



**OXFAM**  
Novib

**ToR for Purchasing of Hygiene  
Materials plus transportation to  
Herat and Daikondi provinces**

## Table of Contents

<b>1</b>	<b>Project Background</b>	<b>3</b>
1.1	Oxfam Novib	3
1.2	Background and rationale	3
<b>2</b>	<b>Project Definition</b>	<b>3</b>
2.1	Product requirements	4
2.2	Specifications And Requirements	3
2.3	Pricing/Details Required	4
<b>3</b>	<b>Purchase procedure</b>	<b>4</b>
3.1	Procedure	
3.2	Administrative Criteria	4
3.2.1	Deadlines	5
3.2.2	Contents of quotation	5
3.3	Award criteria	5
3.4	Selection and assessment	5
<b>4</b>	<b>Disclaimers</b>	<b>6</b>

# 1 Project Background

## 1.1 Oxfam Novib

Oxfam first provided support in Afghanistan in 1961 and has been directly providing humanitarian and development assistance in the country since 199. We currently work in Kabul and other seven provinces of the country: Balkh, Daikundi, Herat, Kandahar, Kunduz, Nangarhar and Takhar. Through our local partners, Oxfam provides assistance to families and communities affected by natural and man-made disasters. We work with poor communities to help them pull themselves out of poverty and improve their lives. We promote the rights of women and youth to become agents of change and fight for their rights. In a critical but constructive way, Oxfam works with government institutions to build capacity and influence policies that will help address structural poverty and inequality. To create lasting change, together with our partners also speak out on behalf of marginalized groups at the highest levels in both Afghanistan and among the international community.

## 1.2 Background and rationale

Oxfam invites qualified and responsible Contractors doing business in Afghanistan to submit quotations for providing and transportation of hygiene materials to Herat and Daikondi provinces.

This procurement will be conducted on a competitive basis and the winning Contractor will be selected based on the best value offered.

# 2 Project Definition

## 2.1 Project background

The requested materials will be used as protective measures for Oxfam staff as well as beneficiaries.

## 2.2 Specifications, Process and Requirements

This purchase depends upon the budget approval by donor, thus we are not obliged to purchase the items that we are asking for quotation.

Oxfam reserves the right to cancel or revise (increase or decreased) the required number of items mentioned in attached RFQ.

The selected supplier will be contacted to present the sample for the quoted items, a committee representing Oxfam will check the items for ensuring the given specification and quality.

The sample check process will be conducted in Kabul, 1 package of the whole will be kept in office

as the supplier needs to deliver the same items to Herat and Daikondi offices.

## Delivery

- The winner supplier has to deliver the items to Herat and Daikondi provinces (Total number of each item will be divided by two packages and have to be delivered to Herat and Daikondi provinces.
- The winner supplier has to provide the sample of items within one day after being notified to Oxfam office in Kabul.
- The winner supplier has to transport and deliver the items within 5 days after signing the purchase order.

### 2.3 Pricing/Details Required

We are inviting you to make a quotation explaining in detail:

Applicable amount of tax will be deducted from total quoted amount.

Prices must be in AFA currency only.

### 2.4 Performance guarantee

Not applicable for this purchase.

### 2.5 Payment:

The price in the quotation of suppliers shall include delivery costs to Herat and Daikondi provinces, Afghanistan government tax and any other costs that might be necessary for the completion of the contract as well as the contents of this ToR.

Full payment will be made after accepting and confirmation of Oxfam assigned team upon the complete delivery of items in Herat and Daikondi provinces.

The payment will be processed within 10 working days after complete delivery.

## 3 Purchase procedure

### 3.1 Procedure

This procurement procedure is organised to purchase hygiene materials after careful consideration and pre-selection a selection of potential suppliers are asked to take part in the competitive negotiated procedure for the above mentioned contract. These potential suppliers are asked to make a quotation based a competitive process, selection will be made based on criteria mentioned

below. These quotations are assessed on their compliance, quality and price.

The contract will in principle be awarded to the company with the offered best value for money quotation.

Oxfam Novib withholds the right to check the quotation with one or more potential suppliers before an award decision is made. Purpose of this check is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential suppliers.

### 3.2 Administrative Criteria

- All required documents must be sent to Oxfam based on the given date and timeline.
- Offers must have sufficient validity **(30 days minimum)**
- The company must have professional capacity for supplying of hygiene materials.

#### 3.2.1 Deadlines

- Quotations should reach Oxfam Novib no later than **5<sup>th</sup> April 2020, 4pm Kabul Time to below email address.**  
[Nasrullah.adel@Oxfam.org](mailto:Nasrullah.adel@Oxfam.org)
- Any question/clarification regarding this RFQ must be written to above given email address before **5<sup>th</sup> April 2020**

#### 3.2.2 Termination of contract

Whenever it is determined that the Contractor has failed to comply with the quality, quantity, delivery, and pricing terms of the contract, Oxfam may immediately terminate the contract for cause by notifying the Contractor in writing or verbally. Oxfam also reserves the right to terminate the contract immediately.

#### 3.2.3 Contents of quotation

The following should be included in applications:

- Signed and stamp Request for Quotations form.
- Signed and stamp of this ToR.

### 3.3 Award criteria

The sole award criteria for this procedure is the best value for money quotations.

### 3.4 Selection and assessment

The assessment of the quotations will start with an assessment of the administrative criteria, mentioned in chapter 3.2. These criteria are all Knock-out criteria. That means that if these criteria

aren't met in your quotation, this quotation will be put aside and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed the final total price. The quotation that meets the administrative criteria and has the lowest final total price will be awarded the contract/purchase order.

## 4 Disclaimers

Oxfam Novib may require the supplier to clarify its quotation and/or provide supporting documentation. However the supplier may not modify its quotation after the deadline for submission of quotations mentioned in chapter 3.2.1, third bullet.

Oxfam Novib reserves the right to stop the purchase procedure completely or partly, temporarily or permanently until the moment of contract signing. In these situations suppliers are not entitled to reimbursement of any costs or damages incurred in connection with this purchase procedure.

Quotations should be valid for at least 30 days after the deadline for handing in quotations mentioned in chapter 3.2.1, third bullet.

Oxfam Novib cannot be charged in any way for costs related to preparation and submission of a quotation. This can also include interviews and/or providing further information about the quotation.

The risk of any costs and/or damages which may arise by not awarding this contract to a supplier lay solely with the supplier. Oxfam Novib cannot be held responsible for any such costs or damages.

By submitting a quotation the Supplier agrees all the terms and conditions specified in this procedure.

Regards,  
Logistics department of Oxfam Novib in Afghanistan