

DOCUMENTATION REQUIRED FOR EVALUATION OF SUSTAINABILITY CRITERIA

As part of the Technical Offer we request documentation that demonstrates compliance with the sustainable requirements during the tendering process. UNHCR reserves the right to verify the compliance of those requirements at any stage of the contract implementation.

Each bidder is to provide and sign a Declaration of Honor. Then, awarded companies for each order, do not need to show certification, as the Declaration of Honor will ensure the quality of the product. However, UNHCR reserves the right to check any random sample for quality and sustainability purposes. If the supplier fails to maintain the quality, UNHCR will have the right to nullify the Frame Agreement.

The origin of raw material criteria has been established largely because UNHCR encourages local and proximity sourcing of raw materials reducing the overall carbon footprint.

1. Criteria:

	Criterion	Requested documentation
1. Environmental		
1.1 Material Composition	100 % recycled material	<p>Self-certification of 100% recycled content according to Appendix-1 in this document.</p> <p>In addition, bidders need to provide: Post-consumer material:</p> <ul style="list-style-type: none"> • Copy of valid Certificate on Global Recycled Standard (GRS) or equivalent (any third-party verification process that verifies the content of recycled material in the product). <p>Pre-consumer material: The bidder needs to provide technology description on how pre-consumer material is included within the manufacturing process.</p>
1.2 Origin of material	Distance between the facility where the raw material (recycled and other raw material) came from and the facility where the UNHCR's items are manufactured.	<p>Proof that demonstrates the origin of the recycled material as well as other raw material, description, and country of destination such as:</p> <ul style="list-style-type: none"> • Bill of Landing/Airway Bill • Certificate of Origin/Declaration of Origin • Supplier's invoice • Certificate issued by the supplier of raw materials
1.3 Energy Source	% of renewable energy used by the manufacturing facility	<p>Proof that demonstrates the percentage and the type of renewable energy source of electricity source such as:</p> <ul style="list-style-type: none"> • Contracts • Energy bills

		<ul style="list-style-type: none"> Renewable energy certificate (e.g. energy attribute certificate, renewable energy guarantees of origin or equivalent)
1.4 Water Source	% of recycled/harvested water used in the manufacturing facility	<ul style="list-style-type: none"> Audit results conducted by 3rd Party (UNHCR audit results also accepted) or accredited third-party verification process
1.5 Company's environmental practices	The bidder has in place an environmental policy or environmental management system related to production unit/ factory	<ul style="list-style-type: none"> Certification ISO 14001 and/or Company's environmental policy
2. Social		
2.1 Gender Equality	- Bidder has gender-responsive practices that demonstrate their commitment to integrating gender equality.	<p>Documented corporate business practices that seek to promote gender equality and women's advancement such as:</p> <ul style="list-style-type: none"> Policy Regulations Procedures Initiatives <p>If available, any third-party certification that demonstrates compliance</p>
2.2 Disability inclusion	- Bidders demonstrate commitment to integrating disability inclusion in their operations.	<p>Documented corporate business practices that seek to integrate disability inclusion such as:</p> <ul style="list-style-type: none"> Policy Regulations Procedures Initiatives <p>If available, any third-party certification that demonstrates compliance</p>
2.3 Company's social criterion	<p>The Bidder has a policy in place that confirms adherence to socially acceptable working conditions:</p> <ul style="list-style-type: none"> Forced or Compulsory Labor Health and Safety Freedom of Association & Right to Collective bargaining Discrimination Working hours Remuneration Child Labor Sexual harassment and exploitation 	Documented practice that demonstrates compliance such as Company' policy and/or social audits (internal and external), if available
2.4 Social aspects certification	Part of UN Global Compact	Proof of current membership with UN Global Compact.

	The Bidder has a third-party verification of their adherence to socially acceptable working conditions	Third party certification that demonstrates compliance such as SA8000 certification or equivalent
	The Bidder has in place an Occupational Health and Safety management system	Third party certification that demonstrates compliance: ISO 45001 or equivalent
3. Economic		
3.1 Local Suppliers	% of suppliers locally recruited by the manufacturing facility	List of suppliers (company's name) for purchase of goods and services, classified as local and non-local suppliers.
3.2 End-of-Life Management	<p>The Bidder has a waste management system, plan or strategy to manage the different types of waste, included but not limited to solid waste, liquid, and toxic waste, produced by the company that includes:</p> <ul style="list-style-type: none"> • Waste segregation • Waste storage • Waste collection • Recycling practices • Appropriate disposal 	Documented practices, measures, procedures, or initiatives on waste management.
	The Bidder has in place practices, measures or initiatives to collect used products or materials from local resellers/consumers (local take-back programs)	Documented practices, measures, procedures, or initiatives on take-back system.

Appendix 1- Self-Declaration Recycled Content

We, SUPPLIER NAME (please insert)

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1. Hereby certify and declare that our sample provided to UNHCR has been manufactured with post-consumer recycled material as indicated below:

Product Name (e.g. HT Blanket, MT blanket)	Type of material	% Post-consumer recycled content	% Pre-consumer recycled content

2. We also certify and guarantee that, when requested by UNHCR, the above products will be manufactured with the same recycled material and percentage as indicated in the table above without compromising quality.

Date:

Name:

Signature and stamp: