date of signature by both parties for a term of three (3) years, with the option to extend for an additional one (1) year.

The Framework Agreement is not a confirmation of order. Orders are only confirmed on issuance of a Purchase Order (PO) by ShelterBox. There is no obligation for ShelterBox to place any orders once Framework Agreements are awarded.

### 6.3 Offer validity

Bids shall remain valid for 180 calendar days after the bid submission deadline.

### 6.4 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.

### 6.5 Warranty

The Supplier warrants that the goods proposed are new, unused, and meet the required specifications set out herein.

### 6.6 Bid withdrawal

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

### 6.7 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 prior to 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.

### 6.8 Right to retender

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

### 6.9 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 who is suspected to have indulged in corrupt or fraudulent practices risks being prevented from participating in ShelterBox's future procurement opportunities.

### 6.10 Confidentiality

All information contained in this tender document 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.

## 7. BID SUBMISSION CHECKLIST

All bids must contain the following information:

- How your proposed solution meets the minimum and any desirable requirements in Sections 2.1 and 2.2.
- Copies of the scientific standard(s), accreditation(s), and certification(s) the water filter holds or adheres to.
- Item information (see Section 2.4.1)
- Supply and logistics information (see Section 2.4.2)
- Company information (see Section 2.4.3)

'Annex 1 - Evaluation Criteria and Methodology' sets out how ShelterBox intends to evaluate bids. This should be consulted in combination with the above checklist to ensure bids contain all requisite information.



## ANNEX 1. EVALUATION CRITERIA AND METHODOLOGY

As set out in the tender document, bids will be assessed in two stages. All bids that meet the minimum requirements set out in Section 2 of this document will be shortlisted for further evaluation. Bids which do not meet the minimum requirements will be rejected. For the avoidance of doubt, it is a minimum requirement of this tender that all information in Section 2.4 is included within a bid. If this information is missing, the bid will be rejected. After shortlisting, all bids will then be qualitatively assessed in meeting both the desirable requirements set out in the tender, and on their overall merit.

The minimum requirements will be evaluated using the information included within prospective suppliers' bids. Desirable requirements and overall merit will be evaluated using a combination of the bid documents, filter sample testing, via a call with the prospective supplier, and through external sources (such as references, sanction, and credit checks, etc).

For clarity and transparency, the minimum and desirable requirements are summarised in the tables on the next three pages, alongside some examples of factors that will be used determine the overall merit of a bid.

## Item Requirements

| Shortlisting Evaluation Criteria  | Post-Shortlisting Evaluation Criteria  |   |
|---|--|---|
| Minimum requirements  | Desirable requirements   | Overall merit (Examples)  |
| Filter is relevant for use within the context of ShelterBox's operational model.  |  | <i>Products with better suitability to ShelterBox's operating model will be favoured.</i>   |
| Filter is independently scientifically tested and proven to be effective in removing protozoa and bacteria.   | Filter is independently scientifically tested and proven to be effective in removing viruses.<br><br>Have been independently scientifically tested and proven to be effective in removing heavy metals and pesticides. | <i>The more effective the filter is proven to be in removing contaminants, the more points will be awarded.</i>   |
| Filter can produce a minimum of 2,325 litres of filtered water to an approved scientific standard without negatively impacting the taste, smell, or look of the filtered water.           | The filter's lifespan can be prolonged using replacement parts.  | <i>The higher the filter capacity the more points will be awarded (relative to other requirements such as cost).</i>  |
| Filter is durable, with a storage shelf life of at least 24 months without any damage or reduction in performance, including in tropical countries with high levels of heat and moisture. |  | <i>Filters with a shelf life exceeding 24 months would warrant additional merit.</i>  |
| Filter is easy to assemble and easy to operate, including in dusty or sandy conditions.   |  | <i>Products which are simpler to assemble and use will be awarded more points.</i>  |
| Filter is low maintenance.  |  | <i>The lower the level of maintenance a filter requires, to achieve the maximum filtration output, the more points will be awarded.</i>   |
| Filter is lightweight and easily portable (for the benefit of both the end user, and for storage and transportation purposes).  |  |   |
| Filter is suitable for use within a makeshift or emergency shelter.   |  | <i>Merit will be given to solutions that are shown to be best suited to the context of makeshift or emergency shelter (factoring in weight, size, and design considerations).</i> |
| Filter can easily refill a jerry can without risk of contamination or spillage of filtered water.   |  |   |
| Filter is cost-effective.   |  | <i>Propositions will be ranked based on offering best value: price vs effectiveness.</i>  |
| Filter is free of non-essential single use plastics.  | Filter possesses additional environmental or sustainability credentials (such as 100% recycled and/or recyclable parts).   |   |

## Supply and logistics requirements

| Shortlisting Evaluation Criteria   | Post-Shortlisting Evaluation Criteria   |   |
|--|---|---|
| Minimum requirements   | Desirable requirements  | Overall merit (Examples)  |
| Bidder can meet demand for 4,000 filters per annum, 12,000 filters in total over the course of the framework agreement.  | Supplier can ready stock within one month of receipt of a valid purchase order from ShelterBox. | <p><i>Additional consideration will be given to bidders with manufacturing and warehousing sites close to humanitarian hubs or in key ShelterBox-locations</i></p> <p><i>Speed of possible dispatch: additional consideration will be given to suppliers with shorter lead times.</i></p> <p><i>Merit will also be given to bidders who are able to hold stock in reserve for ShelterBox without a manufacturing lead time and/ or have stock ready for immediate dispatch.</i></p> |
| Filters are packed in a hygienic and sterile manner suitable for storage, transit, and distribution to affected communities globally.  |   | <i>(Single use plastic and environmental considerations will also be applied)</i>   |
| Stock can be packed onto EPAL Euro pallets (800mm x 1,200mm) to a maximum height of 1,400mm. The working load of each pallet shall not exceed 1,000kg.   |   |   |
| All wooden pallets are sustainably sourced and meet ISPM 15 international standards.   |   |   |
| The bidder can provide all required export documentation for customs clearance; in line with the timelines, rules, and regulations of the government of the country from which the bidder's warehouse(s) is located. |   |   |
| The bidder can produce the following: packing lists, commercial invoices, certificates of origin, custom pallet, and product labels (upon request).  |   |   |

## Supplier Requirements

| Shortlisting Evaluation Criteria   | Post-Shortlisting Evaluation Criteria   |  |
|--|---|--|
| Minimum requirements   | Desirable requirements  | Overall merit (Examples)   |
| Bidder possesses strong expertise and knowledge in the field of water treatment.   | Has experience of working with INGOs  |  |
| Supplier has experience of supplying goods for international freight.  |   | <i>More experienced suppliers, with a track record of successfully supplying goods for international freight will be favoured.</i>     |
| Can be flexible, responsive, approachable, and able to effectively support the needs of ShelterBox as an emergency disaster relief organisation.             |   |  |
| Supplier complies with international best practice and legislation regarding social responsibility, environmental protection, and progressive labour ethics. | Preference will be given to suppliers with the strongest sustainable business practices, and who demonstrate a commitment to working innovatively and collaboratively with ShelterBox to problem-solve related issues throughout the duration of the framework agreement. |  |
| Supplier is willing to sign ShelterBox's Supplier Code of Conduct.   | Supplier has own comprehensive Code of Ethics or similar document detailing commitment and action to sustainable supply including environmental, social, and economic factors.  | <i>Suppliers with an explicit commitment to reduce negative impact of business activity on sustainability issues will be favoured.</i> |



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