



**24/092/BUR-SOM**

## **Instructions for Suppliers**

### **Eligibility Criteria:**

supplier will be selected on the basis of following criteria:

1. Should contain legal registration documents
2. Must submit a realistic delivery date – Mention delivery lead time – in the RFQ (**DELIVERY DATE- LEAD TIME** area)
3. Sign of Oxfam supplier Code of Conduct

### **Financial Proposal:**

1. Submit quotation including filled BoQ on “Request for Quotation – Procurement of MHM and Hygiene kit – Erigavo districts” on the address provided bellow.
2. System (Computer) generated quotations and quotations on company letter head also accepted. The document must be Stamped (firm) & signed on the RFQ page.
3. Prices must be inclusive of all applicable tax and other related costs.
4. Currency of pieces should be USD otherwise mention clearly

### **Financial Proposal:**

1. Submit your RFQs latest by **17<sup>th</sup> August 2024** to Oxfam below email address;

[SOM-Procurement@oxfam.org](mailto:SOM-Procurement@oxfam.org)

2. Oxfam reserves the right to reject the proposals if instructions not followed.



# REQUEST FOR QUOTATION (RFQ)

**REFERENCE N° : RFQ 24/092/BUR-SOM / BUR / 001**

*Please include the RFQ number on all attachments*

Date of Issue : **07/08/2024**

REQUESTED BY :	SUPPLIER :	CONSIGNEE :
<b>Name :</b> OXFAM Somalia-Hargeisa <b>Address :</b> Ahmed Dhagah Distric West of of Hargeisa Club Hargeisa Somaliland <b>Contact :</b> Shuaib Mohamed Yusuf <b>Ph :</b> 634232683 <b>E-Mail :</b> shuaib.mohamed.yusuf@oxfam.org	<b>Name :</b> <b>Address :</b>  <b>Contact :</b> <b>Ph :</b> <b>E-Mail :</b> <b>VAT number :</b>	<b>Name :</b> OXFAM Somalia-Hargeisa <b>Address :</b> Ahmed Dhagah Distric West of of Hargeisa Club Hargeisa Somaliland <b>Contact :</b> Shuaib Mohamed Yusuf <b>Ph :</b> 634232683 <b>E-Mail :</b> shuaib.mohamed.yusuf@oxfam.org

**THIS IS NOT A PURCHASE ORDER (\*)**

**Please provide a quotation for the items listed below. Please specify the period of validity of the quotation, sign or stamp it, and return to the requester.**

**SPECIAL INSTRUCTIONS :**

Please note any and all exclusions, exceptions and deviations from our specifications.  
 Please outline and describe any additional economies not specified in this RFQ that would result in an improvement in the resulting bid.  
 Our standard terms and conditions will apply to any orders placed in conjunction with this RFQ - Vendor may request a copy at any time.  
 All conditions affecting PRICE, delivery or terms of payment must be quoted in this bid.  
 If you do not intend to quote, please return this bid marked as 'WILL NOT BID'.

PAYMENT TERMS	DELIVERY TERMS	EXPIRY DATE OF THE QUOTE	DELIVERY DATE - LEAD TIME
By Bank Transfer	30 days net against invoice	Delivery done by the supplier at the above consignee address	

Line no.	Item Code	Item Description	Qty	Unit of Measure	Unit Price in USD	Amount of Taxes	Total Price in USD	REMARKS
001		Water Treatment Aqua tabs (20L per tablet)	36000	Pcs				
002		Multipurpose soap (200 - 240 gram)	6000	Pcs				
003		Jerrycans (White - 20 liter capacity - hard duty food grade)	1200	Pcs				
004		Ebrik plastic - 2 litres capacity	600	Pcs				
005		Small carrying plastic bag - Zipped for packing HK items	600	Pcs				
006		Mosquito nets - 100% polyester, fine mesh, double bed cover, allows air to circulate, but also mosquitoes and other insects have no space to enter	1200	Pcs			-	
007		Reusable sanitary pad (pack of 4 pcs)	600	Pcs			-	
008		3 pairs of underwear - 100% cotton (different size - L, M, XL)	18000	Pcs			-	
009		Small torch with multipurpose functional with quality (photo attached)	600	Pcs			-	
010		Skirt (Googorad - normal size)	600	Pcs			-	
011		Gift bags (Large) - Zipped for packing MHM items	600	Pcs			-	The gift box should be large enough to contain 1 skirt, a small box of pads, a torch, and three pairs of underwear
012		Transportation cost to Godcaanood, Gudmo-biyocas, Goof and Karin-daalo including, packaging, loading and offloading	1	Lump sum			-	
<b>Sub Total (without tax) :</b>							-	
<b>Tax Amount :</b>							-	
<b>Total amount (Tax included) :</b>							-	

(\*) This RFQ is not an offer to purchase but rather represents an invitation to recipients to submit a response to our questions. Issuance of this RFQ, your preparation and submission of a response, and the subsequent receipt and evaluation of your response does not commit us to purchase products from any of the respondents. Responses must be received by the date and time indicated above. Late responses will not be accepted.

**Name of Contact :**  
**Date :**

**Stamp & Signature :**

**DEADLINE FOR SUBMISSION OF OFFERS :** **17/08/2024**

Oxfam works with others to find lasting solutions to poverty and suffering.

**SUPPLIER'S ACKNOWLEDGEMENT**





# SUPPLIER CODE OF CONDUCT

## ABOUT THE SUPPLIER CODE OF CONDUCT

Oxfam is a group of organizations working together internationally to find lasting solutions to poverty and injustice. We want a world where people are valued and treated equally, enjoy their rights as full citizens and can influence decisions affecting their lives.

In achieving this vision and upholding the responsibility we bear towards our beneficiaries, donors and partners, Oxfam is committed to integrity in its operations and supply chains. This means that we comply with applicable legal requirements, we run our operations in accordance with a strict set of ethical standards and we follow integrity principles in our relationships with suppliers. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

The Supplier Code of Conduct sets out “Standards” – these are specific principles and standards in the areas of human and labour rights, environmental impact and anti-corruption measures. Whilst recognising that local laws and cultures differ considerably from one country to another, Oxfam is an International Non-Governmental Organisation (INGO), therefore, the Supplier Code of Conduct is based on international and UN standards, including the [United Nations Global Compact](https://www.unglobalcompact.org/what-is-gc/mission/principles)<sup>1</sup>, the [Universal Declaration of Human Rights](https://www.un.org/en/universal-declaration-human-rights/)<sup>2</sup>, the [Ethical Trading Initiative Base Code](https://www.ethicaltrade.org/eti-base-code)<sup>3</sup> and the [IASC six Core Principles Relating to sexual Exploitation and Abuse](https://interagencystandingcommittee.org/system/files/iasc_six_core_principles_relating_to_sexual_exploitation_and_abuse_sept_2019.pdf)<sup>4</sup>.

## BUSINESS RELATIONSHIP

Oxfam expects all its suppliers to adhere to this Supplier Code of Conduct. Suppliers are requested to read, agree and acknowledge that this Supplier Code of Conduct provides the minimum standards expected of Oxfam suppliers, and that the Standards apply to suppliers and their employees, subsidiary entities, and subcontractors. The Supplier Code of Conduct should be clearly communicated to any such affiliated persons/entities in local languages so that is understood by all.

Expectations for Oxfam and suppliers are defined as follows:



### SUPPLIERS SHOULD EXPECT OXFAM TO:

- ✓ Ensure that our supply activities comply with the Standards and all applicable legal requirements
- ✓ Act impartially and objectively in all our purchasing activities and to keep written records where appropriate to demonstrate that our actions have been fair and above reproach
- ✓ Maintain an unimpeachable standard of integrity in all their business relationships
- ✓ Not terminate purchase arrangements without due regard to all material circumstances, and appropriate communication
- ✓ Commit to supporting and working with them to achieve conformance with the Standards
- ✓ Commitment to working to improve Oxfam’s policies and practice to enable them to be able to achieve conformance with the Standards



### OXFAM EXPECTS ITS SUPPLIERS TO:

- ✓ Maintain full compliance with all laws and regulations applicable to their business
- ✓ Accept responsibility for the conditions under which goods and services are provided including any work that is subcontracted
- ✓ Be open and transparent about the standards in their supply chain and operations, and provide information requested by Oxfam to enable our assessment of them
- ✓ Support workers to realise their rights and minimise the barriers which prevent workers from achieving them.
- ✓ Demonstrate ability to meet local laws related to the Standards
- ✓ Demonstrate commitment to achieve conformance with the Standards

**Qualification to these expectations:** Where speed of deployment is essential in saving lives, Oxfam will purchase necessary goods and services from the most appropriate available source.

<sup>1</sup> <https://www.unglobalcompact.org/what-is-gc/mission/principles>

<sup>2</sup> <https://www.un.org/en/universal-declaration-human-rights/>

<sup>3</sup> <https://www.ethicaltrade.org/eti-base-code>

<sup>4</sup> [https://interagencystandingcommittee.org/system/files/iasc\\_six\\_core\\_principles\\_relating\\_to\\_sexual\\_exploitation\\_and\\_abuse\\_sept\\_2019.pdf](https://interagencystandingcommittee.org/system/files/iasc_six_core_principles_relating_to_sexual_exploitation_and_abuse_sept_2019.pdf)

# THE STANDARDS



## LABOR & HUMAN RIGHTS

*Oxfam expects its suppliers to respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses. They should apply the national labour law to comply with official working conditions.*



### FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:

a) workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively, b) the employer adopts an open attitude towards the legitimate activities of trade unions, c) workers representatives are not discriminated against and have access to carry out their representative functions in the workplace, d) where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.



**FREELY CHOSEN EMPLOYMENT:** a) There is no forced, bonded, trafficked or involuntary prison labour b) No worker is offered employment by means of materially false or fraudulent pretences, or representations regarding their employment c)

Workers have the right to enter voluntarily and leave freely within the terms of their contract without coercion. d) No worker has their identity or immigration documents destroyed, concealed, confiscated, or otherwise denied to them.



**LIVING WAGES:** a) Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks whichever is higher. Wages should always be high enough to meet basic needs and to provide some discretionary income, b) All workers shall be provided with written and understandable information about their employment conditions including pay c) No compulsory deductions from wages shall be made that aren't mandated by law including no deductions as a disciplinary measure shall not be permitted.



**NO DISCRIMINATION**, in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.



**REGULAR EMPLOYMENT:** To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.



**NO CHILD LABOUR:** a) There shall be no new recruitment of child labour b) Children and young people under 18 years of age shall not be employed at night or in hazardous conditions c) Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child d) These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.



**A SAFE AND HYGIENIC WORKING ENVIRONMENT:** shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.



**FAIR PAYMENT:** a) No worker should pay for a job - the costs of recruitment should be borne, not by the worker, but by the employer b) Wages should be paid directly to the worker c) Workers shall not be held in debt bondage or forced to work for an employer to pay off an incurred or inherited debt.



**WORKING HOURS** are not excessive and comply with national laws and benchmark industry standards, whichever affords greater protection.

### FULL DETAILS ON THE STANDARDS LISTED ABOVE

#### CAN BE FOUND HERE:

[Ethical Trading Initiative base code](#)



## SAFEGUARDING

*Oxfam follows the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and expects its suppliers to abide by them. Oxfam is committed to zero tolerance of sexual harassment, exploitation and abuse. We expect our suppliers to do everything in their power to prevent it from happening, and rigorously address and report it each and every time in case of the following instances:*



**SEXUAL EXPLOITATION:** Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.



**SEXUAL ABUSE:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.



**SEXUAL HARASSMENT:** Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work.



**CHILD ABUSE:** Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labour. For Oxfam, a child is any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child.



### INAPPROPRIATE CONDUCT/ NO HARSH OR INHUMANE TREATMENT IS ALLOWED:

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited (bullying, inappropriate language etc.)

### FULL DETAILS ON THE IASC SIX CORE PRINCIPLES RELATING TO SEXUAL EXPLOITATION AND ABUSE MENTIONED ABOVE

CAN BE FOUND HERE: [IASC Six Core Principles](#)



## ANTI-CORRUPTION

Oxfam does not tolerate corruption and is committed to having robust systems, procedures and practices which reduce the risk of occurrences. Suppliers are expected to have effective control measures in place to reduce the opportunity of fraud and corruption.



**BRIBERY:** The offering, giving, promising or accepting of any financial incentives from one person to another in order to influence a decision or obtain some sort of undue advantage is prohibited.

Suppliers are expected to refrain from engaging in any form of bribery, both giving or receiving.



**FRAUD AND THEFT:** Suppliers will put in place proportionate safeguards to prevent opportunities for fraudulent activities to be undertaken by their employees. Such safeguards could include segregating duties or undertaking certain activities (such as counting money) under dual control. Suppliers are expected to report any suspected or confirm fraudulent or corrupt acts involving Oxfam funds.



**CONFLICT OF INTEREST:** Suppliers are expected to report any actual, possible or potential conflict of interest, and disclose if any Oxfam employee or professional under contract may have an interest of any kind in the supplier's business or any kind of Shared economic interest, political or national affinity, family or emotional ties or any other shared interest with another party of person ties with the supplier.



**NEPOTISM:** Nepotism is any kind of favoritism granted to associates regardless of merit. Suppliers are expected to refrain from engaging in nepotism across all areas of their business, including the recruitment or promotion of staff and the awarding of or bidding for contracts.



**TERRORISM AND FINANCIAL CRIME:** Suppliers will not knowingly or recklessly provide funds, economic goods or material support to any entity or individual designated as "terrorist" by the international community or Affiliate domestic governments, and will take all reasonable steps to safeguard and protect its assets from such illicit use and to comply with national government laws. Suppliers will not knowingly engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.



**FAIR COMPETITION:** Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust/competition laws.



## UNETHICAL ACTIVITIES

Oxfam will not knowingly enter into contract or partnership with suppliers that participate in the activities outlined below.



**TAX EVASION:** Our suppliers must take a zero tolerance approach to the criminal evasion of taxes wherever they operate, and to knowingly facilitating another's tax evasion.



**ARMS MANUFACTURE, SALE OR EXPORT,** or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.



**EXTRACTIVE INDUSTRIES,** including active lobbying to undermine public policies to tackle climate change or pushing for continued expansion of fossil fuel use.



**PESTICIDE SALES** outside the Food and Agriculture Organisation (FAO) guidelines for pesticide retailing.



**THE SALE OF BABY MILK** outside the World Health Organisation (WHO) Code of Conduct.



**ADULT ENTERTAINMENT** including production, publication or broadcast.



**TOBACCO INDUSTRY** including production and sale

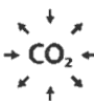


**ILLEGAL LOGGING OPERATIONS** or knowingly becoming involved in, colluding with or purchasing timber from such operations.



## ENVIRONMENTAL IMPACT

Oxfam is committed to reduce its reliance on finite/ scarce resources and to minimise the environmental impact of its operations including its supply chain. The Supplier must respect applicable environmental laws and regulations and seek to reduce the impact of their activities and products.



**CARBON EMISSIONS:** Monitor and actively seek to reduce the Greenhouse Gas (GHG) emissions associated with its operations, which contribute to climate change.



**WASTE, MATERIAL & PACKAGING:** a) minimize waste to landfill, b) maximize recycling, c) avoid unnecessary packaging, d) promote sustainable options.



**ENERGY & WATER:** a) work to reduce energy consumption, b) develop an understanding of its impact on water use and develop management processes where appropriate.



# MONITORING & COMPLIANCE

## DUE DILIGENCE:

As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency, but may also include other checks



## MONITORING

**Important note:** Oxfam performs a regular screening check of all suppliers against international sanctions lists.

## AUDIT:

Any audit requirements are detailed in the terms and conditions of business

## DATA PROTECTION:

Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

Oxfam is committed to and expects its suppliers to comply with the Standards outlined in this Supplier Code of Conduct. Both parties should be open and transparent with each other and report any instances of non-compliance.

Oxfam recognises that work towards good ethical practice is a continual process and suppliers may not be able to meet all the Standards set out in the Supplier Code of Conduct immediately. Oxfam encourages suppliers to continually improve their workplace conditions and will endeavour to support suppliers where necessary in putting systems in place to manage standards and to set practical goals.

Where non-compliance is reported, Oxfam reserves the right to demand corrective measures. Oxfam takes an approach of **zero tolerance to inaction** with its suppliers. Oxfam will terminate a contract where the conduct of suppliers demonstrably violates the Standards, and there is no willingness to address any specific instances which arise or address underlying weaknesses in systems which led to the incident, within a reasonable time period.

**Important note:** if any check against international sanctions lists results in a positive match of a supplier, Oxfam reserves the right to terminate any agreement with such supplier and/or exclude such supplier from any procurement process. Oxfam may take additional steps as it considers necessary in the circumstances.



## COMPLIANCE



## REPORT & ALERT

The Oxfam Novib reporting (of misconduct) channel is available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles. You can use it to report any concerns involving fraud, waste and abuse, or safeguarding concerns to or by Oxfam by submitting a report to

## OXFAM NOVIB SPEAK UP SYSTEM:

Email: [integrity@oxfamnovib.nl](mailto:integrity@oxfamnovib.nl)

Online: [Oxfam Misconduct Reporting Webform](#) (including possibility for anonymous reporting)

Phone: Global no: +44 1249 661808 or check <https://speakup.oxfamnovib.nl/> for local numbers (you can request interpretation via phone)

## SIGNATURE AGREEMENT

### WE CONFIRM:

- ✓ Our understanding of and compliance with the requirements set out in this Oxfam Supplier Code of Conduct - and our adherence to good ethical practices in respect of all our dealings with Oxfam.
- ✓ We understand we may be asked to accept additional investigations, site visits or a full Oxfam/ donor audit in order to provide required levels of assurance with the standards prescribed.

### SUPPLIER AUTHORISED REPRESENTATIVE:

Company Name: .....

Name:..... Position:.....

Date:.....

Signature & Stamp: