

Instructions for Suppliers

Eligibility Criteria:

supplier will be selected based on following criteria:

1. Supplier to submit valid legal registration documents – South-west State.
2. Supplier to submit valid tax compliance certificate – from South-west State.
3. Bidder must demonstrate similar experience in construction works with various institutions or organizations (INGOs and UN agencies), by submitting fully signed and stamped copies of contracts or Purchase Orders (POs) of maximum three, not older than of 3-years, executed at **Buur-hakaba**, with clear description (title of the project, location, time).
4. Financial Proposal Prices filled in the RFQ (BoQ), Signed and Stamped.
5. Sign Oxfam supplier Code of Conduct - attached.
6. Should submit clear break-down workplan.

Financial Proposal:

1. Fill out all lines in the RFQ (BoQ).
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 taxes and other related costs
4. Currency of pieces should be USD otherwise mention clearly

Mode of application:

1. Submit your RFQs (offer and required documents) latest on **04th November 2026** to Oxfam at the email address of SOM-Procurement@oxfam.org
2. Oxfam reserves the right to reject the proposals if instructions not followed.
3. Oxfam reserves the right to reject the proposals of falsified documents.



REQUEST FOR QUOTATION (RFQ)

REFERENCE N° : RFQ 26/170/MOG-SOM / MOG / 001

Please include the RFQ number on all attachments

Date of Issue : October 26, 2026

REQUESTED BY :	SUPPLIER :	CONSIGNEE :
Name : OXFAM SOMALIA Address : Mogadisho, KM4, Airport Road, behind Qatar Embassy Mogadishu Somalia Contact : SOM Procurement Team Ph : E-Mail : SOM-Procurement@oxfam.org	Name : Address : Contact : Ph : E-Mail : VAT number :	Name : OXFAM SOMALIA Address : Mogadisho, KM4, Airport Road, behind Qatar Embassy Mogadishu Somalia Contact : SOM Procurement Team Ph : E-Mail : SOM-Procurement@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'.
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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		Rehabilitation and upgrading of existing water supply systems in Waaberi Health Facility, Buurhakaba Town - (As per attached BoQ & Design).	1	LM				
002								
003								
004								
005								
					Sub Total (without tax) :		-	
					Tax Amount :		-	
					Total amount (Tax included) :		-	

(*) 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 :		November 4, 2026		

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

SUPPLIER'S ACKNOWLEDGEMENT

Activity: XF012354: Rehabilitation and upgrading of existing water supply systems (boreholes and shallow wells) to improve access to safe water for health facilities, including solarisation, water storage tanks, and water kiosks, in Bur hakaba districts.

BILL: BoQ for Upgrading of Hakaba WaterSupply Water Source

BILL #1: PIPE WORK

SN	Description of work	Meas. Unit	Quantity	Unit Rate	Total Amount (US\$)
1	Earth work : Excavation and Backfilling				
1.1	Excavate pipe trenches for the installation of OD 63 mm (2-inch) uPVC pressure pipe along the approved route from the existing elevated water tank to Waaberi Health Facility. The trench shall be approximately 0.40 m wide and 0.50 m deep, with a total length of approximately 1,600 metres. The rate shall include setting out, excavation in all soil types, trimming and levelling of the trench bottom, backfilling with selected and approved material around and above the pipe, proper compaction in layers, disposal of surplus excavated material, and reinstatement of the surface. All works shall be carried out in accordance with the approved drawings, technical specifications, manufacturer's recommendations, and to the satisfaction of the supervising Engineer.	M³	320		
1.2	Clay Bedding : Supply transport and spread 10cm thick approved Clay in the bottom, top and around the laying pipe to minimize external damages. (1600*0.1*0.4=124)	M³	64		
2	PIPE WORK				
	Pipe & fittings supply, laying and jointing (supply, transport to site, store including jointing materials, complete set of galvanized bolts washers, nuts and appropriate gaskets, packing, jointing glue etc., as applicable. Cost includes laying and joining. All diameters are nominal)				
2.1	Distibution Pipe to Waaberi H.F				
2.1.1	Supply, deliver and install 63 mm OD (2-inch) uPVC pressure pipe, PN15, SDR approximately 13, with nominal wall thickness approximately 4.8 mm, in 6 m lengths, complying with ISO 1452-2, suitable for pressurised potable-water supply, along the route from the existing elevated water tank to Waberi Health Facility, including all approved compatible jointing materials and fittings, handling, cutting, alignment, jointing, pressure testing, flushing and commissioning, complete in all respects, including transportation and delivery to Buurhakaba. (Fittings;Elbow=50pcs, Valves=4pcs, 4-T Joints, Pipe coipling/Sleeve=8Pcs)	M	1600		
	TOTAL Cost 1 For Pipe Work				-

Bill #2 : Solarization

Solarization					
Location:Hakaba water Supply Company					
Sno.	Item Description	Unit	Quantity	Unit Rate	Total in USD
1	Solar panel: Supply, deliver, install, test and commission 550 W monocrystalline solar PV modules, 50 Nos. (27.5 kWp total), with Vmp: 40.87 V, Imp: 9.79 A, Voc: 49.21 V, Isc: 10.92 A, and power tolerance of ±5%. The system shall include all necessary electrical interconnections using UV-resistant solar cables, MC4 connectors, grounding and associated accessories. Panels shall be arranged in series/parallel strings matched to the approved solar pump inverter's MPPT operating-voltage and maximum DC input limits..	Pcs	50		
2	Solar Pump Inverter/Controller: Supply, deliver, install, test, and commission a minimum 15 kW, 380/400 V, 3-phase, 50 Hz solar pump inverter/controller, with MPPT and variable-frequency drive, compatible with the 27.5 kWp PV array and proposed submersible pump, including all required control and protection functions.	No	1		
3	Solar Panel Support Mounting Structure: Supply and install a complete solar PV support structure constructed from steel frames in accordance with the approved design, suitable for 50 PV modules. Main mounting poles shall be 80 mm × 80 mm × 5 mm square steel tubes, diagonal/bracing members 50 mm × 50 mm × 5 mm square tubes, and purlins 50 mm × 50 mm × 3 mm square tubes. The structure shall be approximately 2.0 m above finished ground level to mitigate flood risk, with suitable slope for drainage and optimal solar orientation. Poles shall be embedded in concrete foundations with a minimum 400 mm below-ground depth and 250 mm above-ground level, or as approved by the technical team. Provide minimum 1.0 m spacing between panel rows and approximately 1.0 m perimeter clearance for maintenance. Rate shall include steel fabrication, welding, cutting, drilling, concrete foundations, reinforcement, bolts, clamps, labour, installation and all accessories. All exposed steelwork shall be protected with anti-rust primer and silver metallic finishing paint.	Lot	1		
4	DC/AC Protection and Isolation: Supply and install complete electrical protection and isolation, including DC combiner/protection box, DC isolators, fuses/breakers, AC protection, surge protection devices and enclosures, appropriately rated for the PV array, inverter and pump.	Lot	1		
5	Pump and Electrical Cables: Supply and install all required appropriately sized DC solar cables, AC pump power cables, connectors, glands, lugs, conduits/cable protection and termination accessories required for a complete and operational system.	M	200		

6	Manual Changeover/Bypass: Supply, install, test and commission a 4-pole, 63 A minimum, 400 V AC, 3-phase, 50 Hz, I-O-II manual changeover switch, mechanically interlocked and break-before-make, for safe selection between the solar pump inverter and existing generator supply. The switch shall simultaneously switch L1, L2, L3 and Neutral, prevent parallel connection of the two power sources, and include a lockable IP65 enclosure, terminals, cable glands, labels and all accessories required for complete installation and commissioning	No	1		
7	Installation accessories (Surge protector, Lightning Arrestors, Eath , Cables from the shallows to the Solar site).There is also the adjustment of all wires from the solar system. To avoid damaging the ground soil, run the ground wires through a 1/2-inch-thick PVC pipe.	LS	1		
8	Transportation of Equipment to the Sites in Buurhakaba	Ls	1		
9	Provide metallic billboard of size 1.5x2m, Paint and label Oxfam and Donors logos. Also indicate detail project description. Oxfam team will provide the information.	LS	1		
Total Cost for supply and installation of One Solar system			1		
Total Cost for supply and installation of Two Solar system			2		
10	Supply, installation, testing and commissioning of an 11 kW (15 HP), 3-phase, 50 Hz submersible pump for horizontal installation at the dam, complete with all necessary fittings, accessories, and dry-run protection to prevent pump operation under insufficient water conditions. The pump shall deliver approximately 13 m³/h at a head of 175–279 m. Submit the manufacturer's datasheet and performance curve for approval prior to supply.	No	1		
Grand total for Bill 1&2					-

Activity: XF012354: Rehabilitation and upgrading of existing water supply systems (boreholes and shallow wells) to improve access to safe water for health facilities, including solarisation, water storage tanks, and water kiosks, in Bur hakaba districts.

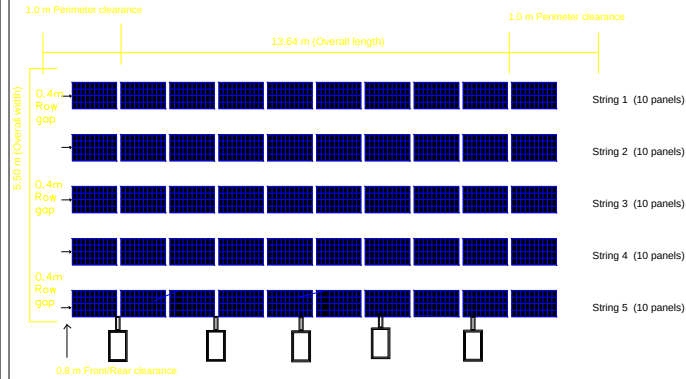
BILL: BoQ for Upgrading of Hakaba WaterSupply Water Source

BILL #1: Construction of Elevated Reinforced Concrete Tower and Platform for 5,000-Litre Plastic Water Tank (4 m × 2.4 m × 2.7 m)

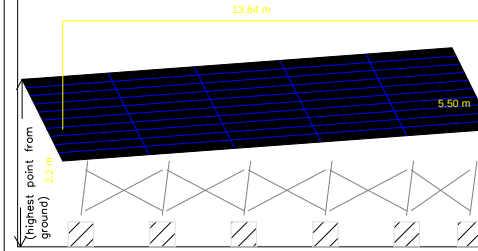
SN	Description of work	Meas. Unit	Quantity	Unit Rate	Total Amount (US\$)
A	Foundation Works				
1	Excavate two isolated column foundations, each approximately 0.8 m × 0.8 m × 0.8 m deep, including trimming, disposal of surplus excavated material and keeping excavations free from water.	M³	1.024		
2	Provide and lay 50 mm thick Class 15 mass-concrete blinding to the bottom of the two column foundations.	M³	0.064		
3	Construct two reinforced-concrete isolated footings, each approximately 0.8 m × 0.8 m × 0.30 m, Class 25 concrete, reinforced with Y12 @ 200 mm c/c both ways, including formwork, concrete placement and curing.	M³	0.384		
B	RC Tower Structure				
4	Construct two reinforced-concrete columns, approximately 300 × 300 mm, extending approximately 3 m above finished ground level, reinforced with 4Y16 longitudinal bars and R8 links @ 200 mm c/c, including formwork, concrete placement and curing.	M³	0.54		
5	Construct a four-sided rectangular reinforced-concrete support beam frame, approximately 2.4 m × 2.4 m overall, with beam size 250 × 300 mm, Class 25 concrete, reinforced with 4Y8 longitudinal bars and R8 links @ 200 mm c/c, including formwork, reinforcement, concrete placement and curing.	M³	0.72		
6	Provide and cast 150 mm thick reinforced-concrete tank support slab, approximately 2.4 m × 2.4 m, Class 25 concrete, reinforced with Y12 @ 200 mm c/c both ways, including formwork, reinforcement, finishing and curing.	M³	0.864		
C	Tank and Plumbing				
7	Supply and install one 5,000-litre PVC plastic water storage tank, complete with inlet, outlet, overflow, drain, float valve, all necessary pipe fittings, supports, clamps, flexible connections and secure anchoring to the reinforced-concrete slab. The installation shall include connection to the facility water-distribution system, testing, commissioning and ensuring full functionality.	Pc	1		
Grand Total for Bill1					-

	Summary Sheet	
Item	Description	Amount
1	Waaberi Health Facility	\$ -
2	Hakaba Water Supply	\$ -
	Grand Total	\$ -

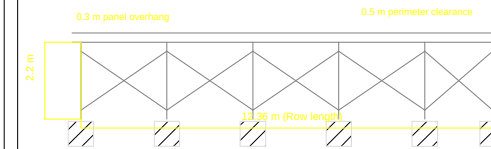
1. PV ARRAY LAYOUT (TOP VIEW) - 50 PANELS (5 STRINGS x 10 PANELS)



2. 3D PERSPECTIVE VIEW



3. SIDE ELEVATION (LONGITUDINAL VIEW)



7. PV MODULE & ARRAY CONFIGURATION

Module rating	550 W (or equivalent)
Total modules	50 Nos.
Total capacity	27.5 kWp
Configuration	5 strings x 10 panels
Module dimensions	2.279 m x 1.134 m
Array size	13.64 m (L) x 5.50 m (W)
Tilt angle	10 deg-20 deg (site specific)

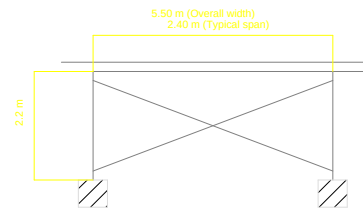
8. STRUCTURE MATERIAL SPECIFICATION

Main columns	88 x 88 x 4 mm SHS
Bracing members	50 x 50 x 3 mm SHS
Purlins / Rails	50 x 50 x 3 mm SHS

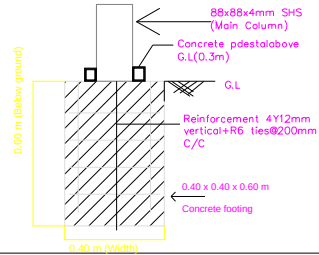
9. FOUNDATION

Above ground level	- 0.30 m
Below ground level	- 0.60 m
Concrete footing	0.40 m (L) x 0.40 m (W) x 0.60 m (D)

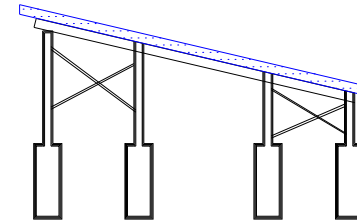
4. CROSS SECTION (TYPICAL)



5. FOUNDATION DETAILS

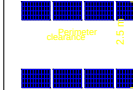


6. MODULE MOUNTING DETAIL



7.

PANEL ROW SPACING (PLAN)



10. NOTES

1. Dimensions are indicative and may be adjusted based on Manufacturers data, site conditions, and detail design
2. Structural steel members, connections and anti-corrosion treatment to be as per relevant standards
3. Foundation design to be confirmed based on geotechnical investigation and site conditions
4. PV Panel and structure to be installed in accordance with Manufacturer specifications and relevant standards
5. Earthing and lightning protection as per relevant electrical standards

Funded by: ECHO



Funded by
European Union
Humanitarian Aid

Implemented by: OXFAM



PROJECT Title: Multi-sectoral Humanitarian Response for the Most Vulnerable Crisis-Affected Communities in Somalia

Scale: 1:1

Date: Sept 27, 2026

Location: Buurhakaba Town, Buurhakaba District

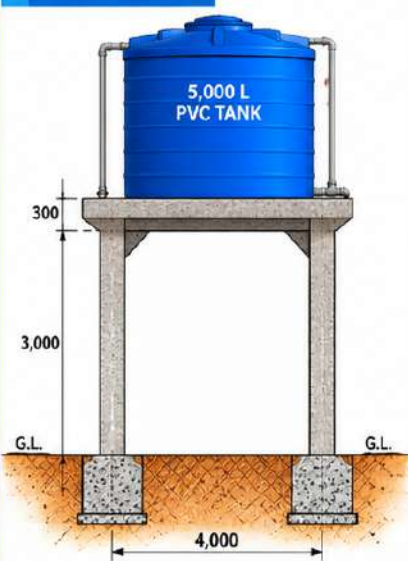
DWG No.: SPV-01

Drawing Title: SOLAR PV MOUNTING STRUCTURE LAYOUT AND DETAILS

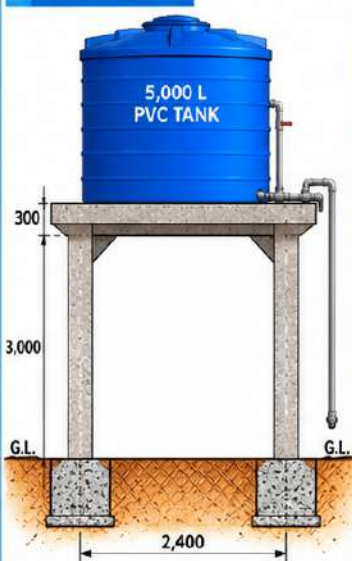
Designed by: Hassan M. Warsame

Sheet No.: 1/1

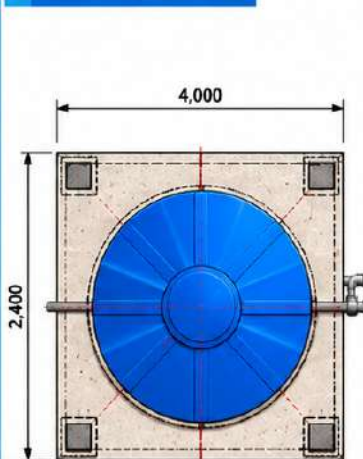
1. FRONT ELEVATION



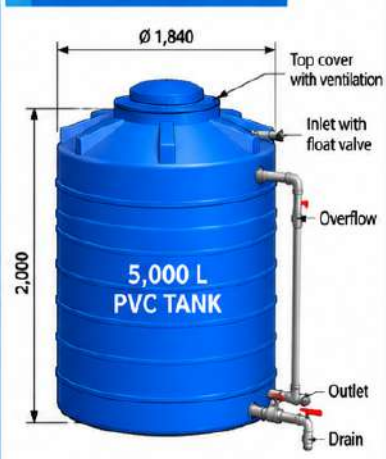
2. SIDE ELEVATION



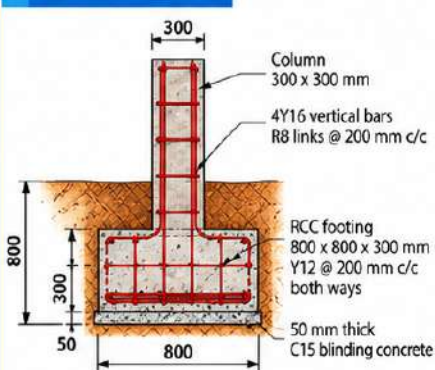
3. PLAN VIEW (PLATFORM)



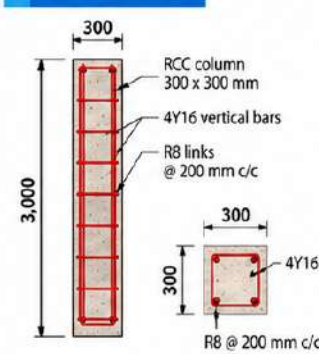
4. 5,000 L PVC TANK DETAILS



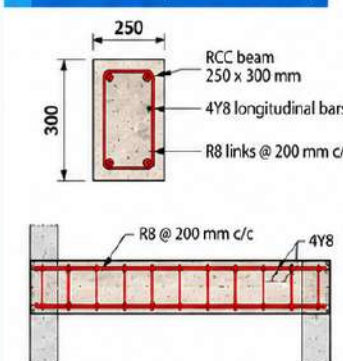
5. FOUNDATION SECTION



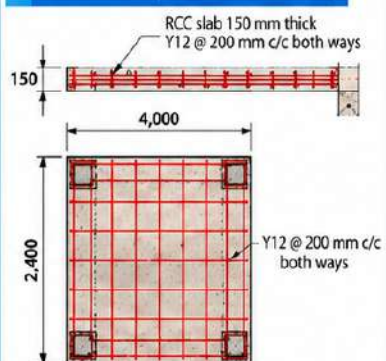
6. COLUMN DETAILS



7. BEAM DETAILS (PLATFORM BEAM)



8. SLAB DETAILS (TANK SUPPORT SLAB)



 Funded by: ECHO	 Implemented by: OXFAM	Project Title: Multisectoral Humanitarian Response for the Most Vulnerable Crisis-Affected Communities in Somalia	Location: Buurhakaba Town, Buurhakaba District	5,000 LITRE PVC WATER TANK AND RCC SUPPORT TOWER LAYOUT AND RCC DETAILS	Designed by: Hassan M. Warsame Drawn by: Hassan M. Warsame Checked by: - Approved by: -
				Scale: NTS Date: Sept 27, 2026 DWG No.: S-01	Sheet No.: 1/1

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](#), the [Universal Declaration of Human Rights](#), the [Ethical Trading Initiative Base Code](#) and the [IASC six Core Principles Relating to sexual Exploitation and Abuse](#).

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.

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 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.



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.)



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



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.

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.



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



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



TOBACCO PRODUCTION AND SALE



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.



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



ADULT ENTERTAINMENT including production, publication or broadcast.

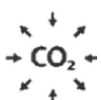


ILLEGAL LOGGING OPERATIONS or knowingly becoming involved in, colluding with or purchasing timber from such operations.



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.



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



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



MONITORING

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

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 expects its own organisation and 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 tendering process. Oxfam may take additional steps as it considers necessary in the circumstances.



COMPLIANCE



REPORT & ALERT

The Oxfam Novib ExpoLink Speak Up Hotline 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: oxfamspeakup@expolink.co.uk

Online: <https://speakup.oxfamnovib.nl/>

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: