



## INVITATION TO TENDER

### TENDER DOSSIER

ITT Title : Supply, Delivery, Testing and Transportation of Water Quality Monitoring and Evaluation Equipment, Including Training for 4 Personnel from the Directorate of Environment in Anbar Governorate

توريد وتسليم واختبار ونقل معدات مراقبة وتقييم جودة المياه بما في ذلك تدريب 4 موظفين من مديرية البيئة في محافظة الانبار

#### BoQ الكميات

**Pro04. Setting up and Installing a Water Level Measurement System**

**Pro05. Purchasing the RiverSurveyor M9**

**Pro06. Air Pollution Monitoring Station**

**Pro07. Water Quality Monitoring Equipment**

**Tender Reference: ITT-IQRMD-24-0003**

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, Delivery, Testing and Transportation of Water Quality Monitoring and Evaluation Equipment, Including Training for 4 Personnel from the Directorate of Environment 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 <sup>th</sup> Dec 2024	
Questions from supplier due date	8 <sup>th</sup> Jan 2025	09:00
Deadline for OXFAM to reply to supplier questions	10 <sup>th</sup> Jan 2025	09:00
Deadline for intent to bid	11 <sup>th</sup> Jan 2025	14:00
Last date and time of the quotation/proposal (bid) submission to Oxfam	13 <sup>th</sup> Jan 2025	16:00
Tender Opening	14 <sup>th</sup> 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-24-0003**

**Do not open before 13<sup>th</sup> 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

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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-24-0003**

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-24-0003**

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.
- AS THE TENDER IS CONTAINS 4 BOQS PLEASE SPECIFY THE DELIVERY LEAD TIME FOR EACH EQUIPMENT SEPARATELY.
- 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 أن يتضمن العرض المالي كافة أنواع الضرائب و او التخليص الجمركي  
نظرًا لأن العطاء يحتوي على 4 جداول كميات، يرجى تحديد وقت التسليم لكل مادة على حدة  
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](mailto:arashad@oxfam.org.uk) BEFORE **8<sup>th</sup> 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 **13<sup>th</sup> 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	25%
4	Time Delivery	35%

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.***

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## **APPENDIXES**

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Appendix A: Technical Specifications

Appendix B: Tenderer's declaration

Appendix C: Supplier Code of Conduct

Appendix D: Supplier Questionnaire

Appendix E: Price Proposal



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## Appendix A: TECHNICAL SPECIFICATION

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

- *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 Questionnaires' 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(rights to import equipments).

Estimated Bill of Quantities (BoQ) forSetting up and Installing a Water Level Measurement System						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
1	<b>SOMLEVEL-15 Non-contact Radar Sensor for Continuous Water Level Measurement</b> Supply the SOMLEVEL-15 non-contact radar sensor, designed for continuous water level measurement in hazardous areas, with certifications for ATEX, IEC, FM, and CSA US. This high-performance sensor provides a measuring range of up to 15 meters, with a precision deviation of less than 2 mm. Utilizing 80 GHz W-band technology, it ensures accurate readings with a beam angle of 8°, offering a 4...20 mA/HART output signal for seamless integration into monitoring systems. The sensor is equipped with a 25-meter PUR cable, and it operates within a process pressure range of -1 to +3 bar, supporting process temperatures from -40°C to +80°C and ambient temperatures from -40°C to +80°C. The sensor requires an operating voltage between 12 and 35 V DC and has an IP55/IP68 protection rating, ensuring reliable performance in challenging environments. The system will be provided and installed according to the specifications and instructions of the supervising engineer to guarantee optimal functionality.	2	No			<b>مستشعر رادار SOMLEVEL-15 لقياس مستوى المياه دون تلامس</b> تجهيز مستشعر الرادار SOMLEVEL-15 المصمم لقياس مستوى المياه بشكل مستمر في المناطق الخطرة، والمعتمد وفقاً لمعايير ATEX و IEC و FM و CSA US. يتميز هذا المستشعر عالي الأداء بمدى قياس يصل إلى 15 متراً، مع دقة انحراف أقل من 2 ملم. باستخدام تقنية W-band بتردد 80 جيجاهرتز، يوفر قراءات دقيقة بزاوية شعاع 8°، مع إشارة إخراج 4...20 mA/HART للتكامل السلس مع أنظمة المراقبة. المستشعر مزود بكابل PUR بطول 25 متراً، ويعمل ضمن نطاق ضغط العمليات من -1 إلى +3 بار، مع دعم لدرجات حرارة العمليات من -40°C إلى +80°C ودرجات الحرارة المحيطة من -40°C إلى +80°C. يتطلب المستشعر جهد تشغيل يتراوح بين 12 و35 فولت DC، ويتميز بتصنيف حماية IP55/IP68، مما يضمن أداءً موثوقاً في البيئات الصعبة. سيتم توفير النظام وتركيبه وفقاً للمواصفات والتعليمات الصادرة عن المهندس المشرف لضمان الوظائف المثلى.
2	<b>Switch Cabinet with Data Logger and Telemetry for RQ-30 System</b> Supply a switch cabinet with an integrated data logger and telemetry system, designed for the RQ-30 system. The setup includes the following components: - MRL-7 Data Logger with a data readout cable and an integrated RS-232 to USB converter for easy connection and data transfer. - 3G Modem with an antenna for reliable remote communication and data transmission. - Prepared for Solar Panel with an internal solar charger, allowing for autonomous power supply in remote locations. - Preconfigured for RQ-30 via an RS-485 interface, ensuring seamless integration and communication with the RQ-30 system. - Stainless Steel Switch Cabinet (380x380 mm) with mounting brackets for 60 mm pipes, providing a durable and weather-resistant enclosure for the components. <b>Please note</b> , no battery is included in this configuration. The system will be installed according to the specifications and guidance provided by the supervising engineer for optimal operation.	2	No			<b>لوحة التحكم مع جهاز تسجيل البيانات ونظام الاتصالات عن بعد لنظام RQ-30</b> تجهيز لوحة تحكم متكاملة مزودة بجهاز تسجيل بيانات ونظام اتصالات عن بعد، مصممة خصيصاً لنظام RQ-30. يشتمل النظام على المكونات التالية: - جهاز تسجيل البيانات MRL-7 مع كابل قراءة البيانات ومحول مدمج RS-232 إلى USB لتسهيل الاتصال ونقل البيانات. - مودم 3G مع هوائي لاتصال موثوق ونقل البيانات عن بعد. - إعداد للتشغيل بالطاقة الشمسية مع شاحن شمسي داخلي لتوفير الطاقة الذاتية في المواقع النائية. -تهيئة مسبقة لنظام RQ-30 عبر واجهة RS-485 لضمان التكامل السلس والاتصال مع نظام RQ-30. - لوحة تحكم من الفولاذ المقاوم للصدأ (380x380 مم) مزودة بحوامل للتثبيت على أنابيب بقطر 60 مم، مما يوفر حماية متينة ومقاومة للعوامل الجوية للمكونات. يرجى ملاحظة أن البطارية غير مشمولة في هذه التهيئة. سيتم تركيب النظام وفقاً للمواصفات والتعليمات المقدمة من المهندس المشرف لضمان التشغيل الأمثل.
3	<b>Power Supply for the System</b> Supply a complete power supply system, including: - Solar Panel for renewable energy generation to power the system. - 5-meter Cable for connecting the solar panel to the power system. - Mounting Accessories for securely installing the solar panel and related components. - Battery for energy storage, ensuring continuous power supply during non-sunny periods. This power supply system will be installed to meet the operational requirements of the equipment, ensuring reliable and sustainable energy for the entire setup. The installation will be carried out following the specifications and guidance provided by the supervising engineer.	2	No			<b>نظام تزويد الطاقة للنظام</b> تجهيز نظام طاقة كامل يشمل العناصر التالية: - لوح شمسي لتوليد الطاقة المتجددة لتشغيل النظام. - كابل بطول 5 أمتار لربط اللوح الشمسي بنظام الطاقة. - ملحقات التثبيت لضمان تركيب آمن للوحات الشمسية والمكونات ذات الصلة. - بطارية لتخزين الطاقة، مما يضمن إمداداً مستمراً للطاقة خلال الفترات غير المشمسة. سيتم تركيب نظام تزويد الطاقة وفقاً لمتطلبات تشغيل المعدات لضمان طاقة موثوقة ومستدامة لجميع المكونات. سيتم تنفيذ التركيب بما يتماشى مع المواصفات والتعليمات المقدمة من المهندس المشرف.
4	<b>Online Data Services (Hosted)</b> Supply and subscribe to hosted online data services, which include a Monitoring Data Service (MDS) per station. This service will allow the station's data to be accessed remotely, offering real-time data viewing, analysis, and storage. The service will be provided for a duration of one year. The subscription includes secure and reliable data management and monitoring capabilities for efficient operational management and data interpretation. This service will be configured according to the specifications and requirements set by the supervising engineer.	2	No			<b>خدمات البيانات عبر الإنترنت (مستضافة)</b> توفير الاشتراك في خدمات بيانات مستضافة عبر الإنترنت تشمل خدمة مراقبة البيانات (MDS) لكل محطة. تتيح هذه الخدمة الوصول إلى بيانات المحطة عن بُعد، مع توفير عرض وتحليل البيانات في الوقت الفعلي بالإضافة إلى تخزينها. سيتم تقديم الخدمة لمدة عام واحد، وتشمل إدارة بيانات آمنة وموثوقة مع قدرات مراقبة لتحسين إدارة العمليات وتفسير البيانات بكفاءة. سيتم إعداد الخدمة وتكوينها وفقاً للمواصفات والمتطلبات المحددة من قبل المهندس المشرف.
5	<b>Local Installation Cost</b> Provide local expertise, technical skills, and tools necessary to install the station. This includes deploying skilled technicians who will handle the setup of all equipment, ensuring proper configuration and functionality. The installation process will involve all necessary steps, such as preparing the site, installing hardware, wiring, and connecting the system components. The service will also cover any technical assistance required to guarantee smooth operation and integration with existing infrastructure. The cost will include local labor, tools, transportation, and all materials needed for a successful installation.	2	No			<b>كلفة التركيب المحلي</b> توفير الخبرة الفنية والمهارات التقنية اللازمة مع الأدوات المناسبة لتركيب المحطة. يشمل ذلك الاستعانة بفنيين متخصصين لتنفيذ عملية إعداد جميع المعدات، وضمان تكوينها وتشغيلها بالشكل الصحيح. يتضمن التركيب جميع الخطوات الضرورية، مثل تجهيز الموقع، تركيب الأجهزة، التمديدات الكهربائية، وربط مكونات النظام. ستغطي الخدمة أيضاً تقديم أي مساعدة تقنية مطلوبة لضمان التشغيل السلس ودمج النظام مع البنية التحتية القائمة. تشمل الكلفة العمالة المحلية، الأدوات، النقل، وجميع المواد اللازمة لإتمام التركيب بنجاح.
6	<b>GPRS Service for 1 Year</b> Provide the GPRS service for one year for transmitting data from the measurement station, using the services of mobile phone companies in Iraq. The service will ensure reliable data transmission over a cellular network, enabling continuous communication between the measurement station and the central monitoring system. The GPRS service will cover the full year of operation and will include all necessary communication infrastructure, such as SIM cards, data plans, and any required network configuration. The cost will depend on the selected mobile carrier and the specific data transfer needs for the station, as well as any associated fees for roaming or coverage areas.	2	No			<b>خدمة نقل البيانات باستخدام GPRS لمدة سنة</b> توفير خدمة GPRS لمدة عام كامل لنقل البيانات من محطة القياس باستخدام خدمات شركات الهاتف النقال في العراق. تضمن هذه الخدمة إرسال البيانات بشكل موثوق عبر الشبكة الخلوية، مما يتيح التواصل المستمر بين محطة القياس ونظام المراقبة المركزي. تشمل الخدمة جميع البنى التحتية اللازمة للاتصال، مثل بطاقات SIM، خطط البيانات، وأي إعدادات مطلوبة للشبكة. تغطي الخدمة احتياجات نقل البيانات للمحطة طوال السنة التشغيلية، مع مراعاة الكلف المرتبطة بشركات الاتصال المختارة، ومتطلبات نقل البيانات، وأي رسوم مرتبطة بالتجوال أو مناطق التغطية.
<b>Total</b>						

## Estimated Bill of Quantities (BoQ) for Supply River Surveyor M9 Discharge Measurement device

#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
1	<b>River Surveyor M9 Discharge Measurement device</b> Supply, transport, install and operate a new River Surveyor M9, an advanced discharge measurement device manufactured by Sontek. This system features a portable, nine-beam acoustic Doppler profiler designed for use on moving boats or floating platforms in medium-depth channels. The unit includes a dual Janus configuration with four 3.0 MHz and four 1.0 MHz transducers for velocity measurement, a 500 kHz vertical acoustic beam for depth measurement, a compass/2-axis tilt sensor, temperature sensor, and an 8 GB recorder. The system supports bottom tracking, internal discharge calculation, and real-time data display using the RiverSurveyor Live! Windows software. A power supply and plastic shipping case are also included for easy transportation and installation. All components and functions will be installed and calibrated as per the specifications provided by the supervising engineer.					<b>جهاز قياس التصريف في الأنهار River Surveyor M9</b> توريد، نقل، تركيب وتشغيل جهاز قياس التصريف في الأنهار الجديد River Surveyor M9، وهو جهاز متقدم من إنتاج شركة Sontek. يتكون هذا النظام من جهاز محمول يستخدم تقنية دوبلر الصوتي مع تسعة خلايا استشعار، وهو مصمم للاستخدام على القوارب المتحركة أو المنصات العائمة في القنوات متوسطة العمق. يحتوي الجهاز على تكوين جانوس مزدوج مع أربعة محولات بتردد 3.0 ميغاهرتز وأربعة محولات بتردد 1.0 ميغاهرتز لقياس السرعة، بالإضافة إلى شعاع صوتي عمودي بتردد 500 كيلوهرتز لقياس العمق، وجهاز بوصلة/مستشعر ميل على محورين، ومستشعر درجة الحرارة، ومسجل بسعة 8 جيجابايت. يدعم النظام تتبع القاع وحساب التصريف الداخلي وعرض البيانات في الوقت الفعلي باستخدام برنامج RiverSurveyor Live! على نظام التشغيل Windows. يشمل النظام أيضاً مزود طاقة وحقيبة شحن بلاستيكية لتسهيل النقل والتركيب. يتم تثبيت ومعايرة جميع المكونات والوظائف وفقاً للمواصفات التي يقدمها المهندس المشرف.
2	<b>2.4 GHz Telemetry / External Power Module</b> Supply, provide and install a 2.4 GHz Telemetry / External Power Module for remote data collection. The system includes a Rover unit housed in a waterproof enclosure containing a 2.4 GHz radio, (16) AA alkaline batteries, and a 1-meter cable for connection to devices such as the S5, M9, or HydroSurveyor. Additionally, a 2.4 GHz USB radio interface is provided to connect to a customer-supplied computer. The setup will enable efficient, wireless transmission of data for remote monitoring, installation, and operation as per the specifications and guidance of the supervising engineer.					<b>وحدة الاتصال 2.4 GHz / وحدة الطاقة الخارجية</b> توريد، توفير وتركيب وحدة اتصال 2.4 GHz / وحدة الطاقة الخارجية لجمع البيانات عن بعد. يتضمن النظام وحدة Rover محمية داخل صندوق مقاوم للماء يحتوي على راديو 2.4 GHz، (16) بطارية قلوية AA، وكابل بطول 1 متر للتوصيل مع أجهزة مثل M9 S5، أو HydroSurveyor. بالإضافة إلى ذلك، يتم توفير واجهة راديو 2.4 GHz USB للتوصيل بجهاز كمبيوتر موفر من العميل. سيتمكن هذا الإعداد من نقل البيانات بشكل فعال وبلاستيكي للمراقبة عن بعد، مع التركيب والتشغيل وفقاً للمواصفات والإرشادات من المهندس المشرف.
3	<b>Special Boat for River Surveying Device</b> Supply a SonTek Torrent Board -Max, designed for use with RiverSurveyor S5 and M9 systems, capable of handling a maximum velocity of up to 4.0 m/s. This specially designed boat will serve as the platform for deploying the RiverSurveyor devices, enabling accurate data collection in river channels. The boat should be suitable for stable and safe operation in various river environments and must meet the specifications and operational needs outlined by the supervising engineer for effective deployment of the surveying systems.	1	No			<b>زورق خاص لجهاز المسح النهرى</b> توريد زورق خاص من نوع Max - SonTek Torrent Board، مصمم للاستخدام مع أنظمة RiverSurveyor S5 و M9، قادر على التعامل مع سرعة أقصى تصل إلى 4.0 م/ث. سيعمل هذا الزورق المصمم خصيصاً كمنصة لنقل أجهزة RiverSurveyor، مما يتيح جمع بيانات دقيقة في قنوات الأنهار. يجب أن يكون الزورق مناسباً للعمل المستقر والأمن في بيئات الأنهار المختلفة ويجب أن يتوافق مع المواصفات واحتياجات التشغيل التي يحددها المهندس المشرف لضمان تنفيذ فعال لأنظمة المسح.
4	<b>Battery Charger for River Surveying Equipment</b> Supply a suitable battery charger for the RiverSurveyor systems, designed to efficiently charge the batteries used in the SonTek RiverSurveyor S5 and M9 devices. The charger must meet the necessary voltage and current specifications, capable of handling the required power to ensure uninterrupted operation of the equipment. It should be compatible with the batteries provided for these systems and come with appropriate safety features for protection against overcharging and short circuits. The charger will be used for remote data collection operations, providing reliable power for extended field use.					<b>شاحن بطارية لمعدات المسح النهرى</b> توريد شاحن بطارية مناسب لأنظمة RiverSurveyor، مصمم لشحن البطاريات المستخدمة في أجهزة SonTek RiverSurveyor S5 و M9 بكفاءة. يجب أن يتوافق الشاحن مع المواصفات اللازمة من حيث الجهد والتيار، ويكون قادراً على توفير الطاقة اللازمة لضمان التشغيل المستمر للمعدات. ينبغي أن يكون الشاحن متوافقاً مع البطاريات الموردة لهذه الأنظمة ويحتوي على ميزات الأمان المناسبة لحمايته من الشحن الزائد والدوائر القصيرة. سيستخدم الشاحن في عمليات جمع البيانات G7 عن بُعد، مما يوفر طاقة موثوقة للاستخدام الميداني الممتد.
5	<b>Rechargeable NiMH AA Batteries (Pack of 16)</b> Supply a set of rechargeable Nickel-Metal Hydride (NiMH) AA batteries, packaged in a set of 16 units, suitable for powering the SonTek RiverSurveyor systems. These high-quality, rechargeable batteries are designed to provide long-lasting power for continuous use in field data collection. They should have a capacity adequate to support the operational requirements of the system, ensuring that the RiverSurveyor equipment can be used for extended periods without interruption. The batteries must meet or exceed the manufacturer's specifications for optimal performance.					<b>بطاريات قابلة للشحن من نوع NiMH AA (عبوة من 16 وحدة)</b> توريد مجموعة من البطاريات القابلة لإعادة الشحن من نوع نيكيل-معدن هيدريد AA (NiMH)، معبأة في مجموعة من 16 وحدة، مناسبة لتشغيل أنظمة SonTek RiverSurveyor. تم تصميم هذه البطاريات عالية الجودة لتوفير طاقة طويلة الأمد للاستخدام المستمر في جمع البيانات الميدانية. يجب أن تكون سعة البطاريات كافية لدعم المتطلبات التشغيلية للنظام، مما يضمن إمكانية استخدام معدات RiverSurveyor لفترات ممتدة دون انقطاع. يجب أن تتوافق البطاريات مع أو تتجاوز مواصفات الشركة المصنعة لأداء مثالي.
6	<b>Laptop Computer - Core i5, 256GB SSD, 4GB RAM</b> Supply a laptop computer featuring an Intel Core i5 processor, a 256GB SSD for fast storage and quick boot times, and 4GB of RAM. The laptop should be capable of handling typical data collection and analysis tasks, with a lightweight design for ease of use in the field. It should include essential software for running the RiverSurveyor system, data processing, and real-time monitoring. The laptop must meet or exceed the performance requirements for the specific tasks outlined by the supervising engineer.					<b>حاسوب محمول - معالج Core i5، 256GB SSD، 4GB RAM</b> توريد حاسوب محمول مزود بمعالج Intel Core i5، وقرص SSD بسعة 256GB للتخزين السريع وأوقات الإقلاع السريعة، وذاكرة RAM بسعة 4GB. يجب أن يكون الحاسوب قادراً على التعامل مع المهام المعتادة لجمع وتحليل البيانات، مع تصميم خفيف الوزن لسهولة الاستخدام في الميدان. يجب أن يتضمن البرنامجيات الأساسية لتشغيل نظام RiverSurveyor، ومعالجة البيانات، والمراقبة في الوقت الفعلي. يجب أن يلبي الحاسوب أو يتجاوز متطلبات الأداء للمهام المحددة التي يحددها المهندس المشرف.
	<b>Total</b>				<b>0</b>	

### Estimated Bill of Quantities (BoQ) for Air Pollution Monitoring Station

#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
<b>Training Cost</b>						
1	<p><b>Costs for Training Staff on Device Usage and Data Transfer/Analysis Programs the training cover the following:</b></p> <p><b>1- Training for Four Participants:</b> Comprehensive sessions on operating devices and software for data transfer and analysis.</p> <p><b>2- Inclusion of All Travel and Delegation Expenses:</b></p> <p>2.1 - Transportation: Travel to and from the training location.</p> <p>2.2 - Accommodation: Hotel costs for trainers and participants.</p> <p>2.3 - Meals: Catering expenses during the training period.</p> <p>2.4 - Venue and Equipment: Costs associated with renting the training hall and necessary tools (e.g., projectors, computers).</p> <p>This package ensures proper training, logistical arrangements, and full support to enhance staff capabilities.</p>	4	Persons			<p>تكلفة تدريب الكوادر العاملة على استخدام الأجهزة وبرامج نقل وتحليل البيانات</p> <p>1- تدريب لأربعة مشاركين: جلسات تدريبية متكاملة لتشغيل الأجهزة واستخدام البرمجيات الخاصة بنقل وتحليل البيانات.</p> <p>2- جميع نفقات السفر والإيفاد:</p> <p>2.1 - النقل: تغطية تكاليف التنقل من وإلى موقع التدريب.</p> <p>2.2 - الإقامة: تكاليف الفنادق للمدربين والمشاركين.</p> <p>2.3 - الوجبات: توفير الطعام خلال فترة التدريب.</p> <p>2.4 - القاعات والمعدات: رسوم استئجار قاعة التدريب وتجهيزها بالمعدات الضرورية (مثل أجهزة العرض والحواسيب).</p> <p>هذا العرض يضمن توفير تدريب فعال مع تغطية كافة الترتيبات اللوجستية لضمان تحسين مهارات الكوادر..</p>
Total Cost For						
<b>Supplying Cost</b>						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
1	<p><b>Provision, Delivery, Installation, and Testing of Ambient Air Gas Concentration Measuring Device with All Accessories</b></p> <p>Required Device: Kunak Air Pro designed for measuring air pollution levels</p> <p><b>Required Specifications:</b></p> <p>1- Gas Concentration Measurement: Nitrogen Dioxide (NO<sub>2</sub>), Ozone (O<sub>3</sub>), Carbon Monoxide (CO), Sulfur Dioxide (SO<sub>2</sub>).</p> <p>2- Particulate and Dust Measurements: Particles in sizes (PM1, PM2.5, PM4, PM10).</p> <p>3- Additional Environmental Measurements: Temperature, Relative Humidity, Atmospheric Pressure, Wind Speed and Direction.</p> <p>3- Essential Accessories: Additional air conditioning and processing units, software for data analysis and fast network transfer.</p> <p><b>Price Should Include:</b></p> <p>1- Shipping and Delivery: Shipping the device and its accessories to the specified location.</p> <p>Testing and Operation: Testing the device to ensure it is operational and ready for field use.</p> <p>2- Quality Guarantee: The supplier commits to ensuring that the equipment meets international standards for accurate measurements and correct results.</p>	1	PCs		0	<p>تجهيز ونقل وتسليم وفحص جهاز قياس تراكيز الغازات في الهواء المحيط مع كافة ملحقاته الجهاز المطلوب: جهاز Kunak Air Pro المصمم لقياس مستويات تلوث الهواء.</p> <p><b>المواصفات الفنية المطلوبة:</b></p> <p>1- قياس تراكيز الغازات في الهواء المحيط: يشمل قياسات ثاني أكسيد النيتروجين (NO<sub>2</sub>)، الأوزون (O<sub>3</sub>)، أول أكسيد الكربون (CO)، وثاني أكسيد الكبريت (SO<sub>2</sub>).</p> <p>2- قياس الجسيمات والدقائق: جسيمات بحجم (PM1, PM2.5, PM4, PM10).</p> <p>3- قياسات بيئية إضافية: درجة الحرارة، الرطوبة النسبية، الضغط الجوي، سرعة الرياح واتجاهها.</p> <p>4- الملحقات الأساسية: وحدات قياس إضافية للتكييف ومعالجة الهواء، برامج تحليل البيانات ونقلها السريع عبر الشبكة.</p> <p>على ان يشمل السعر جميع اجراءات النقل والتسليم: شحن الجهاز مع كافة ملحقاته إلى الموقع المحدد. وكذلك الفحص والتشغيل: اختبار أداء الجهاز وضمان جاهزيته للاستخدام الميداني.</p> <p>وعلى ان يتعهد المجهز بضمان الجودة: يتم التوريد وفق المواصفات العالمية المعتمدة لضمان دقة القياسات وصحة النتائج.</p>
Total						

### Estimated Bill of Quantities (BoQ) for water quality monitoring equipment

#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
<b>Training Cost</b>						
1	<p><b>Training Costs for Staff on Using Devices and Data Transfer/Analysis Programs</b> The costs include:</p> <p>- <b>Training Expenses:</b> Coordinating with the device supplier to provide specialized trainers. Training 4 staff members from the beneficiary department in Iraq</p> <p><b>Travel and Delegation Expenses:</b> - Covering transportation costs to and from the training location. - Providing accommodation and meals for trainers and participants during the training period. - Covering transportation costs for equipment or training materials.</p> <p><b>Administrative Costs:</b> - Organizing training schedules and coordinating with relevant entities. - Preparing the training venue with necessary equipment, such as projectors and screens.</p> <p><b>Technical Support and Follow-up:</b> - Offering technical support during the training to address any issues or inquiries. - Monitoring the performance of trainees post-training to ensure objectives are achieved. The total cost is determined based on the number of participants, training duration, location, and type of devices and programs involved.</p>	4	Persons			<p><b>كافة تدريب الكوادر العاملة على استخدام الأجهزة وبرامج نقل وتحليل البيانات تشمل التكلفة:</b></p> <p>- <b>نفقات التدريب:</b> الاتفاق مع الشركة المجهزة للجهاز توفير مدربين متخصصين لتدريب 4 اشخاص من الدائرة المستفيدة في العراق</p> <p><b>نفقات السفر والإيفاد:</b> - تغطية تكاليف التنقل من وإلى موقع التدريب. - توفير تكاليف الإقامة والوجبات للمدربين والمشاركين أثناء فترة التدريب. - تغطية تكاليف النقل اللازمة لنقل الأجهزة أو معدات التدريب.</p> <p><b>النفقات الإدارية:</b> - تنظيم جداول التدريب والتنسيق مع الجهات المختصة. - تجهيز قاعات التدريب بما يلزم من معدات مثل أجهزة عرض وشاشات.</p> <p><b>الدعم الفني والمتابعة:</b> - تقديم دعم فني خلال التدريب للتعامل مع أي أعطال أو استفسارات. - متابعة أداء الكوادر بعد انتهاء التدريب لضمان تحقيق الأهداف. يتم تحديد التكلفة الإجمالية بناءً على عدد المشاركين، مدة التدريب، الموقع، ونوع الأجهزة والبرامج المطلوبة.</p>
Total Cost For						
<b>Suppling Cost</b>						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	وصف الفقرة بالعربي
1	<p><b>Provision, Transport, Delivery, and Inspection of a Water Quality Monitoring and Evaluation Device</b> <b>Model: Odeon Number 2</b> <b>This includes:</b></p> <p><b>Provision</b> - Sourcing the water quality monitoring device, ensuring it meets the specifications of Model Odeon Number 2. Conducting initial performance checks before delivery.</p> <p><b>Transport</b> - Securely packaging the device to prevent any damage during transit. Transporting the device to the specified location safely and promptly.</p> <p><b>Delivery</b> - Handing over the device to the designated recipient or authority at the location. Ensuring proper documentation and receipt acknowledgment.</p> <p><b>Inspection</b> - Performing an on-site inspection to confirm the device is fully functional. - Testing the device under real conditions to evaluate water quality effectively.</p> <p>This service ensures the device is operational and ready for immediate use upon delivery.</p>	1	PCs			<p><b>تجهيز ونقل وتسليم وفحص جهاز مراقبة وتقييم جودة المياه</b> <b>الطراز: Odeon Number 2</b> <b>يشمل العمل التالي:</b></p> <p><b>التجهيز:</b> - توفير جهاز مراقبة جودة المياه وفق المواصفات المطلوبة من طراز Odeon Number 2. إجراء فحوصات أولية للجهاز قبل تسليمه للتأكد من مطابقته للمواصفات. <b>النقل:</b> - تعبئة الجهاز بشكل آمن لمنع أي أضرار أثناء عملية النقل. توصيل الجهاز إلى الموقع المحدد بأمان وفي الوقت المحدد.</p> <p><b>التسليم:</b> - تسليم الجهاز إلى الجهة المستفيدة أو الجهة المسؤولة في الموقع المحدد. ضمان توثيق عملية التسليم واستلام المستندات المطلوبة.</p> <p><b>الفحص:</b> - إجراء فحص ميداني شامل للتأكد من كفاءة الجهاز. - اختبار الجهاز في ظروف العمل الحقيقية لتقييم جودة المياه.</p> <p>تضمن هذه الخدمة أن يكون الجهاز جاهزًا للعمل مباشرة بعد التسليم.</p>

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## **Appendix B: TENDERER'S DECLARATION**

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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.

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

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## **APPENDIX C: SUPPLIER CODE OF CONDUCT**

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

## **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.**

<b>1 A) Company Profile</b>	
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			
<b>1 B) Total Number of Workers</b>			
	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			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2) Health &amp; Safety</b>			
Is there anyone designated as being responsible for Health and Safety issues in your company?	<input type="checkbox"/> Yes/ No. Give details <input type="checkbox"/>		

<b>3) Management Systems and Policies</b>		
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	
<b>4) Ethical (Labour) Standards</b>		
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.	<input type="checkbox"/> Yes/No. Give details.	
<b>5) Environmental Standards</b>		
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.	<input type="checkbox"/> Yes/No. Give details.	
Do you have an environmental policy in place? Please attach		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>6) Experience &amp; Subcontracting</b>		
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?	Yes	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?	Yes	No

8) Worker Management Communications		
How do you ensure employees are aware of their rights?	Written Contracts	<input type="checkbox"/>
	Staff notice boards	<input type="checkbox"/>
	Intranet	<input type="checkbox"/>
	Employee Handbook	<input type="checkbox"/>
	Other	<input type="checkbox"/>
What forms of representation are used?	Union	<input type="checkbox"/>
	Employees share ownership	<input type="checkbox"/>
	Elected Health & Safety Committee	<input type="checkbox"/>
	Worker's co-operative	<input type="checkbox"/>

**Supplier Name:** \_\_\_\_\_

	Works Council	<input type="checkbox"/>
	Staff Association	<input type="checkbox"/>
	Other	<input type="checkbox"/>
Do any workers belong to a Trade Union		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide the name/s of the Union/s		
<b>Declaration</b> (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:		

<b>Name:</b>	<b>Position:</b>
<b>Date:</b>	<b>Signature:</b>

**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.

<b>Name:</b>	<b>Position:</b>
<b>Date:</b>	<b>Risks:</b>

**Contact Person:**

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**Telephone Number:**

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**Email Address:**

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**Office Address:**

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**Signature/Stamp:**

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**Date:**

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**Payment terms**

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**Payment method**

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**Delivery time**

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