



INVITATION TO TENDER

TENDER DOSSIER

ITT Title : **Supply and Installation of a 64KW Solar Power System for the National ID Building in Anbar Governorate**

تجهيز ونصب منظومة طاقة شمسية بقدرة 64 كيلو واط لمبنى دائرة الهوية الوطنية في محافظة الانبار

Tender Reference: ITT-IQRMD-24-0004

Issued by Oxfam
Author: Muhammad Alewy
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INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Supply and Installation of a 64KW Solar Power System for the National ID Building in Anbar Governorate**

A detailed description of the assignment and services required by Oxfam is contained in the technical specifications (see APPENDIX A – Technical specifications).

2 INVITATION TO TENDER TIMETABLE

	DATE	TIME (City)
Issue invitation to tender	31 st Dec 2024	
Questions from supplier due date	8 th Jan 2025	09:00
Deadline for OXFAM to reply to supplier questions	10 th Jan 2025	09:00
Deadline for intent to bid	11 th Jan 2025	14:00
Last date and time of the quotation/proposal (bid) submission to Oxfam	13 th Jan 2025	16:00
Tender Opening	14 th Jan 2025	

3 INSTRUCTIONS TO TENDERERS

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be.

Tenderers are expected to examine carefully and comply with all instructions, forms, provisions, and specifications contained in this tender dossier.

Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender.

The participation procedure will be carried out in two successive stages; both are to be submitted together.

1. Suppliers' application analysis
2. Tender proposal analysis from qualifying applicants.

Responses should be sent in an outer sealed single envelope which will contain two further envelopes corresponding to the two different sections of the tender:

- Inside Envelope 1: "Supplier Applications" – 1 copy
- Inside Envelope 2: "Supplier Tender Proposals" – 1 copy

Outer envelope to be marked as follows:

Oxfam - ITT-IQRMD-24-0004

Do not open before 13th Jan 2025

Tenderers do not have the option of submitting their tender electronically, unless clearly stated by the Oxfam procurement team.

Language: All documents shall be submitted in English Language

Muhammad Alewy

Log Assistant

Tel : **0784 2299887**

Ramadi, Ta'mim, Al-Dawajin Area- Oxfam Office

الرمادي التاميم منطقة

الدواجن مكتب اوكسفام

It is the responsibility of the Tenderer to ensure that their offer is complete and meets Oxfam's requirements. Failure to satisfy all aspects of the tender dossier may lead to the offer being rejected without further reason being given. It is therefore essential to ensure that you read this document carefully and answer in full all questions asked.

3.1 Supplier Application

The application must be submitted in an envelope entitled:

“Supplier Application “Supplier name” response to Oxfam tender: ITT-IQRMD-24-0004

Which contains:

- APPENDIX B - Tenderer's Declaration
- APPENDIX D- International Supplier Questionnaire

All of which must be initialled and signed by an authorised person, with powers to represent the company.

3.2 Tender Proposal

Tenderers are invited to submit their best technical and economic tender in English to the exact formats and specifications required by Oxfam. Tenders not respecting these formats and specifications will be rejected.

The tender must be submitted in an envelope entitled:

“Tender proposal “Supplier name” to Oxfam tender: ITT-IQRMD-24-0004

Which contains:

- Tender Technical offer
- Price proposal

Price proposal must be initialled and signed by an authorised person.

3.2.1 Currency

All prices shall be expressed in **IQD** including VAT. This is to allow for a fair comparison of prices, following the award of the contract; the working currency will be decided between Oxfam and the contracted party. Where exchange rates have been used to arrive at an **IQD** figure this should also be provided.

3.2.2 Tender validity

Tenders shall remain valid for a period of minimum 2 calendar months after the deadline for receipt of tenders, however Oxfam will welcome any longer validity period for the tender.

3.2.3 Tender Presentation

Tenderers may submit a tender for No Food Items mentioned according with the list of stock shown clearly in the response.

Prices and lead times, presented in the tender, should be firm and valid for the period of Two years from the date of its signature by both Parties.

The price proposal should be submitted according to the template in APPENDIX E – Invitation to Tender form.

3.2.4 Compliance

Your basic offer shall be strictly in accordance with the technical specifications specified in the:

- Appendix A : Technical Spécification
- Appendix E : Price proposal.

Award of the contract is based on the criteria listed at paragraph 4.12 Tender Process

3.2.5 Technical Offer

A **technical** tender offer describing the way in which the tenderer intends to carry out the tasks as described in the contract. Respecting all the obligations imposed by the specifications, bearing in mind the principals and values of Oxfam.

The tender should include the bellow information for the technical and quality evaluation otherwise it might be excluded:

- THE SPECIFICATION OF ALL THE ITEM SHOULD BE PROVIDED IN THE OFFER.
- COUNTRY OF ORIGIN OF ALL THE ITEMS SHOULD BE STATED IN THE OFFER.
- DELIVERY TIME AND (IF ANY ARE AVAILABLE IN STOCK).
- PICTURES OF ALL ITEMS MUST BE ATTACHED OTHER WISE THE TENDER MIGHT BE EXCLUDED.
- THE REAL CATALOGUES OF THE EQUIPMENT'S SHOULD BE SUBMITTED WITH THE TENDER DOSSIER.
- THE FINANCIAL OFFER SHOULD INCLUDE ALL AND ANY RELATED TAXS AND OR COSTUME CLEARANCE.
- DEALING WITH CUSTOMS CLEARANCE AND TAXES SHOULD BE THE COMPANY'S RESPONSIBILITY.

يجب توفير مواصفات جميع العناصر في العرض
يجب ذكر بلد المنشأ لجميع العناصر في العرض
وقت التسليم (إن وجد) و(إذا كان متوفرًا في المخزون)
يجب إرفاق صور لجميع العناصر وإلا فقد يتم استبعاد العطاء
يجب تقديم الكتالوجات الحقيقية للمعدات مع ملف العطاء
يجب ان يتضمن العرض المالي كافة انواع الضرائب و او التخليص الجمركي
ان وجدت يجب أن تكون معالجة التخليص الجمركي والضرائب من مسؤولية الشركة

3.2.6 Price proposal

- Clear breakdown of costs related to goods requested, and a detailed **price list** for all the services and goods linked to the technical requirement (e.g., equipment)
This list forms an integral part of the contract resulting from this invitation to tender and will serve as a control instrument for our finance team during invoice verification. Any component not found in this list can be neither invoiced nor paid, therefore, it should be comprehensive. By providing this price list, tenderers agree to abide by it and its accompanying conditions in carrying out the contract.
- Additional services that the service provider would be willing to provide Oxfam at no cost.
- Each BoQ will be evaluated separately, please insure to not mix the financial proposals for the BoQs, we might award all BoQs to one supplier or each BoQ to one suppliers per the need and evaluation.

4 CONDITIONS OF TENDERING

4.1 Questions / Request for clarification

Any requests for clarification may be submitted by email to arashad@oxfam.org.uk BEFORE **8th Jan 2025**

4.2 Clarification meeting / site visit.

No site visit required

4.3 Alteration or withdrawal of tenders

Tenderers may alter or withdraw their tenders by written notification prior to the deadline for submission of tenders referred to in Article 2. No tender may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

4.4 Costs of preparing tenders

All costs incurred by the tenderer in preparing and submitting the tender are not reimbursable. All such costs will be borne by the tenderer.

4.5 Late Proposal

Tenders must be received before **13th Jan 2025 16:00** Iraqi time. Tenders received after the closing date will not be considered, unless in Oxfam sole opinion there are exceptional circumstances which have caused the delay.

4.6 Eligibility

Participation in tendering is open on equal terms to any natural and legal persons or company.

4.7 Compliance

Oxfam reserves the right to reject all bids not submitted in the format specified and any bids where any of the required forms are not completed.

4.8 Right to reject all tenders

Oxfam is under no obligation to accept any tender.

4.9 Power to accept part of a tender.

Oxfam reserves the right, unless the tenderer expressly stipulates to the contrary in the tender, to award batches separately or in any combination.

4.10 Specification

If the tenderer wishes to propose modifications to the specification (which may provide a better way to achieve Oxfam 's objectives) these must be considered as an alternative offer. The Tenderer must make alternative offers in a separate letter to accompany the tender. OXFAM is under no obligation to accept alternative offers.

4.11 Confidentiality

Tenderers must treat the invitation to tender, and all associated documentation supplied by OXFAM as confidential.

4.12 Tender Process

Oxfam reserves the right to negotiate, accept or reject any or all proposals and quotations at its sole discretion and to pursue or act further on any responses it considers advantageous.

Tenders will be evaluated according to the below essential criteria.

#	Description	Scoring / Weighting
1	Administrative	10%
2	Technical and quality	30%
3	Financial proposal	30%

4	Time Delivery	30%
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This part concerns the information given in the supplier questionnaire, each tenderer Should also include the bellow documents, otherwise the tender might be excluded, the bellow document will assist us in judging their suitability according to the below criteria:

ADMINISTRATIVE Evaluation :

- **Proof of Company Registration in Iraq.**
- **A copy of the audited financial statements for last two years (balance sheet and income statement).**
- **Data on business activity volume and capacity to deliver the product/service requirements (Reputation and business practices).**
- **List of previous work experience related to the tender subject.**
- **Three satisfactory references of customers for whom the same or similar services was provided; Oxfam reserves the right to contact these references, without notifying the Tenderer.**
- **List of customers in the last 12 months. Ideally NGOs and of a similar size to Oxfam**

In the interests of transparency and equal treatment and without being able to modify their tenders, tenderers may be required, at the sole written request of the evaluation committee, to provide clarifications within 48 hours. These requests can only be for clarification purposes, not for the correction of major details.

Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence Oxfam in its decision concerning the award of the contract will result in the immediate rejection of his tender.

4.13 Notification award and contract signature

The successful tenderer will be informed in writing that their tender has been chosen (notification of award). Oxfam will agree with the selected tenderer on the final contract version and will send the signed documents in two original copies to the successful tenderer.

The unsuccessful tenderer will be informed by e-mail/letter within the **20 days** following the award.

Within **7 working days** following the reception, the successful tenderer will sign, date and send back the contract. The selected tenderer will have to communicate the number and exact references of the bank account where the payments will be executed.

If the successful tenderer fails to sign and send back the contract within **7 working days**, Oxfam can consider (after notification) the award as null and void.

4.14 Ownership of tenders

Oxfam retains ownership of all tenders received under this tender process. Consequently, tenderers have no right to have their tenders returned to them.

Oxfam guarantees that tender offers shall remain confidential.

4.15 Type of contract

The contract that will be concluded between the successful tenderer and Oxfam is done according to Oxfam's standard contract. A contract draft is included in Appendix F – Contract Template.

By submitting an offer to this Invitation to Tender, the tenderer accepts Oxfam's contract terms. If any remark or reserve were to be raised by the tenderer, they should be clearly written down in a free format document

included in the tender. Such documents should include the tenderer's proposal to replace the discussed sections of the contract.

If the tenderer submits an offer with no clear feedback on Appendix F – Contract Template, then Oxfam will consider the submitted contract draft has been accepted in full by the tenderer.

4.16 Cancellation of the tender procedure

In the event of a tender procedure's cancellation, tenderers will be notified by Oxfam.

Cancellation may occur where:

1. The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received, or where there has been no response at all.
2. The economic or technical parameters of the project have been fundamentally altered.
3. Exceptional circumstances or *force majeure* render normal performance of the project impossible.
4. All technically compliant tenders exceed the financial resources available to Oxfam.
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

Under no circumstances will Oxfam be liable for damages, whatever their nature (in particular damages for loss of profits) or relation with the cancellation of a tender, even if OXFAM has been warned of the possibility of damages.

Tenderers are requested not to contact Oxfam during the tender assessment period, unless through the formal questioning mechanism outlined above or if they are an existing Oxfam supplier, and then only in pursuit of existing Oxfam business.

APPENDIXES

Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Code of Conduct

Appendix D: Supplier Questionnaire

Appendix E: Price Proposal

Appendix A: TECHNICAL SPECIFICATION

The supplier is requested to provide price according to the bellow specification- BOQ:

- *The Offer must include the below document otherwise the offer might be excluded:*
 1. Company Registration.
 2. List of previous work and experience with other organizations relevant to this tender without attaching previous contracts.
 3. Supplier Questionaries' and tender declaration.
 4. Financial proposal.
 5. Catalogue of the equipment's/Items.
 6. Certificate of origin.
 7. any legal documents needed for dealing with the gov.

Estimated Bill of Quantities (BoQ) for Solar System						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
1	Supply, install, and connect of solar panels of type (Longi, JA, Jinko, Trina) with a minimum capacity of 600 watts, dual-faced (bifacial) Half-Cut Cell technology, with no less than 16 busbars and an efficiency of 22%. The panels should be of type N, capable of operating at temperatures up to 80°C, certified as Class A with a certificate of origin, and accompanied by a 10-year maintenance warranty.	128	No			تجهيز وتنصيب وربط الواح الطاقة الشمسية من نوع (longi-ja-jinko-trina) لا تقل عن 600 واط ذات واجهين half cut cell لا تقل عن 16 بازيار بكفاءة 22% نوع N تعمل في درجة حرارة تصل الى 80 درجة مئوية مع شهادة منشأ للألواح صنف A مع ضمان صيانة عشرة سنوات
2	Supply, install, and connection of a hybrid inverter of type (Deye), model (EU-BM3-SUN-35K-SG01HP3), with a capacity of 50 kW, three-phase, original Chinese make. The inverter includes 4 MPPT inputs, a Wi-Fi system, IP65 protection rating, battery voltage range of 150-800V, and solar panel voltage range of 450-850V, with 3 MPPT inputs. It comes with a 5-year warranty.	2	No			تجهيز وتنصيب وربط انفيرتر نوع (Deye) هايبرد موديل (EU-BM3-SUN-35K-SG01HP3) بقدرته 50 كيلوواط ثلاثي الأطوار منشأ صيني اصلي 4 mppt نظام wifi بحماية ip65 جهد البطارية 150-800 فولت جهد الألواح 850-450 فولت 3 mppt ضمان 5 سنوات
3	Supply, install, and mounting of a heavy galvanized steel structure (2 mm thick), resistant to rust, designed to serve as a base for each solar panel. The installation includes fixing the structure using concrete foundations for the pillars, anchor bolts, and all required accessories for completion. The work will be carried out according to the attached design and under the supervision and guidance of the assigned engineer.	128	No			تجهيز وتركيب وتنصيب هيكل حديد نوع كلفنايز مقاوم للصدأ ثقيل 2 ملم يعمل كقواعد لكل لوح شمسي مع التثبيت باستخدام صب قواعد خرسانية للركائز مع التثبيت بالبرول بولت وكل مايتطلب العمل وحسب المخطط المرفق وتوجيهات المهندس المشرف.
4	Supply, install, and wiring of lithium batteries, model (BOS-G), with lithium iron phosphate (LiFePO4) cells, type (DEYE), capacity of 5.12 kWh, voltage of 51.2 V DC, and 100 Ah. The batteries must be non-refurbished, Class A, and come with a 5-year warranty.	24	No			تجهيز وتركيب وتسليك بطاريات ليثيوم موديل (BOS-G) خلايا ليثيوم فوسفات الحديد نوع (DEYE) قدرة (5.12) كيلو واط بفولتية 51.2 فولت DC سعة 100A ضمان خمس سنوات على ان تكون غير مجددة صنف A
5	Supply and Install DEYE Battery Central Controller Includes connecting the controller with batteries, installation, testing, and operation.	2	No			تجهيز وتنصيب وحدة التحكم المركزية للبطارية DEYE تشمل ربط الوحدة مع البطاريات، التركيب، الفحص، التشغيل.
6	Supply and install galvanized DEYE battery rack The rack supports all required battery types for the project, including installation and testing to ensure safety and performance quality.	2	No			تجهيز وتنصيب حامل بطاريات مغلون نوع DEYE يشمل الحامل دعم جميع أنواع البطاريات المطلوبة للمشروع، مع التركيب والفحص لضمان السلامة وجودة الأداء.
7	Supply and install DC cable (1*35) mm ² stranded This includes the provision, installation, and testing of the stranded cable with a cross-sectional area of 35 mm ² , ensuring safe and efficient operation as per the project specifications.	50	M.L			تجهيز وتركيب كابل (DC) قياس (1*35) ملم شعري يشمل ذلك توفير وتركيب واختيار الكابل الشعري بقطر مقطع عرضي 35 ملم، مع ضمان سلامة وكفاءة التشغيل وفقاً لمواصفات المشروع.
8	Supply and Installation of AC Cable (4*35 mm) This includes providing and installing an AC cable with a cross-sectional area of 4*35 mm ² , ensuring proper installation and connection in accordance with the project specifications and engineering requirements, along with necessary testing to ensure reliable and safe operation.	80	M.L			تجهيز وتركيب كابل (AC) قياس (35*4) ملم يشمل ذلك توفير وتركيب كابل كهربائي من نوع (AC) بأربعة أسلاك (35*4) ملم، مع إجراء الفحوصات اللازمة لضمان التوصيل الجيد والأداء الفعال، وفقاً للمواصفات الفنية والمتطلبات الهندسية للمشروع.
9	Supply, wiring, and connection of a metal electrical board with dimensions (507020) cm, of Turkish origin, to connect the inverter with the solar panels. The board should include a dual DC circuit breaker with a capacity of 32 amps and a voltage rating of no less than 1000V, 8 units, along with 8 dual fuses rated for 16 amps. It should also include 8 SPD surge protection circuit breakers, necessary connections, and all other required components for the complete installation.	1	No			تجهيز وتسليك وربط بورد كهربائي معدني بإبعاد (20*70*50) سم تركي المنشأ يربط بين الانفيرتر مع الألواح 16 امبير على قاطع دورة (DC) ثنائي سعة 32 امبير بفولتية لا تقل عن 1000 فولت عدد 8 مع فيوز ثنائي سعة 16 امبير مع قاطع حماية SPD مانع صواعق عدد 8 مع التوصيلات وكل مايتطلبه العمل.
10	Supply and installation of DC electrical cables from the solar panels to the inverters, measuring (2*6) mm, with a voltage rating of no less than 1000V. The wiring will be done through plastic conduits or cable trays, and will be connected using MC6 connectors. All work will be carried out according to the requirements and under the supervision and guidance of the assigned engineer.	300	M.L			تجهيز وتمديد اسلاك كهربائية نوع DC من الألواح الى الانفيرترات قياس (2*6) ملم بفولتية لا تقل عن 1000 فولت مع التسليك من خلال انابيب بلاستيكية او كيبيل تري مع الربط بموصلات MC6 وحسب مايتطلبه العمل وتوجيهات المهندس المشرف.
11	Supply, wiring, and connection of a metal AC electrical board with dimensions (507020) cm, of Turkish origin, for the input and output of current to and from the inverter. The board should include 2 MCCB circuit breakers with a capacity of 150 amps, along with voltage surge protection, overcurrent protection, and all other necessary components required for the complete installation.	1	No			تجهيز وتسليك وربط بورد كهربائي AC معدني بقياس (20*70*50) سم تركي المنشأ لدخول وخروج التيار من وإلى الانفيرتر يحتوي على قواطع دورة كهربائية MCCB سعة 150 امبير عدد 2 مع اجهزة حماية من ارتفاع وانخفاض الفولت وحماية من ارتفاع التيار وكل مايتطلبه العمل
12	Supply and installation of grounding electrical cables, measuring (1*16) mm, from the solar panel structure to the grounding system. The system should include three copper rods, each 1.5 meters long and 25 mm in diameter, installed in a pit with a depth of 1 meter. All work will be carried out according to the requirements and under the supervision and guidance of the assigned engineer.	1	No			تجهيز وتمديد اسلاك تاريز كهربائية قياس (16*1) ملم من هيكل الألواح الى منظومة تاريز تتكون من رود نحاسي عدد ثلاثة طول 1.5 متر وسمك 25 ملم داخل حفرة بعمق 1 متر مع كل مايتطلبه العمل وحسب توجيهات المهندس المشرف
13	Supply, wiring, and connection of a 4-phase ATS board with a capacity of 250 amps, connecting the national grid to the solar system. The board should have dimensions (705020) cm, of Turkish origin, and include 1 Schneider or ABB circuit breaker with a capacity of 250 amps, 2 timers, a visual indicator, and all necessary connections, wiring, and components required for the complete installation. All work will be carried out according to the requirements and under the supervision and guidance of the assigned engineer.	1	No			تجهيز وتسليك وربط بورد ATS رياعي الطور قدرة 250 امبير بين الكهرباء الوطنية والمنظومة الشمسية يتكون من بورد بإبعاد (20*50*70) سم منشأ تركي يحتوي على قواطع دورة سعة 250 امبير شنايدر او ABB عدد 1 سعة 250 امبير مع تايمرات عدد 2 مع فيزفلر وكل مايتطلبه العمل من توصيلات واسلاك وحسب توجيهات المهندس المشرف.
14	Training of 5 technical staff for the purpose of monitoring and operating the system for a duration of 2 months. The price includes the purchase of system testing devices such as a thermal camera, panel power meter, multimeter, and a remote monitoring device (tablet). All work will be carried out according to the requirements and under the supervision and guidance of the assigned engineer.	L.S	L.S			تدريب كوادر فنية عدد 5 لغرض المتابعة والتشغيل المنظومة ولمدة 2 اشهر ويشمل السعر شراء اجهزة فحص المنظومة من كامرة حرارية وجهاز مقياس قدرة الواح واقفو ميتر وجهاز مراقبة عن بعد (Tablet) وحسب توجيهات المهندس المشرف
Total						

Appendix B: TENDERER'S DECLARATION

We the Undersigned accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive.

We have examined carefully, understood, and comply with all conditions, instructions, forms, provisions and specifications contained in this tender dossier including the contract template with its annexes and the Oxfam Ethical and Environmental Policy. We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Oxfam's discretion.

We hold no reservation in regard to the tender dossier; and are aware that any reservation may result in the rejection of the tender by Oxfam.

We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform Oxfam in writing.

We declare that are affected by no potential conflict of interest, and that we and our staff have no particular link with other Tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform Oxfam in written.

Company name and address:
Company's Representative name:
Title of Representative in the Company:
Representative's signature and stamp:
City, date:

APPENDIX C: SUPPLIER CODE OF CONDUCT

Supplier code of conduct will be shared and signed with the winner bid

Appendix D: SUPPLIER QUESTIONNAIRE

ALL Suppliers and Subcontractors to complete Sections 1-6 and the declaration.

Suppliers providing branded products and services, rental vehicles, and construction projects to also complete section 7 and 8.

1 A) Company Profile	
Name of Company	
Name of Oxfam staff member you have contact with; if any. (Name, Department, Location)	
Registered Office address	
Ordering Address (if different)	
Payment Address (if different)	
Telephone Number	
Email	
Website	
Company Registration number (Please attach a copy of the certificate)	
Year established	
Please state your position in the supply chain e.g., Agent, Manufacturer, Service Provider, Importer, Trader	
Please specify the product/service being supplied to Oxfam	
Do your goods or services carry the Oxfam brand?	
Company turnover in trading currency (please attach recent financial statement)	

Turnover of the part of the business that would serve Oxfam	
Location of other operational sites (national and international), their functions and approximate numbers of employees where Oxfam goods or services could be positioned	

1 B) Total Number of Workers			
	Men (%)	Women (%)	Total
Permanent Workers			
Temporary directly employed workers			
Agency indirectly employed workers			
Homeworkers/outworkers			
Management			
Is your company committed to achieving the labour, environmental and business integrity standards in Oxfam's Ethical and Environmental Policy			Yes
			No

2) Health & Safety	
Is there anyone designated as being responsible for Health and Safety issues in your company?	Yes/ No. Give details

3) Management Systems and Policies		
Do you have or are you working towards any of the following ethical/environmental, legal and technical management standards (add more fields if necessary)	ISO9001 - Quality	
	ISO14001 - Environment	
	ISO26000 - Social Responsibility	
	SA8000 - Labour standards	
	Other	
Confirm which policies your company has in place. Please attach these:	Quality	
	Health & Safety	
	Environmental Management	
	Labour Standards	
	Equal Opportunities	
	Training & Development	
	Other	

4) Ethical (Labour) Standards	
Do you ensure your company meets worker related legislation? (e.g wages, hours, health & safety) Please share what you have in place to support this.	Yes/No. Give details.

5) Environmental Standards	
Do you ensure that your company meets all required local laws/regulations covering the environment? Please share what you have in place to support this.	Yes/No. Give details.
Do you have an environmental policy in place? Please attach	Yes No

6) Experience & Subcontracting
Please provide details of 3 customers/clients for whom you have completed contracts for in the last 3

years, willing to provide a reference. If available, attach reference letters.			
	Reference 1	Reference 2	Reference 3
Customer/Organisation			
Contact name			
Telephone No			
Date awarded contract			
Contract scope and details			
Please detail what experience you have with dealing with International Non-Governmental Organisations (INGO): If yes, please provide details about the scope of contract and the INGO name.			
If you supply services to OXFAM, do you subcontract/outsource services? If yes, please share name and contact details of the sub-contractors and the type of service provided.			

Please complete Sections 7 and 8 IF providing branded products or services, rental vehicles or construction projects

7) Pay & Hours

What is the national minimum wage (per hour)?	
What is the lowest hourly pay in your company?	
What deductions taken from worker's wages e.g., pension, tax?	
If yes, how much are the charges and what are they for?	
What are the normal weekly working hours for employees?	
Do workers have at least 1 day off in 7?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the average overtime worked each month	
What is the minimum age of worker your company would hire?	
Explain how you ensure workers are not hired below the minimum age requirement	
Were any health and safety risk assessments carried out in the last year?	<input type="checkbox"/> Yes

		No	
8) Worker Management Communications			
How do you ensure employees are aware of their rights?	Written Contracts		<input type="checkbox"/>
	Staff notice boards		
	Intranet		
	Employee Handbook		
	Other		
What forms of representation are used?	Union		<input type="checkbox"/>
	Employees share ownership		
	Elected Health & Safety Committee		

Supplier Name: _____

	Worker's co-operative		<input type="checkbox"/>
	Works Council		
	Staff Association		
	Other		
Do any workers belong to a Trade Union		Yes No	<input type="checkbox"/>
If yes, please provide the name/s of the Union/s			

Declaration (to be completed by Senior Authorised Manager. Please insert electronic signature or type name): I confirm that all the information given is accurate. For and on behalf of the supplier:

Name:	Position:
Date:	Signature:

For Oxfam use only - Risk Rated by

NB There are some industries Oxfam has run campaigns on to highlight the harm they can cause to poor communities. If your company, or any parent or subsidiary, has any involvement with the production or sales of weapons, pharmaceuticals, infant formula or pesticides; or with the Finance industry please tell your Oxfam contact.

Name:	Position:
Date:	Risks:

Contact Person:

Telephone Number:

Email Address:

Office Address:

Signature/Stamp:

Date:

Payment terms

Payment method

Delivery time
