



**Terms of Reference for Suppliers to Provide
Hygiene Kit and Menstrual Hygiene Management
Oxfam in Lebanon**

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.

Activity Objective:

Oxfam is seeking a company to sign with it a framework agreement in order to provide Hygiene Kit and Menstrual Hygiene Management (MHM) kits to the vulnerable individuals.

Content of Works:

- The delivery will be directly to Oxfam's partners' warehouses in Beirut, Zahle and Nabateih.
- Oxfam will check the expiry date and the condition of the kit items and has the right to request replacing the items with short expiry date (less than 12 months).
- The supplier is responsible for the transportation of the kits to the warehouses in addition to hiring workers with each truck for off loading the items onsite.
- Supplier should have the capacity to prepare the kits within a period of **5 days** from the date of signing the PO.
- The supplier will abide by the provision based on the requested specifications.
- Oxfam has the right to increase or decrease quantities at the same unit cost.
- Oxfam has the right to select different suppliers for the same type of kits and the quantity might be split between them.
- The quantity of items requested will differ based on the needs which will be defined later for emergency response.
- **NB: This purchase is made for emergency situations.**

List of items

#	Item	Description	Unit	Quantity	Unit price	Total price
1	Disposal sanitary pad	packs of 10-12 pcs/pack, Non-scented cotton sanitary pad 3-day packs and 2-night packs. (Similar to Private)	Pack	25000		
2	Soap	(250g bath soap or 2 soaps each 125 g) Non-scented soap (LifeBoy or similar quality) or Olive oil soap	Item	10000		
3	Powder Laundry detergent, good quality	Powder 1.3kg (noura or similar quality), or two bags each 650g	bag	5000		
4	Black garbage bags	Roll small size-20 per pack, black or another dark color	pack	5000		



5	Reusable Canvas bag for packaging	Reusable bag with zipper or rope (black or other darker color with good quality of medium sized to pack the MHM kit items)	bag			
6	Transportation to the field locations	Trip (delivery of kits to the field) 1 truck * 550 kits 1 Van * 330 Kits	Trip	1000		
7		Extra Truck per day.	Trip	1		
8	Kitting MHM kit	Box that holds 10 bags of MHM kit	Box	1		
9	large adult diapers, (Disposal sanitary pad)	-10-12 pcs/pack Non-scented cotton diaper, Good quality, Effective leakage prevention, have soft textile, Example: Tena, prevail, or any other equivalent (size to be shared later)	Pack	100		
10	Disposable bed pads,	Quantity 36 pieces in one pack. Large disposable bed pads, (90cm × 60cm), quality for leakproof performance. Suitable for adults and children,	Pack	100		

#	Item	Description	Unit	Quantity	Unit price	Total price
1	Toothpaste adult	150 ml	Item	5000		
2	Toothpaste children	100 ml, 2 types of children toothpaste (3-5 years) (6-10 years)	Item	5000		
3	Toothbrush adult	Adult size, medium hardness, individually wrapped.	Item	5000		
4	Toothbrush children	Children size, soft, individually wrapped	Item	5000		
5	Tissue Paper	1 pack of 300 sheets	Item	5000		
6	Plastic water container (jerry can) 20 L	Plastic, 20 L, blue color, for drinking purpose	Item	5000		
7	Plastic bucket container 10 L	Plastic, 10 L, blue color, for drinking purpose	Item	5000		
8	Plastic bucket container 20 L	Plastic, 20 L, blue color, for drinking purpose	Item	5000		
9	Household solid waste bins	Plastic, brown, blue or black color, size: 31cm × 25cm × 45cm (medium size)	Item	5000		

Requested Documents

- Company registration documents
- Copy of the ID of the representative/owner of the company.
- Ministry of Finance registration certificate and VAT if applicable.
- Proof of experience, the bidder must make available a minimum of Three reference projects.
- Full Specifications/Technical Details/Datasheet of all the items.
- Delivery time
- The bidder should include costs for transportation.
- Bidder shall provide completed priced Bill of Quantities (BOQ). The unit prices and rates must be presented in US dollars for each of the offer item.



Submission of offers and sample:

Supplier should send a sample with the financial offer.

Financial and Technical offers should be submitted to Oxfam before 2nd of October 2024 to Lebanonprocurement@oxfam.org.uk

Coordination and Supervision: The procurement will be supervised by Oxfam's logistics team.

Date of delivery: One week after signing the agreement.

Questions / Request for clarification

Any requests for clarification may be submitted by email to Lebanonprocurement@oxfam.org.uk ccing sabdelkader@oxfam.org.uk

Timeframe and Payment: 100% payment after delivery and install of the requested quantity and submitting the financial documents.