



INVITATION TO TENDER

TENDER DOSSIER

ITT Title : Establish a sustainable Beekeeping Laboratory to Support Agriculture and Address Climate Change in Anbar Governorate

إنشاء مختبر مستدام لتربية النحل لدعم الزراعة ومعالجة تغير المناخ في محافظة الأنبار

Establish Modern Smart Farm Technology to Improve Crop Efficiency and Productivity While Reducing Resource Consumption
إنشاء تقنية المزرعة الذكية الحديثة لتحسين كفاءة المحاصيل وإنتاجيتها مع تقليل استهلاك الموارد

Tender Reference: ITT-IQRMD-24-0006

TABLE OF CONTENT

INSTRUCTIONS TO TENDERERS	4
1 PURPOSE OF THE TENDER DOSSIER	4
2 INVITATION TO TENDER TIMETABLE.....	4
3 INSTRUCTIONS TO TENDERERS	4
3.1 Supplier Application	5
3.2 Tender Proposal	5
3.2.1 Currency	6
3.2.2 Tender validity.....	6
3.2.3 Tender Presentation.....	6
3.2.4 Compliance.....	6
3.2.5 Technical Offer.....	6
3.2.6 Price proposal	6
4 CONDITIONS OF TENDERING	7
4.1 Questions / Request for clarification.....	7
4.2 Clarification meeting / site visit	7
4.3 Alteration or withdrawal of tenders	7
4.4 Costs of preparing tenders.....	7
4.5 Late Proposal	7
4.6 Eligibility	7
4.7 Compliance.....	7
4.8 Right to reject all tenders.....	7
4.9 Power to accept part of a tender	7
4.10 Specification	7
4.11 Confidentiality.....	8
4.12 Tender Process.....	7
4.13 Notification award and contract signature	8
4.14 Ownership of tenders.....	9
4.15 Type of contract	9
4.16 Cancellation of the tender procedure	9
APPENDIXES	9
APPENDIX A: TECHNICAL SPECIFICATIONS
APPENDIX B: TENDERER'S DECLARATION.....
APPENDIX C: SUPPLIER CODE OF CONDUCT
APPENDIX D: SUPPLIER QUESTIONNAIRE.....	19
APPENDIX E: PRICE PROPOSAL	22
APPENDIX F: CONTRACT TEMPLAT.....

INSTRUCTIONS TO TENDERERS

1 PURPOSE OF THE TENDER DOSSIER

The purpose of this Tender is to obtain competitive offers for **Establish a sustainable Beekeeping Laboratory to Support Agriculture and Address Climate Change in Anbar Governorate**

إنشاء مختبر مستدام لتربية النحل لدعم الزراعة ومعالجة تغير المناخ في محافظة الأنبار

Establish Modern Smart Farm Technology to Improve Crop Efficiency and Productivity While Reducing Resource Consumption
إنشاء تقنية المزرعة الذكية الحديثة لتحسين كفاءة المحاصيل وإنتاجيتها مع تقليل استهلاك الموارد

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	9 th Jan 2025	09:00
Deadline for OXFAM to reply to supplier questions	11 th Jan 2025	09:00
Deadline for intent to bid	13 th Jan 2025	14:00
Last date and time of the quotation/proposal (bid) submission to Oxfam	14 th Jan 2025	16:00
Tender Opening	16 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-24-0006
Do not open before 19th 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-24-0006

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-24-0006

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

يمكن للشركات تقديم العروض التنافسية للمشروعين او يتقدم لواقع واحد فقط

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 **13th 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%

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.

Oxfam is implementing the climate change project funded by GIZ in Anbar Governorate. The project is titled “Anbar Climate – Participation, Research, Adaptation & Planning”, which focuses on promoting climate resilience through pilot adaptation measures and fostering community-driven solutions.

As part of the pilot adaptation activities, this project includes the development of a sustainable beekeeping laboratory to support agriculture and address climate change. The initiative focuses on enhancing agricultural productivity, supporting pollinator populations, and promoting environmental sustainability. Activities involve supplying and installing laboratory equipment, training, and creating operational frameworks for sustainable beekeeping practices

Estimated Bill of Quantities (BoQ) for Sustainable Beekeeping Laboratory to Support Agriculture and Address Climate Change

Suppling Cost						
#	ITEM Description Eng	Qty.	Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي الفقرة وصف
1	Supply and installation of the ThermoFisher Vanquish Core High Performance Liquid Chromatography (HPLC) system, which offers high performance and exceptional accuracy for liquid chromatography applications. The offer includes all necessary accessories, installation, inspection, and staff training on operation. Note: A data sheet for the device, along with attached images detailing all features and specifications for suitability, will be provided to the beneficiary for approval before the purchase and preparation process.	1	PCs			تجهيز وتنصيب جهاز ThermoFisher Vanquish Core لنظام الكروماتوغرافيا السائلة عالية الأداء (HPLC). يتميز الجهاز بأداء عالٍ ودقة فائقة لتطبيقات الكروماتوغرافيا السائلة. يشمل العرض جميع الملحقات اللازمة، وأعمال التركيب، والفحص، وتدريب الكوادر على التشغيل. ملاحظة: يتم تقديم داتا شيت للجهاز مع صور مرفقة توضح جميع الخصائص والمواصفات للتأكد من ملاءمته يتم تقديمها إلى الجهة المستفيدة والموافقة عليه قبل عملية الشراء والتجهيز
2	Supply and installation of the ThermoFisher 2 pH Meter 350 (Singapore). This advanced device ensures precise pH measurements, suitable for laboratory applications requiring high accuracy. The scope includes all necessary accessories, installation, testing, and training for operational use.	2	PCs			تجهيز وتنصيب جهاز ThermoFisher 2 لقياس درجة الحموضة (pH Meter 350) صناعة سنغافورية. يتميز الجهاز بدقة عالية في قياس درجة الحموضة، مما يجعله مناسباً للتطبيقات المخبرية. يشمل العرض جميع الملحقات اللازمة، وأعمال التركيب، والفحص، وتدريب الكوادر على التشغيل.
3	Supply and installation of TRABCE Conductance Meter, manufactured in Singapore. The device provides accurate measurement of electrical conductivity in various laboratory applications. The offer includes all necessary accessories, installation, testing, and training to ensure proper use.	1	PCs			تجهيز وتنصيب جهاز قياس التوصيلية الكهربائية (Conductance Meter) نوع TRABCE صناعة سنغافورية. يتميز الجهاز بدقة عالية في قياس التوصيلية الكهربائية لتلبية احتياجات التطبيقات المخبرية. يشمل العرض جميع الملحقات اللازمة، وأعمال التركيب، والفحص، وتدريب الكوادر على الاستخدام.
4	Supply of laboratory equipment, including: 1- 20 beakers of assorted sizes. 2- 20 flasks of assorted sizes. 3- 2 sets of micro pipettes with complete accessories. 4- 2 quartz containers. The equipment will be delivered ready for use, ensuring quality and durability suitable for laboratory applications.	1	PCs			تجهيز معدات مخبرية تشمل: 1- 20 دورق بأحجام مختلفة. 2- 20 قارورة بأحجام مختلفة. 3- مجموعتين من الماصات الدقيقة (Micro Pipets) مع جميع ملحقاتها. 4- قطعتين من الكوارتز. يتم توفير المعدات جاهزة للاستخدام مع ضمان الجودة والمتانة المناسبة للتطبيقات المخبرية.
5	Supply of Laboratory Materials for the Central and Branch Laboratories Beakers 1- 100 ml capacity: 10 pieces 2- 250 ml capacity: 5 pieces 3- 500 ml capacity: 5 pieces Flasks 1- 100 ml capacity: 10 pieces 2- 250 ml capacity: 5 pieces 3- 500 ml capacity: 5 pieces Graduated Cylinders 1- 50 ml capacity: 5 pieces 2- 100 ml capacity: 5 pieces Volumetric Flasks 1- 50 ml capacity: 10 pieces 2- 100 ml capacity: 10 pieces 3- 1000 ml capacity: 2 pieces Funnels: 10 pieces Glass Rods: 10 pieces Reagent Bottles 1- 250 ml capacity: 10 pieces 2- 500 ml capacity: 10 pieces 3- Iron Stand with Clamp: 5 pieces Filter Paper 1- 15 cm size: 50 pieces This list includes necessary laboratory glassware and equipment for use in routine analyses. All materials must meet standard specifications for laboratory usage.	L.S	L.S			تجهيز المواد اللازمة للمختبر المركزي والفروع الكؤوس الزجاجية (Beakers): 1- سعة 100 مل: عدد 10 2- سعة 250 مل: عدد 5 3- سعة 500 مل: عدد 5 الدوايق الزجاجية (Flasks): 1- سعة 100 مل: عدد 10 2- سعة 250 مل: عدد 5 3- سعة 500 مل: عدد 5 الأسطوانات المدرجة (Graduated Cylinders): 1- سعة 50 مل: عدد 5 2- سعة 100 مل: عدد 5 الدوايق الحجمية (Volumetric Flasks): 1- سعة 50 مل: عدد 10 2- سعة 100 مل: عدد 10 3- سعة 1000 مل: عدد 2 القمع الزجاجي (Funnels): عدد 10 العصي الزجاجية (Glass Rods): عدد 10 زجاجات كاشف (Reagent Bottles): 1- سعة 250 مل: عدد 10 2- سعة 500 مل: عدد 10 حامل حديدي مع مشبك (Iron Stand with Clamp): عدد 5 ورق الترشيح (Filter Paper): 1- حجم 15 سم: عدد 50 يشمل هذا العرض المواد الزجاجية والمعدات الأساسية اللازمة للاستخدام في الفحوصات الروتينية بالمختبر. يجب أن تكون جميع المواد مطابقة للمواصفات القياسية المخصصة للاستخدام المخبري.

<p>THERMOFISHER Distillation Device (Double Distillation): Supply, install, and operate a THERMOFISHER double distillation device designed to produce high-purity distilled water for laboratory applications. Before delivery, a complete datasheet must be provided, detailing all specifications and features of the device to ensure it meets the laboratory's requirements. The system ensures efficient and reliable operation, delivering consistent water quality suitable for analytical, chemical, and biological experiments. It includes advanced safety features, durability, and ease of maintenance.</p>	1	PCs		<p>جهاز تقطير مزدوج THERMOFISHER: تجهيز، تنصيب، وتشغيل جهاز تقطير مزدوج من نوع THERMOFISHER لإنتاج مياه نقية بجودة عالية للاستخدامات المخبرية. يتم تقديم داتا شيت مفصلة للجهاز قبل التوريد توضح جميع الخصائص والمواصفات للتأكد من ملاءمته لاحتياجات المختبر. يضمن الجهاز كفاءة وموثوقية في التشغيل مع توفير مياه نقية ومتسقة تناسب التجارب التحليلية والكيميائية والبيولوجية، ويتميز بخصائص متقدمة للسلامة، المتانة، وسهولة الصيانة.</p>
<p>THERMOFISHER GENESYS 180 Spectrophotometer Double Beam UV-Vis (Made in Shimadzu) Supply, transport, install, test, and operate the THERMOFISHER GENESYS 180 double-beam UV-Vis spectrophotometer, manufactured in collaboration with Shimadzu. The instrument should be capable of precise absorption measurements within a broad wavelength range, covering both UV and visible light spectra. This includes standard accessories, proper calibration, and full operational functionality. The supplier must submit a comprehensive datasheet outlining all technical specifications, calibration procedures, and maintenance instructions before the supply process. The installation should also include training for the staff on operating the system, ensuring full competency in its use.</p>	1	PCs		<p>جهاز THERMOFISHER GENESYS 180 جهاز قياس الطيف الضوئي ذو الشعاع المزدوج (صنع في شيمادزو) UV-Vis تجهيز، نقل، تنصيب، تشغيل، وفحص جهاز THERMOFISHER GENESYS 180 THERMOFISHER ذو الشعاع المزدوج لقياس الامتصاص في الأشعة فوق البنفسجية والضوء المرئي. يجب أن يكون الجهاز قادرًا على قياس الامتصاص بدقة في نطاق واسع من الأطوال الموجية، يشمل الأشعة فوق البنفسجية والمرئية. يشمل العرض كافة الملحقات القياسية، معايرة دقيقة، وكامل قدرات التشغيل. يجب على المجهز تقديم ورقة بيانات شاملة تتضمن جميع المواصفات الفنية، إجراءات المعايرة، وتعليمات الصيانة قبل عملية التجهيز. يتضمن السعر أيضًا تدريب الكادر على كيفية تشغيل الجهاز بشكل كامل لضمان كفاءتهم في استخدامه.</p>
<p>Supply and install the Kern AP224W Analytical Balance with an AC adapter, designed for precise measurements up to 120 grams with a readability of 0.0000 g. This balance is ideal for laboratory or industrial applications that require high-precision measurements of small samples. A data sheet detailing the full specifications and features of the device must be provided before the supplying process to ensure the product meets the required standards.</p>	1	PCs		<p>تجهيز وتنصيب جهاز الميزان التحليلي AP224W من كيرن مع محول تيار متردد، الذي يتميز بدقة عالية لقياس الأوزان الصغيرة حتى 120 جرام ودقة تصل إلى 0.0000 جرام. يتم استخدام هذا الجهاز في التطبيقات المخبرية أو الصناعية التي تتطلب قياسات دقيقة. يجب تقديم داتا شيت للجهاز مع كافة الخصائص والمواصفات الفنية، قبل عملية التوريد لضمان توافق المنتج مع المتطلبات المطلوبة.</p>
<p>CITOTEST Filter Paper 15cm Provide and supply CITOTEST 15cm filter paper, designed for filtration and separation applications. The filter paper should be made of high-quality cellulose, ensuring efficient filtration and minimal contamination, ideal for laboratory and industrial use. This filter paper is designed to handle various liquids and solutions, providing precise and consistent filtration results.</p>	1	PCs		<p>ورق فلتر 15 سم CITOTEST توفير وتوريد ورق فلتر 15 سم، المصمم لاستخدامات الترشيح والفصل. يجب أن يكون الورق مصنوعًا من السليلوز عالي الجودة لضمان الترشيح الفعال وتقليل التلوث، مما يجعله مثاليًا للاستخدام في المختبرات والصناعات. تم تصميم هذا الورق للتعامل مع السوائل والمحاليل المختلفة، مع توفير نتائج ترشيح دقيقة ومتسقة.</p>
<p>FILTROSE SPAIN Membrane Filter, 0.45 µm Provide and supply FILTROSE SPAIN membrane filter, 0.45 µm, designed for efficient filtration and separation of particles from liquids. The filter membrane should have a pore size of 0.45 micrometers, ensuring precise filtration for various laboratory and industrial applications, including water treatment, pharmaceutical processes, and microbiological analysis. This filter should be durable, reliable, and suitable for both aqueous and non-aqueous solutions, offering optimal performance in particle retention and flow rate.</p>	1	PCs		<p>فلتر غشاء FILTROSE إسبانيا، 0.45 ميكرومتر توفير وتوريد فلتر غشاء FILTROSE إسبانيا، 0.45 ميكرومتر، المصمم لترشيح وفصل الجسيمات من السوائل بكفاءة. يجب أن يحتوي الفلتر على حجم مسام 0.45 ميكرومتر لضمان الترشيح الدقيق لعدد من التطبيقات في المختبرات والصناعات، بما في ذلك معالجة المياه والعمليات الصيدلانية والتحليل الميكروبيولوجي. يجب أن يكون الفلتر متينًا وموثوقًا، ويصلح للسوائل المائية وغير المائية، مما يوفر أداءً مثاليًا في الاحتفاظ بالجسيمات ومعدل التدفق.</p>

Supply and install the POL-EKO Oven, designed with advanced technology and precision for laboratory or industrial use, requiring stable temperature conditions for analysis and drying. The device is provided in accordance with the required technical specifications, ensuring high-quality performance throughout its operation. A data sheet detailing all technical specifications must be provided before the supplying process to ensure the product meets the required standards.	2	PCs			تجهيز وتنصيب فرن نوع POL-EKO، والذي يتميز بتقنية عالية ودقة في الأداء لتلبية احتياجات المختبرات أو الصناعات التي تتطلب درجات حرارة ثابتة للتجفيف والتحليل والتجفيف. يتم تجهيز الجهاز وفقاً للمواصفات الفنية المطلوبة، ويشمل ذلك ضمان الجودة والأداء الفائق في جميع عمليات التشغيل. يتم تقديم داتا شيت للجهاز مع كافة تفاصيل المواصفات الفنية قبل عملية التوريد لضمان مطابقتها مع المتطلبات.
Supply and install the THERMOFISHER 2 Stirrer, known for its high technology in efficiently and accurately stirring solutions in laboratories. The device will be provided in accordance with the required technical specifications, including all testing and operational processes, ensuring its quality and performance for laboratory needs. A data sheet with all technical details must be submitted before the supplying process to ensure compliance with the required standards.	1	PCs			تجهيز وتنصيب جهاز تحريك THERMOFISHER 2 Stirrer، والذي يتميز بتقنية عالية في تحريك المحاليل بكفاءة ودقة في المختبرات. يتم تجهيز الجهاز وفقاً للمواصفات الفنية المطلوبة، ويشمل ذلك جميع أعمال الفحص والتشغيل، مع ضمان جودته وكفاءته في تلبية احتياجات العمليات المخبرية. قبل عملية التجهيز، يجب تقديم ورقة بيانات للجهاز مع كافة التفاصيل الفنية لضمان مطابقتها مع المتطلبات.
Supply and install the BLENDER GERMANY Ultra-sonic bath, a high-performance device used in laboratories for precise cleaning of tools using ultrasonic waves. This includes providing the device along with all necessary technical requirements, testing, and full operation to ensure maximum efficiency. A data sheet for the device must be submitted before the supplying process to confirm it meets the required specifications. Additionally, comprehensive training for the staff on its correct use and maintenance is included.	1	PCs			تجهيز وتنصيب جهاز BLENDER GERMANY Ultra-sonic bath، جهاز معتمد يستخدم في المختبرات لتنظيف الأدوات بدقة باستخدام تقنية الموجات فوق الصوتية. يشمل توفير الجهاز مع جميع متطلباته الفنية، واختباره وتشغيله بشكل كامل لضمان أعلى كفاءة. يجب تقديم ورقة بيانات للجهاز قبل عملية التوريد للتأكد من مطابقته للمواصفات المطلوبة. كما يتضمن التدريب الكامل للكادر على كيفية استخدام الجهاز وصيانته بشكل صحيح.
Supply and install the ATAGO Reflectometer, a precise device for measuring the optical refractive index in liquids and various materials using refraction technology. This includes providing the device with all its technical requirements, testing, and full operation to ensure its efficiency. A data sheet for the device must be submitted before the supplying process to confirm it meets the required specifications. Additionally, comprehensive staff training on its proper use and maintenance is included.	1	PCs			تجهيز وتنصيب جهاز ATAGO Reflectometer، جهاز دقيق لقياس الانكسار البصري في السوائل والمواد المختلفة باستخدام تقنية الانكسار. يشمل توفير الجهاز مع جميع متطلباته الفنية، واختباره وتشغيله بشكل كامل لضمان كفاءته. يجب تقديم ورقة بيانات للجهاز قبل عملية التجهيز للتأكد من مطابقته للمواصفات المطلوبة. كما يتضمن التدريب الكامل للكادر على كيفية استخدام الجهاز وصيانته بشكل صحيح.
Supply and install the OPTICA Microscope Am Scope B120C Siedentop, with a magnification range of 40X to 2500X and a 0.3 MP USB camera. This includes the complete supply of the device with all its technical requirements, testing, and full operation to ensure its efficiency. A data sheet for the device must be submitted before the supplying process to confirm it meets the required specifications. Additionally, comprehensive staff training on its proper use and maintenance is included.	1	PCs			تجهيز وتنصيب جهاز OPTICA Microscope Am Scope B120C Siedentop مع قدرة تكبير تتراوح بين 40X و2500X وكاميرا USB بدقة 0.3 ميجابكسل. يشمل التجهيز الكامل للجهاز مع جميع متطلباته الفنية، واختباره وتشغيله بشكل كامل لضمان كفاءته. يجب تقديم ورقة بيانات للجهاز قبل عملية التجهيز للتأكد من مطابقته للمواصفات المطلوبة. كما يشمل التدريب الكامل للكادر على كيفية استخدام الجهاز وصيانته بشكل صحيح.
Supply, install, and operate the Queen Bee Artificial Insemination Kit, including all necessary equipment for accurately and safely performing the insemination process. The kit includes insemination syringes, pipettes, holding chambers, protective gear for the user, and educational materials to ensure proper usage. It also includes training for staff on how to use the equipment effectively and safely.	2	PCs			تجهيز وتوريد وتنصيب وتشغيل طقم التلقيح الصناعي لملاكات النحل، شاملاً كافة المعدات الضرورية لإتمام عملية التلقيح بشكل دقيق وآمن. يتضمن الطقم محاقن، أنابيب التلقيح، حجرات الحفظ، وأدوات وقائية للمستخدم، بالإضافة إلى مواد تعليمية لضمان الاستخدام السليم. كما يتضمن التدريب اللازم للكادر على كيفية استخدام المعدات بشكل فعال وآمن.
Supply, install, and operate an ordinary microscope for disease analysis, equipped with the necessary specifications for clear viewing of biological samples. The microscope includes high-quality optical lenses and basic features such as magnification suitable for disease analysis.	1	PCs			تجهيز وتوريد وتنصيب ميكروسكوب عادي لاستخدامه في تحليل الأمراض، مع المواصفات اللازمة لرؤية دقيقة للعينات البيولوجية. يشمل الجهاز عدسات بصرية عالية الجودة ومجموعة من الخصائص الأساسية مثل القدرة على تكبير العينات إلى مستويات مناسبة لتحليل الأمراض.

18	Supply, install, and operate an ordinary microscope for insect analysis, equipped with appropriate specifications for clear viewing of insect samples. The microscope includes high-quality optical lenses and essential features such as magnification capabilities suitable for identifying and analyzing insects accurately.	1	PCs			تجهيز وتوريد وتنصيب ميكروسكوب عادي لتحليل الحشرات، مع مواصفات ملائمة لرؤية دقيقة لتفاصيل العينات الحشرية. يشمل الجهاز عدسات بصرية عالية الجودة ومجموعة من الخصائص الأساسية مثل القدرة على تكبير العينات بدرجة مناسبة لتحديد أنواع الحشرات وتحليلها بشكل دقيق.
19	Supply, installation, and operation of an aluminum table with a marble work surface resistant to scratches, water, and other chemicals, with dimensions: Height 90 cm, Width 50 cm, Length 18 meters. The materials should be of high quality to ensure durability, with a focus on the surface's resistance to various factors, and the table must be securely installed in the designated location.	18	M.L			تجهيز وتركيب طاولة ألومنيوم مع سطح عمل رخامي مقاوم للخدش والماء والمحاليل الأخرى، بأبعاد: ارتفاع 90 سم، عرض 50 سم، طول 18 متر. يجب أن تكون المواد المستخدمة عالية الجودة لضمان المتانة، مع التركيز على مقاومة السطح للعوامل المختلفة وضمان ثبات الطاولة بشكل آمن في المكان المحدد.
20	Supply of materials and work to install the false ceiling measuring 60*60 cm made of gypsum boards with a moisture-resistant layer. The price also includes all tasks related to installing lighting of the same size, wiring, and connecting to light switches, ensuring the work is completed according to the supervising engineer's instructions and with the highest quality standards.	40	M2			تجهيز المواد والعمل على تثبيت وشد السقف الكاذب بقياس 60*60 مصنوعة من ألواح الجبس مع طبقة من الورق المقاومة للرطوبة. يشمل السعر أيضًا تثبيت الإضاءة بنفس القياس مع تسليك الأسلاك والتوصيل إلى المفاتيح الخاصة بالإضاءة. يتم تنفيذ كافة الأعمال وفقًا لتوجيهات المهندس المشرف وبمعايير فنية عالية لضمان جودة الإنجاز.
21	Supply of materials and work to cover the laboratory floor with high-quality porcelain tiles measuring 60 * 60 cm, resistant to acids and chemicals. The price includes leveling and application using Turkish adhesive or its equivalent in quality. The color will be chosen by the supervising engineer, ensuring that all necessary tasks are completed to fully execute this work according to the guidelines.	40	M2			توفير المواد والعمل على تغليف أرضية المختبر بالبورسلين بمقاس 60 * 60 سم من نوعية جيدة مقاوم للأحماض والمحاليل. يشمل السعر أعمال التسوية والتطبيق باستخدام المادة اللاصقة التركيبية أو ما يعادلها من حيث الجودة. سيتم اختيار اللون من قبل المهندس المشرف، مع ضمان تنفيذ جميع الأعمال اللازمة لإتمام هذا العمل بشكل كامل وفقًا للتوجيهات.
22	Supply of a sting hook with a 0.2 mm hole, ensuring it meets the required specifications and quality standards for the intended use.	6	PCs			توفير وتجهيز هوك الخياطة مع فتحة بقياس 0.2 مم، على أن يكون من نوعية جيدة وملائم للاستخدام وفقًا للمواصفات المطلوبة.
23	Supply of a glass needle for insemination syringe, made from high-quality glass and suitable for use in artificial insemination procedures.	100	PCs			توفير وتجهيز إبرة زجاجية لحقن الحيوانات المنوية، على أن تكون مصنوعة من الزجاج عالي الجودة ومناسبة للاستخدام في عمليات التلقيح الاصطناعي.
Total Suppling Cost						
Total						

Estimated Bill of Quantities (BoQ) for Modern Smart Farm Technology to Improve Crop Efficiency and Productivity While Reducing Resource Consumption.

#	ITEM Code	ITEM Description Eng	Qty.		Unit	Unit Price (IQD)	Total Price (IQD)	بالعربي المفقرة وصف
1	IP-COM-PORT	Supply, Install, and Testing: This product is a programming and communication gateway ideal for integration of third-party devices with TIS network. Additionally, it can be used as a modbus RTU master or slave converter.	2		PCs			توريد وتركيب واختبار: هذا المنتج هو بوابة برمجة واتصال مثالية لدمج الأجهزة التابعة لطرف ثالث مع شبكة TIS. بالإضافة إلى ذلك، يمكن استخدامه كمحول modbus RTU رئيسي أو تابع.
2	VLC-12CH-10A	Supply, Install, and Testing: This product is a power relay switch with electromagnet for lights' turn ON/OFF or motors' Open/Close function. It enables smart control over lights, sprinklers, gates, shutters and curtains, fan speed, valves, etc. and is ideal for residential and industrial applications.	1		PCs			توريد وتركيب واختبار: هذا المنتج هو مفتاح تابع كهربائي مع مغناطيس كهربائي لتشغيل/إيقاف الأضواء أو وظيفة فتح/إغلاق المحركات. يتيح التحكم الذكي في الأضواء، الرياشات، البوابات، الستائر، سرعة المراوح، الصمامات، وغيرها، وهو مثالي للاستخدامات السكنية والصناعية.
3	RCU-8OUT-8IN	Supply, Install, and Testing: This product is a smart controller with eight channels ideal for the automation of lights, sensors, FCU, curtains and motorized devices for maximum efficiency and user comfort.	1		PCs			توريد وتركيب واختبار: هذا المنتج هو جهاز تحكم ذكي مع ثمانية قنوات مثالي لأتمتة الأضواء، الحساسات، وحدات المعالجة (FCU)، الستائر والأجهزة المحركة لتحقيق أقصى كفاءة وراحة للمستخدم.
4	RLY-4CH-10A	Supply, Install, and Testing: This product features a relay module for smart control over lights ON/OFF, sensors, and motorized components for maximum efficiency and user comfort.	1		PCs			توريد وتركيب واختبار: يحتوي هذا المنتج على وحدة تتبع للتحكم الذكي في تشغيل/إيقاف الأضواء، الحساسات والمكونات المحركة لتحقيق أقصى كفاءة وراحة للمستخدم.
5	P.S-24V-1.5A	Supply, Install, and Testing: This product is a power supply module designed to be installed in the junction box to provide 24V DC for small power motor drive applications.	2		PCs			توريد وتركيب واختبار: هذا المنتج هو وحدة إمداد بالطاقة مصممة لتثبيتها في صندوق التوصيل لتوفير 24 فولت تيار مستمر للتطبيقات محركات صغيرة.
6	TIS-AUT-TMR	Supply, Install, and Testing: This product is a home automation component with a built-in timer and programmable flags and logic lines, designed for automatic presets and scenarios.	1		PCs			توريد وتركيب واختبار: هذا المنتج هو مكون من مكونات الأتمتة المنزلية مع مؤقت مدمج وأعلام قابلة للبرمجة وخخطط منطقية، مصمم للإعدادات التلقائية والسيناريوهات.
7	TIS-WS-71	Supply, Install, and Testing: This product is a smart sensor with the capability to measure the temperature, humidity, rainfall, wind detection, speed, brightness, and ultraviolet levels with the purpose of maximum energy efficiency and user comfort.	1		PCs			توريد وتركيب واختبار: هذا المنتج هو مستشعر ذكي قادر على قياس درجة الحرارة، الرطوبة، هطول الأمطار، الكشف عن الرياح، السرعة، السقوط، ومستويات الأشعة فوق البنفسجية بهدف تحقيق أقصى كفاءة في استهلاك الطاقة وراحة المستخدم.
8	MET-EN-1PH	Supply, Install, and Testing: This product is a single-phase power meter designed to calculate and report energy consumption and electricity parameters on a daily, monthly, and yearly basis for energy optimization purposes.	1		PCs			توريد وتركيب واختبار: هذا المنتج هو مقياس طاقة أحادي الطور مصمم لحساب وتقدير استهلاك الطاقة ومعلومات الكهرباء على أساس يومي، شهري وسنوي لأغراض تحسين استهلاك الطاقة.
9	TIS-4AI-4-20mA	Supply, Install, and Testing: This small module is used to connect different types of Analog 4-20mA sensors as it accepts analog current inputs. It contains programmable logic and is used in data acquisition systems, and building management systems (BMS) to monitor and control various processes.	4		PCs			توريد وتركيب واختبار: هذه الوحدة الصغيرة تُستخدم لربط أنواع مختلفة من أجهزة الاستشعار التناظرية 4-20mA حيث تقبل مدخلات التيار التناظري. تحتوي على منطق قابل للبرمجة وتستخدم في أنظمة جمع البيانات، وأنظمة إدارة المباني (BMS) لمراقبة والتحكم في العمليات المختلفة.
10	TIS-4T-IN	Supply, Install, and Testing: This product records, monitors, and sends signals for changes in temperature across four different zones around home with high responsiveness and precision to bring the maximum user comfort and energy efficiency.	4		PCs			توريد وتركيب واختبار: هذا المنتج يسجل ويراقب ويرسل إشارات للتغيرات في درجة الحرارة عبر أربع مناطق مختلفة حول المنزل مع استجابة عالية ودقة لتحقيق أقصى راحة للمستخدم وكفاءة في استهلاك الطاقة.
11	SYS-WIRELESS-M5	Supply, Install, and Testing: Wireless system based on nano Bridge Point to Point to control the remote pump and integrated with the smart system.	1		PCs			توريد وتركيب واختبار: نظام لاسلكي يعتمد على جسر نانو نقطة إلى نقطة للتحكم في المضخة البعيدة والمتكامل مع النظام الذكي.
12	IP-CAM	Supply, Install, and Testing: IP Cam system of 10 cams Hikvision that integrated with the farm smart system in terms of monitoring locally.	1		PCs			توريد وتركيب واختبار: نظام كاميرات IP من 10 كاميرات Hikvision متكامل مع النظام الذكي للمزرعة من حيث المراقبة المحلية.
13	TIS-SDB-SM	Supply, Install, and Testing: Electric Cabinet Enclosure	2		PCs			توريد وتركيب واختبار: صندوق كهربائي
14	TIS-PT100	Supply, Install, and Testing: RTD PT100 Temperature Sensor	10		PCs			توريد وتركيب واختبار: مستشعر درجة الحرارة RTD PT100

15	TIS-HUM-W	Supply, Install, and Testing: Temperature Humidity Sensor 4-20mA IP68 15-30V DC Transmitter Sensor Probe	10		PCs			توريد وتركيب واختبار: مستشعر درجة الحرارة والرطوبة 4-20mA IP68 15-30V DC جهاز إرسال حساس
16	TIS-HUM-S	Supply, Install, and Testing: RS485 4-20mA Soil Temperature Humidity Moisture Conductivity EC PH NPK	10		PCs			توريد وتركيب واختبار: RS485 4-20mA مستشعر درجة حرارة التربة، الرطوبة، الموصلية، EC، pH، NPK
17	ELC-SOL-24V-PNU	Supply, Install, and Testing: Electric Solenoid valves package of 10 valves to supply air to the pneumatic valves in all farm.	1		PCs			توريد وتركيب واختبار: مجموعة من 10 صمامات كهربائية لتوريد الهواء للصمامات الهوائية في جميع أنحاء المزرعة.
18	PNU-VLV	Supply, Install, and Testing: Pneumatic Valve of different sizes	10		PCs			توريد وتركيب واختبار: صمام هوائي بأحجام مختلفة
19	COMP-AIR	Supply, Install, and Testing: Air Compressor 3HP 100 liters	1		PCs			توريد وتركيب واختبار: ضاغط هواء 3 حصان 100 لتر
20	WAT-PUMP	Supply, Install, and Testing: 3 HP Centrifugal Water Pump 115/230V	1		PCs			توريد وتركيب واختبار: مضخة مياه طرد مركزي 3 حصان 115/230 فولت
21	ATS-CAB	Supply, Install, and Testing: Electric ATS of two Sources	1		PCs			توريد وتركيب واختبار: جهاز تحويل تلقائي للطاقة من مصدرين
22	SMART-CARAVAN	Supply, Install, and Testing: "A- Smart system integrated with smart farm system. B- Supported with sandwich panel that have resistance against fire. C- Supported with fire detector and integrated with smart system to send notification and turn off electricity in case of fire detection. As this caravan has a smart system, energy saving will be taken into consideration. D- Screen panel 10.1 inches to control and monitor all the firm locally. E- UPS 10KVA (Uninterruptible Power Supply). F- A/C split unit 1.5 ton & controlled by the smart system. G- Lighting controlled by the smart system."	1		PCs			توريد وتركيب واختبار: "A- نظام ذكي متكامل مع نظام المزرعة الذكية. B- مدعوم بلوحة ساندويتش مقاومة للحريق. C- مدعوم بكاشف حريق ومتكامل مع النظام الذكي لإرسال إشعار وإيقاف الكهرباء في حالة الكشف عن الحريق. بما أن هذا الكرفان يحتوي على نظام ذكي، فسيتم أخذ توفير الطاقة في الاعتبار. D- لوحة شاشة 10.1 بوصة للتحكم ومراقبة جميع الأجهزة في المزرعة محلياً. E- UPS 10KVA (مزود طاقة غير منقطع). F- جهاز تكييف منفصل 1.5 طن ومتحكم فيه من خلال النظام الذكي. G- إضاءة يتم التحكم فيها بواسطة النظام الذكي."
23	OUT-FENCE	Supply, Install, and Testing: Outdoor BRC fence of Length 140 meters and width 60 meters	1		PCs			توريد وتركيب واختبار: سياج BRC خارجي بطول 140 متراً وعرض 60 متراً
24	TOW-LIGHT	Supply, Install, and Testing: Lighting towers installed around the fence	1		PCs			توريد وتركيب واختبار: أبراج إضاءة مركبة حول السياج
25	PLS-HOUSE	Supply, Install, and Testing: Supply plastic of thickness which cover 6 plastic farm houses	1		PCs			توريد وتركيب واختبار: توفير البلاستيك بسنم الذي يغطي 6 بيوت بلاستيكية
26	STP-WAY	Supply, Install, and Testing: Stepping Stone (Muqarnas) to build one main road and minor ones that pass through the plastic houses. For an area of 200 m2	1		PCs			توريد وتركيب واختبار: حجارة سمنى (مقرنص) لبناء طريق رئيسي واحد وطرق فرعية تمر عبر البيوت البلاستيكية. لمساحة 200 م ²
27	TRAINING	Operation & Technical training	1		EA			التدريب التشغيلي والفني
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
