



Terms of Reference for Suppliers to Provide Winterization Kit Oxfam in Lebanon

Oxfam is a global movement of people working together to end the injustice of poverty. Oxfam has been active in Lebanon since 1993, providing humanitarian assistance to vulnerable individuals affected by conflict. We promote economic justice, good governance, and women's rights. Additionally, Oxfam collaborates 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 contract agreement for the provision of Winterization Kit.

Content of Works:

- Delivery will be made directly to Oxfam's partners' warehouses in Tripoli, Beirut, Zahle (based on situation) and Saida (based on situation).
- Oxfam will check the expiry dates and condition of the kit items and reserves the right to request the replacement of items with short expiry dates (less than 12 months).
- The supplier is responsible for transporting the kits to the warehouses and for hiring workers for unloading the kits onsite with each truck.
- The supplier should have the capacity to prepare the kits/items within 5 days from the date of signing the purchase order (PO).
- The supplier will adhere to the provisions 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 and purchase items needed.
- Oxfam has the right to replace up to 10% of the supplied clothing items in specific cases with suitable sizes if the distributed items did not fit the receivers.
- Oxfam will aim to do a direct purchase for the below items and to sign a framework agreement-
Changing in market prices will be considered.

List of items

Winterization Kit

Quantity between 100 kits and 1000 kits (in the kit; quantity/item could change/removed based on the budget)

Items	Unit	Quantity	Unit price	Total price
Mat synthetic sleeping: Waterproof, tearproof and material trim finish. Total length: 1.80 m. Width. 90 m.	Piece	5		
Blanket, synthetic (fleece) 1.5 x 2 m, high thermal	Piece	5		
Mattress, foam, light One-piece polyurethane (PU) foam and a textile cover with a zipper. Length: 190 cm	Piece	5		



Width: 80 cm Thickness: 100-150 cm				
Thermal under cloth 1 for male and 1 for female to use under trousers/dresses. Male sizes: L or XL Female sizes: M or L Colour: plain (preferably white)	Piece	2		
Male/female Unisex, warm sweater 1 for male and 1 for female Oversize Male sizes: L or XL Female sizes: M or L (Preferably long sweaters to respect culture)	Piece	2		
Male/Female, Warm winter trouser, denim or cotton Full leg, 1 for male and 1 for female Male sizes: L or XL Female sizes: M or L	Piece	2		
Male/female Woolen Hat, Gloves and Scarf Set 1 for male and 1 for female Standard sizes for adult males and females	Set of 3 pieces	2		
Woolen/warm socks Woolen winter socks, preferably dark in colour Unisex	Pair	5		
1 clothing set for Baby Age: 0 – 2 years old Woolen blanket: High Thermal with 2.5 thermal resistance of garments (150 cm x 200 cm) Baby body suit: Thermal grade winter baby body suit	Set of 2 pieces	1		

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
- Full Specifications /Datasheet of all the items.
- Delivery timeframe
- 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- **Including VAT if applicable**-each of the offer item.



Submission of offers and sample:

Supplier should send a sample of the items to Oxfam office in Beirut to the following address: 1st Floor, Block B, Sodeco Square Building, Ashrafieh.

Financial offer and Requested Documents should be submitted to lebresponseprocurement@oxfam.org.uk Oxfam before **5 PM, 4th of Nov 2024**, any offer submitted after will not be considered.

Timeframe and Payment:

100% upon successful delivery of all the agreed items according to the approved Datasheet and submitting formal and original invoice.