

Instructions for Suppliers

Eligibility Criteria:

Supplier will be selected on basis of following criteria and must be **submitted**

All :

1. Must have business registration with all government / professional authorities including:
 - a. **Valid Registration** with Ministry of Public works & housing
 - b. **Valid Tax Clearance** Certificate- from Ministry of Finance.
 - c. Company profile – **Maximum 15 pages** (mentioning company structure, board, Engineers CV & Manager’s CV)
 - d. Financial Proposal Prices filled in RFQ & bank statement with the last six months.
2. Signed “Oxfam Supplier Code of Conduct” -attached
3. Supplier questionnaire “filled and signed”
4. Detailed/realistic Workplan.
5. Company Equipments’ owned
6. Previous working experience (preferably with INGOs / UN Agencies)- attach minimum three recommendations/ PO & Contracts
7. Not involved in any fraudulent, violation of human right & terrorism activity.

Submission Proposal:

1. Submit sealed quotation on “Request for Quotation” format attached. System (Computer) generated quotations and quotations on company letter head also accepted.
2. Prices must be inclusive of all taxes and other related costs (**including 3% sales tax**)
3. Currency of pieces should be USD otherwise mention clearly
1. Oxfam reserves the right to reject the proposals if not instructions not followed.
2. Submit your proposal latest by **8th August 2021 before 5pm EAT** to Oxfam Office:

Procurement Committee

Oxfam NovibWest of Hargeisa club, Ahmed Dhagah District,
Hargeisa, Somaliland



REQUEST FOR QUOTATION (RFQ)

REFERENCE N° : RFQ 21/101/HAR-SOM / HAR / 001

Please include the RFQ number on all attachments

Date of Issue : 30/7/2021

REQUESTED BY :	SUPPLIER :	CONSIGNEE :
Name : OXFAM SOMALIA/LAND Hargiesa Address : Ahmed Dhagah District West of Hargeis Club Hargeisa, Somaliland Contact : Shuaib Mohamed Ph : +252 634232683 E-Mail : shuaib.mohamed.yusuf@oxfam.org	Name : Address : Contact : Ph : E-Mail : VAT number :	Name : OXFAM SOMALIA/LAND Buroa Address : Near Macalimiinta Area, near Indha Deero Fuel station Buroa Somaliland Contact : Abdalle Hashi Ph : 634135422 E-Mail : abdalle.hashi@oxfam.org

THIS IS NOT A PURCHASE ORDER (*)

Please provide a quotation for the items listed below. Please specify the period of validity of the quotation, sign or stamp it, and return to the requester.

SPECIAL INSTRUCTIONS :

Please note any and all exclusions, exceptions and deviations from our specifications.
Please outline and describe any additional economies not specified in this RFQ that would result in an improvement in the resulting bid.
Our standard terms and conditions will apply to any orders placed in conjunction with this RFQ - Vendor may request a copy at any time.
All conditions affecting PRICE, delivery or terms of payment must be quoted in this bid.
If you do not intend to quote, please return this bid marked as 'WILL NOT BID'.

PAYMENT TERMS	DELIVERY TERMS	EXPIRY DATE OF THE QUOTE	DELIVERY DATE - LEAD TIME
By Bank Transfer	30 days net against invoice	Delivery done by the supplier at the above consignee address	

Line no.	Item Code	Item Description	Qty	Unit of Measure	Unit Price in USD	Amount of Taxes	Total Price in USD	REMARKS
001		Water Network Rehabilitations, Construtions of Animal troughs and Solar Maintenance for Ceelcade Shallow well.	1	lumpsum				Detialed BOQ attached.
002		Shallow Well cleaning, pump installation, construction of camel trough & goat troughs, construction of new kiosk & rehabilitations of Kiosks, pipeline extention for Cadaybuur Shallow well.	1	lumpsum				Detialed BOQ attached.
003								
004								
005								
006								

Sub Total (without tax) : -

Tax Amount : -

Total amount (Tax included) : -

(*) This RFQ is not an offer to purchase but rather represents an invitation to recipients to submit a response to our questions. Issuance of this RFQ, your preparation and submission of a response, and the subsequent receipt and evaluation of your response does not commit us to purchase products from any of the respondents. Responses must be received by the date and time indicated above. Late responses will not be accepted.

Name of Contact:

Date :

Stamp & Signature :

DEADLINE FOR SUBMISSION OF OFFERS : 8/08/2021

Oxfam works with others to find lasting solutions to poverty and suffering.

SUPPLIER'S ACKNOWLEDGEMENT

Project :	ECHO
Region:	Sool
District:	Hudun
Village:	CadayBuur
Description	Shallow Cleaning , Construction of 10m3 elevated water tank , Animal troughs and Water kiosks.

(A)	Shallow well cleaning and Pump installation (CadayaBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	Provide and install (PU1800 C-SJ5-12, Rp1 1/2", UL pump unit consist of Pump end and Ac drive/pump motor).	Unit	1.00		
2	2" Gi pipes Class C for riser mains	Pcs	1.00		
3	2" Gi elbow	Pcs	1.00		
4	2" Gi Union	Pcs	1.00		
5	2" Gi Socket	Pcs	2.00		
6	Clean and excavate 0.6m deep inside the shallow well to increase yield. Including dewatering during excavation and testing of yield of the well after removal of silt and cuttings.	M3	16.96		
7	Supply and fix 1.5m wide x 1.8 m long steel gate/door made from 40mmx 40mm x5mm square tubes. The gate should be hinged to 75mmx75mmx5mm square tube gate frame anchored with the existing side walls and base foundation. The gate should have a hatch bolt, lockable nutans 2 welded wall passes (32mmx32mmx3mm angle line 200mm long) at the base of the frame for anchoring in the existing foundation.	Pcs	4.00		
8	Material transportation to site	lumpsum	1.00		
	Sub Total A				\$ -

(B)	Water Tower with Two 5,000 liters Tank (CadayaBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	Site clearing and mobilization	Sm	9.00		
2	Earthwork in excavation of trench for column footing bases, in all kinds of soil and not exceeding 700mm depth ,900mm breadth and 900mm width, including dressing of bottom and sides of trenches. Stack excavated soil clear from edges of excavation and subsequent back filling around masonry in 100mm layers with compaction and including disposal of surplus soil out of site as directed by engineer.	Cm	2.27		
3	Lay at the bottom of excavated trenches 100mm blinding lean concrete 1:4:8	Cm	0.32		

4	RCC work for column footing with mix proportion of 1:2:4(1 cement: 2 clean coarse sand: 4 stone aggregate of 20mm) and including high yield deformed steel, 6 numbers 12mm dia bottom bars at equal centers in both directions and 6 numbers of 12mm dia top bars at 100mm c/c in both directions including centering and including form work complete.	Cm	1.30		
5	RCC work (300x300x4000) mm for 4 columns with mix proportion of 1:2:4 (1 cement: 2 clean coarse sand: 4 stone aggregate of 20mm) and high yield deformed steel of 6 Y12 main bars and Y6 links @200mm c/c including formwork	Cm	1.44		
6	R.C.C. work (300x300) mm for middle beam and top beam connected together for colums with cement concrete 1:2:4 (1 cement: 2 clean coarse sand: 4 stone aggregate of 20mm down), including 4 numbers Y12mm dia steel bars and 6mm stirrups@ 200mm c/c including formwork at 1.9 from GL	Cm	0.72		
7	R.C.C. work 4000x3200x200) mm for slab with cement concrete 1:2:4 (1 cement: 2 clean coarse sand: 4 stone aggregate of 20mm), including Y12mm dia main steel bars spacing @200mm center to center including extra over shear bars	Cm	2.56		
8	Construction of 1000mm heigh block jointed masonry wall and connected by cement sand mortar of mixing ratio 1:6	Sqm	14.40		
9	Plaster with 12mm thick mortar mix ratio of 1:3 on the sides of the columns, beam, surfaces of slab and protection block wall with smooth metal float finish	Sqm	0.84		
10	Applying two coats of white washing with distemparing paint	Sm	0.84		
11	Provision of white plastic tank with 5M3 capacity	Pcs	2.00		
12	Stair welding and fixing with a 1 1/2 inch square tube on the outer side of the tank complete with fittings. The stair should be connected to the tank with 0.4m long pipes inserted in base beam , middle beam and top slab.	Lumpsum	1.00		
Sub Total B				\$	-

(C)	BOQ for Camel Troughs(CadayBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
A). Construction of 2 new Camel trough 6000mmx2000mmx500mm depth with300mm thick of the wall					
1	Site mobilization and Clearance removal all waste and debris	Lumpsum	1.00		
2	Excavation of 500mm deep x 3.2m wide x 7.2 long for the earth work	m3	11.52		
3	Backfilling hard core stone with selected materials (6 x 2 x 0.1)	m3	1.20		
4	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4 95% compacted over the foundation wall	m3	3.46		

5	Construction of rubble stone masonry wall 0.8m high x 0.3 thick in cement & sand mortar 1:4 mix	m3	3.84		
6	Plaster with 12mm thick mortar mix ratio of 1:2 on the inside and outside of the wall troughs with smooth metal float finish in internal and external surfaces.	m2	48.32		
7	Transportation cost	Lump sum	1.00		
Sub TotalC for One Camel Troughs					\$ -

(D)	BOQ for Goat/Sheep Troughs(CadayBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
B). Construction of 2 new Goats trough 6000mmx1000mmx500mm depth with 200mm thick of the wall					
1	Site mobilization and Clearance removal all waste and debris	Lumpsum	1.00		
2	Excavation of 0.5m depth x 2.2 wide x 7.2 long for the earth work	m3	7.92		
4	Backfilling hard core stone with selected materials	m3	8.06		
5	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4 95% compacted over the foundation wall	m3	2.38		
7	Construction of rubble stone masonry wall in cement & sand mortar 1:4 mix	m3	0.56		
8	Plaster with 12mm thick mortar mix ratio of 1:2 on	Sm	35.28		
9	Material transportation Cost	Lumpsum	1.00		
Sub Total for One Goat/Sheep trough					\$ -
Sub Total D for 2 Goat/Sheep troughs					\$ -

E)	BOQ for Cammel Trough Rehabilitation(CadayBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1.1	chip/ Hack remove all existing plaster to prepare for the new plaster works	M2	21.60		
6	Plaster with 12mm thick mortar mix ratio of 1:2 on the inside and outside of the wall troughs with smooth metal float finish in internal and external surfaces.	m2	21.60		
Sub Total E for 1 Cammel trough					\$ -

F)	BOQ for Water kiosk Rehabilitation (CadayBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	3/4" bibcocks , Pn16	Pcs	6.00	To be Supplied by Oxfam	
2	Chip/hack or Remove al existing plaster to prepare for the new plaster works.	Sqm	8.47		
3	Plastering of foundation wall and stand black wall with 12mm with sand cement ratio of 1:2 with a smooth metal plate finish	Sqm	8.47		
4	Excavation of Soak pit away for water drainage 1m deep x 1m diameter connected with 110mm heavy gauge waste pipe and it accessories.	Cum	3.14		

5	Provide for 110mm waste pipe with 2 elbow for the water drainage	lumpsum	1.00		
6	Backfilling of the soak away pit with rubble stones	Cm	1.20		
7	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4	m3	0.14		
8	Material transportation Cost	Lumpsum	1.00		
	Sub total for One Kiosk				\$ -
	Sub Total F for 2 Kiosks				\$ -
G)	BOQ for Water kiosk construction (CadayBuur)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	Site Clearance	lumpsum	1		
2	Earth work excavation for the foundation trench 300mm widex450mm deep	Cum	1.08		
3	50mm blinding layer under foundations with class 15: mix 1:3:6	m ²	0.16		
4	Construction of hollow block foundation walling and stand wall with sand/cement mortar 1:3 ratio	Sqm	8.52		
5	Back fill area with rubble stone (Hardcore)	Cum	0.72		
6	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4	m3	0.22		
7	Plastering of foundation wall and stand black wall with 12mm with sand cement ratio of 1:2 with a smooth metal plate finish	Sqm	8.47		
8	Excavation of Soak pit away for water drainage 1m deep x 1m diameter connected with 110mm heavy gauge waste pipe and it accessories.	Cum	3.14		
9	Provide for 110mm waste pipe with 2 elbow for the water drainage	lumpsum	1		
10	Backfilling of the soak away pit with rubble stones	Cm	1.2		
11	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4	m3	0.14		
	Sub total for One Kiosk				\$ -
	Sub Total G for 2 Kiosks				\$ -

(H)	BOQ for Pipeline Extension and Plumbing work for Animal Troughs				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	63mm HDPE pipe (roll of100m) pn10	Roll	5.0		
2	63mm HDPE universal straight Couplings	Pcs	9.0		
3	63mm HDPE Adopter	Pcs	10.0		
4	63mm HDPE Elbow pn 10	Pcs	3.0		
5	63mm HDPE Tee pn 10	Pcs	7.0		
6	Gi Pipe 2 " Class B	Pcs	4.00		
7	2" Gi elbow Class B	Pcs	12.0		
8	2" Gi Union Class C(One for riser main and one for tank outlet pipe)	Pcs	2.0		
9	2" Gi Nipple Class B	Pcs	2.00		
10	2" Gi Socket Class B	Pcs	6.0		

11	2" GI stop cock (4 for Animal troughs, 1 for tank outlet pipe and 2 for chamber next to resevoir to control water to animal troughs and to kioks)	Pcs	7.0		
12	2 x 1" GI reducing bush	Pcs	4.0		
13	1 " G.I.Sockets	Pcs	12.00		
14	1" GI cross tee	Pcs	4.00		
15	1 G.I Equal tee	Pcs	2.00		
16	1" GI elbow	Pcs	4.00		
17	1" G.I hexagonal nipple	Pcs	4.00		
18	1" G.I barrel nipple	Pcs	12.00		
19	1"x3/4" reducing bush	Pcs	12.00		
20	1" G.I pipe class B	Pcs	2.00		
21	Push/Self closing bibcock's for Kiosks	Pcs	24.00		
22	Tri-Tape (Lingax)	Packet	10.00		
23	Gi 1" stop cock to be installed in the champers before each kiosk	Pcs	4.00		
24	Supply and construct inspection chamber/gate valve Champers next to each kiosk and one next the reservoir for system control , chambers/gate valves should have the following dimensions (1m long x 1m wide and 0.4 m height using block wall, with 600mm x600mm lockable , painted steel manhole cover for housing the ball cock to keep free from water , mud and etc.)	Lumpsum	5.00		
25	Earth excavation 500 long pipe trench , 0.30cm width x 1m depth. Backfill 150mm the lower section of the pipe trench including 50mm below the pipe with soft material that will provide protection to the pipes against damage by rocky formation NB: Using jack Hammer or excavator is highly advised.	Cub	150.00		
26	Laying of 500m of HDPE pipes, plumbing works of connecting resevoir and water kiosks. NB: A go ahead to commence laying of pipes will be given by Oxfam engineer after pipe trench inspection to confirm that the proposed depth is realized	m	500.00		
27	Transportation of equipment to site including on-loading and Off-loading cost	Lumpsum	1.00		
Sub Total E					\$ -

	CadayBuur Shallow well	Amount
A	Shallow well cleaning and Pump installation	\$ -
B	Water Tower with Two 5,000 liters Tank	\$ -
C	Construction of One Camel Troughs	\$ -
D	Construction of 2 Goat/Sheep Troughs	\$ -
E	Rehabilitation of One Cammel trough	\$ -
F	Rehabilitation of Two water kiosks	\$ -
G	Construction of two water kiosks	\$ -
H	Pipeline Extension, plumbing works for kioks and animal troughs	\$ -
	Grand Total	\$ -

Project :	Echo-2021
Region:	Sanaag
District:	Elafwayn
Village	Ceel-cadde
Description	water network Rehabilitation

A)	BOQ for water network rehabilitation (Ceel-cadde)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	63mm HDPE pipe (roll of 100m) pn10	Roll	3.00		
2	63mm HDPE universal straight Couplings pn10	Pcs	8.00		
3	63mm HDPE adapter female to male pn10	Pcs	6.00		
4	63mm HDPE Elbows Pn10	Pcs	4.00		
5	63mm HDPE Tees pn10	Pcs	4.00		
6	Galvanized steel pipes GI 2" pipe class C, weighing 37.6kg/6m and thickness of 4.5mm with GI class C socket	Pcs	2.00		
6	2" GI pipe class B	Pcs	4.00		
7	GI stop Cocks 2"	Pcs	7.00		
8	2" GI Elbow Class B	Pcs	14.00		
9	2" Union class C	Pcs	3.00		
10	2" GI sockets class B	Pcs	8.00		
11	2" GI Nipple Class B	Pcs	7.00		
12	2" GI Tees Class B	Pcs	3.00		
13	1" GI Sockets class B	Pcs	10.00		
14	1" GI Bibcock's Class C Pn16	Pcs	24.00		
16	Tri-Tape (Lingax)	Packet	15.00		
18	Supply and construct inspection chamber/gate valve chambers with dimensions 1m long x 1m wide and 0.4 m Hight using block wall, with 600mm x600mm lockable , painted steel manhole cover for housing the water meter to keep free from water , mud and etc. at next to water tank and each water kiosk.	Lumpsum	2.00		
25	Earth excavation 300 long pipe trench , 0.30cm width x 1m depth. Backfill 150mm the lower section of the pipe trench including 50mm below the pipe with soft material that will provide protection to the pipes against damage by rocky formation NB: Using jack Hammer or excavator is highly advised.	Cub	90.00		
26	Laying of 300m of HDPE pipes, plumbing works of connecting reservior and water kiosks. NB: A go ahead to commence laying of pipes will be given by Oxfam engineer after pipe trench inspection to confirm that the proposed depth is realized	m	300.00		
20	Transportation of equipment to site including on-loading and Off-loading.	Lumpsum	1.00		
	Sub Total B				\$ -

B)	BOQ for Camel troughs (Ceel-cadde)				
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
A). Construction of 2 new Camel trough 6000mmx1200mmx500mm depth with300mm thick of the wall					

1	Site mobilization and Clearance removal all waste and debris	Lumpsum	1.00		
2	Excavation of 500mm deep x 3.2m wide x 7.2 long for the earth work	m3	11.52		
3	Construction of rubble stone masonry wall 0.5m high x 0.4 thick in cement & sand mortar1:4 mix	m3	2.88		
4	Backfilling hard core stone with selected materials (6 x 2 x 1)	m3	12.00		
5	Construction of RCC 100mm thick with mesh wire sand, aggregate and cement ratio of 1:2:4 95% compacted over the foundation wall	m3	3.46		
6	Construction of block wall 0.3m high x 0.3 thick in cement & sand mortar1:4 mix	m3	3.84		
7	Plaster with 12mm thick mortar mix ratio of 1:2 on the inside and outside of the wall troughs with smooth metal float finish in internal and external surfaces.	m2	48.32		
8	Transportation cost	Lamp sum	1.00		
Total of 1 Camel trough					\$ -
Sub Total B for 2 Camel Troughs					\$ -

C) BOQ for One Solar Panel Replacement (Ceel-cadde)					
S.No	Description	Unit	Quantity	Unit Cost	Total Cost
1	Supply and install solar panel brands of polycrystalline 300w , 36V, 8.54A, efficiency 15% efficiency , 1000V system voltage with 72series cells arrangement.	Pcs	1.00		
2	Installation Service	Lsm	1.00		
3	Transportation Equipment to site including on-loading and off-loading	Lsm	1.00		
Total of 1 Solar Replacement					\$ -
ElafwaynBorehole		Amount			
A	Pipeline Rehabilitation	\$	-		
B	Construction Of Camel Trough	\$	-		
c	1 Solar Panel Replacement	\$	-		
	Grand Total				

**OXFAM**

Appendix B: 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				Oxfam Use only
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 Supplier Code of Conduct	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?	Yes	
	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?	Yes	
	No	

8) Worker Management Communications

How do you ensure employees are aware of their rights?	Written Contracts	
	Staff notice boards	
	Intranet	
	Employee Handbook	
	Other	
What forms of representation are used?	Union	
	Employees share ownership	
	Elected Health & Safety Committee	
	Workers co-operative	
	Works Council	
	Staff Association	
	Other	
Do any workers belong to a Trade Union	Yes	
	No	
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 :

SUPPLIER CODE OF CONDUCT

ABOUT THE SUPPLIER CODE OF CONDUCT

Oxfam is a group of organizations working together internationally to find lasting solutions to poverty and injustice. We want a world where people are valued and treated equally, enjoy their rights as full citizens and can influence decisions affecting their lives.

In achieving this vision and upholding the responsibility we bear towards our beneficiaries, donors and partners, Oxfam is committed to integrity in its operations and supply chains. This means that we comply with applicable legal requirements, we run our operations in accordance with a strict set of ethical standards and we follow integrity principles in our relationships with suppliers. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

The Supplier Code of Conduct sets out “Standards” – these are specific principles and standards in the areas of human and labour rights, environmental impact and anti-corruption measures. Whilst recognising that local laws and cultures differ considerably from one country to another, Oxfam is an International Non-Governmental Organisation (INGO), therefore, the Supplier Code of Conduct is based on international and UN standards, including the [United Nations Global Compact](https://www.unglobalcompact.org/what-is-gc/mission/principles)¹, the [Universal Declaration of Human Rights](https://www.un.org/en/universal-declaration-human-rights/)², the [Ethical Trading Initiative Base Code](https://www.ethicaltrade.org/eti-base-code)³ and the [IASC six Core Principles Relating to sexual Exploitation and Abuse](https://interagencystandingcommittee.org/system/files/iasc_six_core_principles_relating_to_sexual_exploitation_and_abuse_sept_2019.pdf)⁴.

BUSINESS RELATIONSHIP

Oxfam expects all its suppliers to adhere to this Supplier Code of Conduct. Suppliers are requested to read, agree and acknowledge that this Supplier Code of Conduct provides the minimum standards expected of Oxfam suppliers, and that the Standards apply to suppliers and their employees, subsidiary entities, and subcontractors. The Supplier Code of Conduct should be clearly communicated to any such affiliated persons/entities in local languages so that is understood by all.

Expectations for Oxfam and suppliers are defined as follows:



SUPPLIERS SHOULD EXPECT OXFAM TO:

- ✓ Ensure that our supply activities comply with the Standards and all applicable legal requirements
- ✓ Act impartially and objectively in all our purchasing activities and to keep written records where appropriate to demonstrate that our actions have been fair and above reproach
- ✓ Maintain an unimpeachable standard of integrity in all their business relationships
- ✓ Not terminate purchase arrangements without due regard to all material circumstances, and appropriate communication
- ✓ Commit to supporting and working with them to achieve conformance with the Standards
- ✓ Commitment to working to improve Oxfam’s policies and practice to enable them to be able to achieve conformance with the Standards



OXFAM EXPECTS ITS SUPPLIERS TO:

- ✓ Maintain full compliance with all laws and regulations applicable to their business
- ✓ Accept responsibility for the conditions under which goods and services are provided including any work that is subcontracted
- ✓ Be open and transparent about the standards in their supply chain and operations, and provide information requested by Oxfam to enable our assessment of them
- ✓ Support workers to realise their rights and minimise the barriers which prevent workers from achieving them.
- ✓ Demonstrate ability to meet local laws related to the Standards
- ✓ Demonstrate commitment to achieve conformance with the Standards

Qualification to these expectations: Where speed of deployment is essential in saving lives, Oxfam will purchase necessary goods and services from the most appropriate available source.

¹ <https://www.unglobalcompact.org/what-is-gc/mission/principles>

² <https://www.un.org/en/universal-declaration-human-rights/>

³ <https://www.ethicaltrade.org/eti-base-code>

⁴ https://interagencystandingcommittee.org/system/files/iasc_six_core_principles_relating_to_sexual_exploitation_and_abuse_sept_2019.pdf

THE STANDARDS



LABOR & HUMAN RIGHTS

Oxfam expects its suppliers to respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses. They should apply the national labour law to comply with official working conditions.



FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING:

a) workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively, b) the employer adopts an open attitude towards the legitimate activities of trade unions, c) workers representatives are not discriminated against and have access to carry out their representative functions in the workplace, d) where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.



FREELY CHOSEN EMPLOYMENT:

a) There is no forced, bonded, trafficked or involuntary prison labour b) No worker is offered employment by means of materially false or fraudulent pretences, or representations regarding their employment c) Workers have the right to enter voluntarily and leave freely within the terms of their contract without coercion. d) No worker has their identity or immigration documents destroyed, concealed, confiscated, or otherwise denied to them.



LIVING WAGES: a) Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmarks whichever is higher. Wages should always be high enough to meet basic needs and to provide some discretionary income, b) All workers shall be provided with written and understandable information about their employment conditions including pay c) No compulsory deductions from wages shall be made that aren't mandated by law including no deductions as a disciplinary measure shall not be permitted.



NO DISCRIMINATION, in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.



REGULAR EMPLOYMENT: To every extent possible work performed must be on the basis of a recognised employment relationship established through national law and practice.



NO CHILD LABOUR: a) There shall be no new recruitment of child labour b) Children and young people under 18 years of age shall not be employed at night or in hazardous conditions c) Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her/him to attend and remain in quality education until no longer a child d) These policies and procedures shall conform to the provisions of the relevant International Labour Organisation (ILO) standards.



A SAFE AND HYGIENIC WORKING ENVIRONMENT:

shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment. Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.



FAIR PAYMENT: a) No worker should pay for a job - the costs of recruitment should be borne, not by the worker, but by the employer b) Wages should be paid directly to the worker c) Workers shall not be held in debt bondage or forced to work for an employer to pay off an incurred or inherited debt.



WORKING HOURS are not excessive and comply with national laws and benchmark industry standards, whichever affords greater protection.

FULL DETAILS ON THE STANDARDS LISTED ABOVE

CAN BE FOUND HERE:

[Ethical Trading Initiative base code](#)



SAFEGUARDING

Oxfam follows the IASC Six Core Principles Relating to Sexual Exploitation and Abuse and expects its suppliers to abide by them. Oxfam is committed to zero tolerance of sexual harassment, exploitation and abuse. We expect our suppliers to do everything in their power to prevent it from happening, and rigorously address and report it each and every time in case of the following instances:



SEXUAL EXPLOITATION: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.



SEXUAL HARASSMENT: Sexual harassment is any unwelcome sexual advance, request for sexual favour, verbal or physical conduct or gesture of a sexual nature, or any other behaviour of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation to another, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work.



INAPPROPRIATE CONDUCT/ NO HARSH OR INHUMANE TREATMENT IS ALLOWED:

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation are prohibited (bullying, inappropriate language etc.)



SEXUAL ABUSE: The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.



CHILD ABUSE: Child abuse involves the abuse of children's rights and includes all forms of violence against children: physical, emotional and sexual abuse, neglect, family violence, sexual exploitation, abduction and trafficking, including for sexual purposes, involvement of a child in online child sexual exploitation and child labour. For Oxfam, a child is any person under the age of eighteen (18) years as defined by the Convention on the Rights of the Child.

FULL DETAILS ON THE IASC SIX CORE PRINCIPLES RELATING TO SEXUAL EXPLOITATION AND ABUSE MENTIONED ABOVE

CAN BE FOUND HERE: [IASC Six Core Principles](#)



ANTI-CORRUPTION

Oxfam does not tolerate corruption and is committed to having robust systems, procedures and practices which reduce the risk of occurrences. Suppliers are expected to have effective control measures in place to reduce the opportunity of fraud and corruption.



BRIBERY: The offering, giving, promising or accepting of any financial incentives from one person to another in order to influence a decision or obtain some sort of undue advantage is prohibited. Suppliers are expected to refrain from engaging in any form of bribery, both giving or receiving.



FRAUD AND THEFT: Suppliers will put in place proportionate safeguards to prevent opportunities for fraudulent activities to be undertaken by their employees. Such safeguards could include segregating duties or undertaking certain activities (such as counting money) under dual control. Suppliers are expected to report any suspected or confirm fraudulent or corrupt acts involving Oxfam funds.



CONFLICT OF INTEREST: Suppliers are expected to report any actual, possible or potential conflict of interest, and disclose if any Oxfam employee or professional under contract may have an interest of any kind in the supplier's business or any kind of Shared economic interest, political or national affinity, family or emotional ties or any other shared interest with another party of person ties with the supplier.



NEPOTISM: Nepotism is any kind of favoritism granted to associates regardless of merit. Suppliers are expected to refrain from engaging in nepotism across all areas of their business, including the recruitment or promotion of staff and the awarding of or bidding for contracts.



TERRORISM AND FINANCIAL CRIME: Suppliers will not knowingly or recklessly provide funds, economic goods or material support to any entity or individual designated as "terrorist" by the international community or Affiliate domestic governments, and will take all reasonable steps to safeguard and protect its assets from such illicit use and to comply with national government laws. Suppliers will not knowingly engage in money laundering and will take reasonable steps to prevent involvement in any money laundering activities.



FAIR COMPETITION: Suppliers will conduct their business in line with fair competition and in accordance with all applicable anti-trust/competition laws.



UNETHICAL ACTIVITIES

Oxfam will not knowingly enter into contract or partnership with suppliers that participate in the activities outlined below:



TAX EVASION: Our suppliers must take a zero tolerance approach to the criminal evasion of taxes wherever they operate, and to knowingly facilitating another's tax evasion.



ARMS MANUFACTURE, SALE OR EXPORT, or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.



EXTRACTIVE INDUSTRIES, including active lobbying to undermine public policies to tackle climate change or pushing for continued expansion of fossil fuel use.



PESTICIDE SALES outside the Food and Agriculture Organisation (FAO) guidelines for pesticide retailing.



THE SALE OF BABY MILK outside the World Health Organisation (WHO) Code of Conduct.



ADULT ENTERTAINMENT including production, publication or broadcast.



TOBACCO INDUSTRY including production and sale



ILLEGAL LOGGING OPERATIONS or knowingly becoming involved in, colluding with or purchasing timber from such operations.



ENVIRONMENTAL IMPACT

Oxfam is committed to reduce its reliance on finite/ scarce resources and to minimise the environmental impact of its operations including its supply chain. The Supplier must respect applicable environmental laws and regulations and seek to reduce the impact of their activities and products.



CARBON EMISSIONS: Monitor and actively seek to reduce the Greenhouse Gas (GHG) emissions associated with its operations, which contribute to climate change.



WASTE, MATERIAL & PACKAGING: a) minimize waste to landfill, b) maximize recycling, c) avoid unnecessary packaging, d) promote sustainable options.



ENERGY & WATER: a) work to reduce energy consumption, b) develop an understanding of its impact on water use and develop management processes where appropriate.

MONITORING & COMPLIANCE



MONITORING

DUE DILIGENCE:

As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency, but may also include other checks

Important note: Oxfam performs a regular screening check of all suppliers against international sanctions lists.

AUDIT:

Any audit requirements are detailed in the terms and conditions of business

DATA PROTECTION:

Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

Oxfam is committed to and expects its suppliers to comply with the Standards outlined in this Supplier Code of Conduct. Both parties should be open and transparent with each other and report any instances of non-compliance.

Oxfam recognises that work towards good ethical practice is a continual process and suppliers may not be able to meet all the Standards set out in the Supplier Code of Conduct immediately. Oxfam encourages suppliers to continually improve their workplace conditions and will endeavour to support suppliers where necessary in putting systems in place to manage standards and to set practical goals.

Where non-compliance is reported, Oxfam reserves the right to demand corrective measures. Oxfam takes an approach of **zero tolerance to inaction** with its suppliers. Oxfam will terminate a contract where the conduct of suppliers demonstrably violates the Standards, and there is no willingness to address any specific instances which arise or address underlying weaknesses in systems which led to the incident, within a reasonable time period.

Important note: if any check against international sanctions lists results in a positive match of a supplier, Oxfam reserves the right to terminate any agreement with such supplier and/or exclude such supplier from any procurement process. Oxfam may take additional steps as it considers necessary in the circumstances.



COMPLIANCE



REPORT & ALERT

The Oxfam Novib reporting (of misconduct) channel is available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles. You can use it to report any concerns involving fraud, waste and abuse, or safeguarding concerns to or by Oxfam by submitting a report to

OXFAM NOVIB SPEAK UP SYSTEM:

Email: integrity@oxfamnovib.nl

Online: [Oxfam Misconduct Reporting Webform](#) (including possibility for anonymous reporting)

Phone: Global no: +44 1249 661808 or check <https://speakup.oxfamnovib.nl/> for local numbers (you can request interpretation via phone)

SIGNATURE AGREEMENT

WE CONFIRM:

- ✓ Our understanding of and compliance with the requirements set out in this Oxfam Supplier Code of Conduct - and our adherence to good ethical practices in respect of all our dealings with Oxfam.
- ✓ We understand we may be asked to accept additional investigations, site visits or a full Oxfam/ donor audit in order to provide required levels of assurance with the standards prescribed.

SUPPLIER AUTHORISED REPRESENTATIVE:

Company Name:

Name: Position:

Date:

Signature & Stamp: