

### **Main Responsibilities:**

- Commits to supplying the requested materials according to the schedules attached to this contract to HAI during the specified which is a one year after sign the contract between both sides.
- Materials are ordered according to the organization's needs, for quantities, types and timings.
- The supplier company is committed to supplying the materials according to the attached schedules, which contain details of the quantities and technical specifications required for each material. All materials must comply with the standards and specifications outlined in the schedules.
- Evaluating offers from suppliers and selecting the most competitive ones and share the pictures or sample of items before the delivery.
- Monitoring the quality of received materials and ensuring compliance with required specifications.
- Managing relationships with suppliers and resolving any problems or disputes that arise during the contract period.
- Delivery time will be during 7 days after sign each PO and HAI team will be available while distribution process.
- - The offer amount should include the supplies, Packaging as kits, Delivery (Transportation) , Loading/off loading and distribution cost based on the project distribution plan that will be under HAI monitoring committee.
- The Supplier will be responsible to ensure that the materials provided to HAI are New, well packed, not damaged, well stored. If one or a group item does not comply with the forementioned conditions, the organization has the right to reject them, and the supplier must arrange immediate replacement without delays within 2 days with other new items in accordance with the conditions.

### **Payment terms:**

- After completing the work and being approved by HAI monitoring committee, the payment will be proceeded.
- There is no advance payment.
- The Payment will be after delivery of the items and a written approval from HAI representative. And beneficiary's received list.
- Payment will be through wire transfer within 30 days of submitting the invoice in order following satisfactory delivery of the service

**Special Term and Conditions:**

- If the contractor failed to start the distribution during the implementation period, HAI has the right to terminate this Contract through the Email notification.
- All Items must be delivered to the location as mentioned on the PO.
- If the order is subjected to the obtaining any access or other governmental authorization that may be required, it shall be the responsibility of the vendor to obtain such licenses or authorization.
- HAI shaves have the right to reject the goods or services or any part thereof if they do not confirm to the agreed specifications,
- IF HAI ever finds evidence that the Supplier has given money to BNFs instead of the Items. HAI has the right to deduct 20% of the grant total amount as a penalty for breaching the hereby agreement.
- For the delay of the implementation Period, HAI has the right to deduct 5% for each day late of the implementation after the deadline.

**Duration of the contract:**

The contract period **one year** after signing the contract between both sides. After this period, the parties must renew the contract if they wish to continue.