

## Terms of Reference (TOR) for Supply of (1,000) Hygiene Kits of QFFD Project 2024

**Location:** (SWS-Jubaland- Hirshabelle) States- Somalia.  
**Donor:** QFFD and QRCS  
**Job Title:** Hygiene kits items.

**REF №; Integrated El Nino Emergency Response & Recovery Project/ Somalia/MOG0001/2024**

### **Background: -**

Qatar Red Crescent Society (QRCS) is Humanitarian Organization working in more than 17 countries around the globe. Since its inception, QRCS has worked to improve living and health conditions, increase agricultural productivity, raise the standard of living within disaster affected and poor communities in rural populations and contribute to their economic recovery and resilience. Improving the health of the community for all is at the heart of QRCS's efforts to make sure people have regular access to enough quality health services to lead active, healthy lives.

o achieve its goals, QRCS cooperates with thousands of partners worldwide, from farmers' groups to Traders, from non-governmental organizations to other UN agencies

In this regard QRCS is looking for a competent bidder to supply Hygiene kits items to ((southwest - Jubaland- Hirshabelle) States- Somalia.

### **Overall Objective of the Procurement: -**

The Overall purpose of the Procurement is;

(a) To get eligible hygiene items suppliers to supply good quality Hygiene items to QRCs project sites.

To ensure right type, quality and quantity of hygiene items are procured and delivered to QRCs project sites (southwest- Jubaland- Hirshabelle) States- Somalia the focus would be considering the type, quality and Quantity of hygiene items supplies; company credibility and potential to supply the required items.

### **Based on the Objectives, the QRCS will aim at capturing the following from the supplier: -**

Effectiveness	Supplier has ability to manage the time and perform the activities as per the plan.
Relevance	The supplier has qualified personnel who could run the delivery process with fewer difficulties and has relevant documents that explain its operation in the field of hygiene kits items procurement and supply in Somalia. Has experience in supplying hygiene kits items.
Efficiency	The supplier should be delivering the services with reasonable cost and has resources that perform work efficiently.

### Scope of the Assignment and Methodological Aspects: -

The supplier will be responsible for carrying out the entire process of the procurement and supply chain including distribution to the target beneficiaries at designated ten distribution sites while the supervision and final decision on how and when to distribute shall be the responsibility of QRCS.

The supplier should consider the following.


- Branding of the cartons of hygiene kits items for visibility.
- Right quality and quantity of hygiene kits items are supplied.
- Transportation to the project sites.
- The hygiene kits package will be (1,000) packages in (southwest-Jubaland- Hirshabelle) States- Somalia.
- All the procured hygiene kits are to be supplied to the project site ((southwest-Jubaland- Hirshabelle) States- Somalia).
- The vendor shall deliver the hygiene kits packages to sites identified by QRCS.






The bidder/supplier shall submit the proposal with the following documents: -

- Detailed company Profile
- Latest Certificate of incorporation (A valid registration certificate from Local authority/a valid Commercial license)
- Tin/Tax
- Evidence of Past Experience in a similar work (Hygiene kits Supply/ distribution experiences with UN/INGOs/national NGO)
- Quotation price (Price will be inclusive with all transportation, Loading and offloading and branding)
- Delivery Location: in (SWS-Jubaland- Hirshabelle) States- Somalia,
- Currency: US Dollars

### Packages of hygiene kits Supplies:

Hygiene kits items (package) per household:

Hygiene Kits (1,000 Packages) Of QFFD Project 2024							
Package Details:							
S/N	Item	Dose	Photo	Unit	QTY	Unit. Price	Total Amount
1	lifebuoy soap, bathing	150gr		PCS	12		

2	Soap, laundry	100gr		PCS	12		
3	Jerry can, non-collapsible	10L		PCS	1		
4	bucket with lid, HDPE	20L		PCS	1		
5	Anti-Bacterial Soap	90gr		PCS	6		
6	Bilan Pad (Always)	Box		BOX (10 PCS)	2		

**Note: -**

The supplier will deliver & distribute the hygiene kits supplies in monthly bases for 3 months to the project sites.

**Hygiene kits Packages 2024 Language of the Bid: -**

The bid, all correspondence & documents relating to the bid shall be in English language.

**Cost of Bidding: -**

The bidder/s shall bear all costs associated with preparation and submission of its bid. QRCS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

**Clarification of Bidding Documents: -**

A consultant/contractor requiring any clarification shall notify QRCS in writing or by telephone & QRCS will respond in writing to any request prior to the deadline.

**Amendment of Bidding Document: -**

At any time prior to the deadline for submission of bids QRCS may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing or by email or letter to all prospective bidders, who have received the bidding documents & will be binding on them. To allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, QRCS may, at the discretion, extend the deadline for the submission of the bids.

**Bid Currencies: -**

The bids prices shall be quoted in US Dollar (USD).

**Bids Prices: -**

- The bidders shall indicate the unit price where possible and the total bid price of the Work separately (for each work) including transportation cost to the project location.
- Prices quoted by the bidder shall be fixed for a period of four months i.e., during evaluation, award and implementation.

**Award Criteria: -**

The contract shall be awarded to the most economically advantageous tender/bid that meets quality, specification, delivery, price, and good terms of payment. QRCs is not bound to accept the highest, lowest or any other tender or bid and is not bound to give any reasons thereof.

**QRCs right to vary quantities at the time of the award: -**

QRCs reserves the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification.

**QRCs right to accept any bid and reject any or all bids: -**

QRCS reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract without there by incurring any liability to the affected bidder or bidders or any obligation form the affected bidder or bidders on the grounds of its action.

Should you be interested and have the capacity to provide the service above, QRCs request you to collect the Terms of reference (ToR) documents from the following address: link <https://somalijobs.net/> or contact **Logistic and Procurement officer** at Qatar Red Crescent **0616989691** or email: [supply.somalia@grcs.org.qa](mailto:supply.somalia@grcs.org.qa)

Subject of email addressed “**(1,000) Hygiene Kits QFFD Project 2024**” should be dropped at main Office of Qatar Red Crescent (QRC) office-Somalia; behind Qatar Embassy Next Peace University Wadajir District Mogadishu. The deadline for submission of bids i.e., **3<sup>rd</sup> July 2024 at 4:00 PM.**