

# 22/007/HAR-SOM

## Instructions for Suppliers

### Eligibility Criteria:

Supplier will be selected on basis of following criteria:

1. Must have business registration with government authorities including:
  - a. Registration of local authority ( District level or Regional)
  - b. Tax clearance
  - c. Previous work experience
2. Good / Justified prices offered
3. Not involved in any fraudulent, violation of human right & terrorism activity.

### Financial Proposal:

1. Submit quotation on “Request for Quotation” format attached. System (Computer) generated quotations and quotations on company letter head also accepted.
2. Quote good quality material and mention the brand name in “Remark Column”
3. If you don't have some items mention “NA” in price column or leave it blank.
4. Prices must be inclusive of all transport, taxes and other related cost
5. Currency of pieces should be USD otherwise mention clearly
6. Oxfam prefers prices with three months validity, mention clearly if you are not agreed.
7. Oxfam pays after reception of material through bank transfer or e-money
8. If your specification / products are different than Oxfam required specification / products mention your specification / product in “Remarks” column.

### Submission of proposal:

1. Submit your proposal within two weeks after receiving this request to Oxfam Office:

## **22/007/HAR-SOM**

### **Procurement Committee**

#### **OXFAM Novib:**

Ahmed Dhagah District-

West of Hargeisa Club, Hargeisa, Somaliland

Ph: +252 2 523119 / 518585 (for directions only)

2. Submit your proposals in plain (not on company printed envelope) seal envelope, with reference (Check RFQ) mentioned on envelope
3. Proposals should be comprised of following documents:
  - a. Financial Proposal / Prices / Quotation
  - b. Proof registration from the local government
  - c. Signed "Oxfam's "Suppliers Code of Conduct" -attached, must sign this document otherwise proposal will not be considered
  - d. Previous work experience (POs, recommendation letters
  - e. Company profile if any
4. Oxfam reserves the right to reject the proposals if instructions not followed.



# REQUEST FOR QUOTATION (RFQ)

**REFERENCE N° : RFQ 22/007/HAR-SOM / HAR / 001**

*Please include the RFQ number on all attachments*

Date of Issue : **20/01/2022**

| REQUESTED BY :  | SUPPLIER :  | CONSIGNEE :   |
|---|---|---|
| <b>Name :</b> OXFAM Somalia<br><b>Address :</b> Ahmed Dhagah District, West of Hargeisa Club<br>Hargeisa<br>Somaliland<br><b>Contact :</b> Shuaib Mohamed<br><b>Phone :</b> 634232683<br><b>E-Mail :</b> shuaib.mohamed.yusuf@oxfam.org | <b>Name :</b><br><b>Address :</b><br><br><b>Contact :</b><br><b>Phone :</b><br><b>E-Mail :</b><br><b>VAT number :</b> | <b>Name :</b> OXFAM Somalia<br><b>Address :</b> Ahmed Dhagah District, West of Hargeisa Club<br>Hargeisa<br>Somaliland<br><b>Contact :</b> Shuaib Mohamed<br><b>Phone :</b> 634232683<br><b>E-Mail :</b> shuaib.mohamed.yusuf@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.**

|                               |   |
|-------------------------------|---|
| <b>SPECIAL INSTRUCTIONS :</b> | Please note any and all exclusions, exceptions and deviations from our specifications. All conditions affecting PRICE, delivery or terms of payment must be quoted. Please outline and describe any additional economies not specified in this RFQ that would result in an improvement in the resulting bid.<br>If you do not intend to quote, please return this bid marked as 'WILL NOT BID'.<br>Our standard terms and conditions will apply to any orders placed in conjunction with this RFQ - Suppliers may request a copy at any time.<br>Oxfam is committed to and expects its suppliers to comply with ethical standards outlined in Oxfam's Supplier Code of Conduct. We request suppliers to read, agree and sign before accepting any contract - Suppliers may request a copy at any time |
|-------------------------------|---|

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

| Line no.                                     | Item Code | Item Description   | Qty | Unit of Measure | Unit Price in USD | Amount of Taxes and VAT | Total Price in USD | REMARKS                                     |
|--|-----------|--|-----|-----------------|-------------------|-------------------------|--------------------|---|
| 001  |           | Procurement of Four greenhouses in 4 irrigated farmlands in El-Afweyn: Tools , materials, Drip irrigations systems, pesticides, and Training package for farmers and installations shall be included | 4   | green house     |                   |                         | -                  | the specification sheet attached next page. |
| 002  |           | transporation to El- Afwayn locations- (Ceelmigaan, Kalshiekh, Bixin and Illad districts)  | 1   | lumpsum         |                   |                         | -                  |   |
| 003  |           |  |     |                 |                   |                         |                    |   |
| <b>Sub Total (without tax and VAT) :</b>     |           |  |     |                 |                   |                         | -                  |   |
| <b>Tax and VAT Amount :</b>                  |           |  |     |                 |                   |                         | -                  |   |
| <b>Total amount (Tax and VAT included) :</b> |           |  |     |                 |                   |                         | -                  |   |

(\*) 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.

**DEADLINE FOR SUBMISSION OF OFFERS :** **31/1/2022**

**Contact Person :**  
**Date :**  
**Stamp & Signature :**

Oxfam is committed to maintain the highest ethical standards in its supply chain. If Suppliers notice any actions by Oxfam staff members, volunteers or representatives that fail to meet these standards, please contact the independent and confidential hotline detailed in the Supplier Code of Conduct.

**SUPPLIER'S ACKNOWLEDGEMENT**

## Greenhouse Specifications

Greenhouse should withstand heat and last a long time, in Somaliland climate (El-afwayn). The nets, steel structures, drip apparatus, and overhead tank should be all of high quality, and the product should be approved with certifications along if any. Oxfam obtain materials that meet international standards.

The preferred greenhouse facilities' minimal requirements are shown below

| No. | Material specification                                   | Remark  | Qty              |
|-----|--|---|------------------|
| 1   | Greenhouse tunnel  | 24mX8m -F model with plant support system and ventilated sides and long-lasting steel | 1                |
| 2   | Drip lines   | Mini-drip lines, main pipe, and filter  | 1 set/greenhouse |
| 3   | Agri-input (seeds and seed trays)                        | Enough for one season   | 1                |
| 4   | Pesticide pack and equipment of organic pesticide making | Enough for one cropping season  | 1                |
| 5   | Organic Fertilizer pack                                  | Enough for one cropping season  | 1                |
| 6   | Nursery set  | Planting trays, nursery fertilisers,  | 1                |
| 6   | Protective gear  | Gloves, and apron   | 1                |
| 7   | Knapsack sprayer   | 16 or more liters   | 1                |
| 8   | Water tank   | 1000 liters plastic tank  | 1                |
| 9   | Stand  | Metal stand 2mX1m   | 1                |
| 10  | Installation   | Greenhouse installation with the overhead tank  | 1                |
| 11  | Agro-support   | Continuous agricultural trainings and services for one cropping season                | 1                |

NB: The above specification is for a single greenhouse; multiply by four to get four greenhouses.

# 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)<sup>1</sup>, the [Universal Declaration of Human Rights](https://www.un.org/en/universal-declaration-human-rights/)<sup>2</sup>, the [Ethical Trading Initiative Base Code](https://www.ethicaltrade.org/eti-base-code)<sup>3</sup> 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)<sup>4</sup>.

## 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.

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

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

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

<sup>4</sup> [https://interagencystandingcommittee.org/system/files/iasc\\_six\\_core\\_principles\\_relating\\_to\\_sexual\\_exploitation\\_and\\_abuse\\_sept\\_2019.pdf](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 ABUSE:** The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.



**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.



**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.



### 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.)

### 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

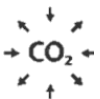


**ILLEGAL LOGGING OPERATIONS** or knowingly becoming involved in, colluding with or purchasing timber from such operations.



## 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](mailto: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:



# Appendix B: SUPPLIER QUESTIONNAIRE

OXFAM

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  |  |
|---|--|
| 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<br>(Please attach a copy of the certificate)  |  |
| Year established  |  |
| Please state your position in the supply chain<br>e.g. Agent, Manufacturer, Service Provider,<br>Importer, Trader   |  |
| Please specify the product/service being<br>supplied to Oxfam   |  |
| Do your goods or services carry the Oxfam<br>brand?   |  |
| Company turnover in trading currency<br>(please attach recent financial statement)  |  |
| Turnover of the part of the business that would<br>serve Oxfam  |  |
| Location of other operational sites (national and<br>international), their functions and approximate<br>numbers of employees where Oxfam goods or<br>services could be positioned |  |
|   |  |
|   |  |

Oxfam Use  
only

| 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<br>in Oxfam's Supplier Code of Conduct | Yes     |           |       |
|  | No      |           |       |

| 2) Health & Safety   |                       |
|--|-----------------------|
| Is there anyone designated as being responsible<br>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  | <table border="1"> <tr> <td>Yes</td> </tr> <tr> <td>No</td> </tr> </table> | Yes | No |
| 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/outsourcing 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?                                 |  | <input type="checkbox"/> |
| What deductions taken from worker's wages e.g. pension, tax?                   |  |                          |
| If yes, how much are the charges and what are they for?                        |  | <input type="checkbox"/> |
| What are the normal weekly working hours for employees?                        |  | <input type="checkbox"/> |
| Do workers have at least 1 day off in 7?                                       |  | Yes<br>No                |
| What is the average overtime worked each month                                 |  |                          |
| What is the minimum age of worker your company would hire?                     |  | <input type="checkbox"/> |
| Explain how you ensure workers are not hired below the minimum age requirement |  | <input type="checkbox"/> |
| Were any health and safety risk assessments carried out in the last year?      |  | Yes<br>No                |

**8) Worker Management Communications**

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

|               |                    |
|---------------|--------------------|
| <b>Name :</b> | <b>Position :</b>  |
| <b>Date :</b> | <b>Signature :</b> |

**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.

|               |                   |
|---------------|-------------------|
| <b>Name :</b> | <b>Position :</b> |
| <b>Date :</b> | <b>Risks :</b>    |