**Terms of Reference for supplier to provide**

**Oxfam Lebanon Programme**

**Hardware WASH vendor/RFQ-LBQZQ-22-0041**

**Background:**

## Oxfam is a global movement of people, working together to end the injustice of poverty. Oxfam has been working in Lebanon since 1993. We provide humanitarian assistance to vulnerable people affected by conflict, and we promote economic justice and good governance, and women’s rights. Oxfam also works with local partners to contribute to the protection and empowerment of marginalized women and men.

Under its Water, Sanitation and Hygiene programme, Oxfam addresses (1) emergency water and sanitation needs through service provision, (2) hygiene promotion and responses to public health risks through immediate and long-term responses, as well as (3) water governance in coordination with Water Authorities through offering green-solutions to water infrastructure and management systems.

**Project Objective:**

Under the GAC project, Oxfam will implement a market-based approach. This will use a community-based approach to rehabilitate WASH facilities (latrines, hand washing facilities, water tanks and grey water systems), through trained and equipped community technical volunteers (CTVs).

CTVs will be provided with materials from an Oxfam-contracted hardware store. Therefore, a market mapping is requested to identify the local hardware vendors in Saaide and Bouday in order to be contracted to provide the needed materials for rehabilitation works.

**Content of Works:**

* Oxfam will be responsible on transportation of the materials from the hardware vendors to the ISs except for the heavy materials using Oxfam’s cars (see in the vendor hardware list)
* The vendor will organize the delivery of the heavy items to the ISs in coordination with Oxfam.
* Delivery of Heavy material to ISs should be in presence of Oxfam.
* Hardware vendor should consider the transportation cost for the heavy material in the financial proposal, (details in the vendor hardware list).
* With the stamped CTV Supplier BOQ, the community technical volunteers (CTVs)/Oxfam staff will go to the identified supplier to collect the material needed. (Oxfam will support in collecting the materials from vendors)
* The suppliers must provide the CTVs/Oxfam with materials of quantity, brand and quality as indicated in the supplier list and in the stamped CTV Supplier BOQ)
* Once the supplier has provided the CTV/Oxfam with all items and adequate quantities, the CTV/Oxfam will sign an invoice as a proof for provision. The supplier will also keep the stamped CTV Supplier BOQ with him.
* The Supplier will then present the invoice signed by the CTV/Oxfam and the stamped CTV Supplier BOQ to OXFAM for payment
* The supplier will abide the provision based on the requested specification. Otherwise, Oxfam has the right to return or replace any item doesn’t meet the agreed specification mentioned in the contract.
* Oxfam has the right to increase or decrease quantities at the same unit cost.
* Oxfam will pay based on deliverables indicated in the invoice signed by the CTV/Oxfam and the stamped CTV Supplier BOQ.
* The hardware vendors must take into consideration COVID-19 precaution measures during the procurement process.
* Ensure safety and security/prevention to avoid any accident while distributing heavy items.

**Pricing / Required Details**

The prices must be presented according to the following titles:

1. All tenderers must be qualified technically and financially to be able to submit their offers.
2. The unit prices and rates must be presented in **Fresh US dollars** for each of the offer items excluding VAT
3. The validity of the price should be valid fixed for 6 months renewable based on market assessment as well as requesting for another new order

**Coordination and Supervision**

The procurement will be supervised by Oxfam’s log team.

**Questions / Request for clarification**

Any requests for clarification may be submitted by email [to eelkhoury@oxfam.org.uk](mailto:to%20eelkhoury@oxfam.org.uk) cc [SHeneskehian@oxfam.org.uk](mailto:SHeneskehian@oxfam.org.uk)

**Timeframe and Payment**

100% payment after providing of the requested quantity and submitting the financial documents.