

Statement of Work: Hygiene Kits

The total required items and quantities are listed below. See [Annex C](#) for further details and requirements for each line item.

Description	Unit	Quantity
Basic Hygiene Kit	Kits	500-800
Consumable Hygiene Kit	Kits	1000-1600
Delivery within Aden Governorate	Kits	200-300 kits per delivery
Delivery to As Silw District, Taiz Governorate	Delivery	200-300 kits per delivery
Delivery to Al-Turbah, Ash Shamayatayn District, Taiz Governorate	Delivery	100-200 kits per delivery

Packaging

Each kit must be packaged separately and according to the instructions in Annex C. Description of packaging method should be included in the bid. Packaging should include as little plastic as possible.

Contract, Purchase Orders and Storage:

Samaritans' Purse will issue a contract for the winning company for the supply and delivery up to the kits listed in table above, as per below specifications. The quote provided includes storage within Aden Governorate for up to six months upon signing the framework agreement. Monthly Purchase orders (PO) will be submitted for location and kits for that month.

Timeline

The contractor understands that the first month order of kits need to be available within 10 working days of signing the contract and subsequent PO.

Kits will be distributed on a time interval of every two months.

Delivery Terms:

- Delivery of hygiene kits to sites specified in the PO over a seven-day period following the PO.
- The contractor is responsible for permits/approvals for transporting the items. Samaritan's Purse can provide needed supporting documentation to the contractor.
- The contractor will be responsible for providing trucks for all kits ordered by Samaritan's Purse to be delivered at distribution sites within Aden and Taiz governorates.
- The PO request submitted to the contractor will specify the delivery location for the kits, kit contents, and the days of delivery requested.
- The contractor will be responsible for hiring and paying laborers to load the trucks at their respective warehouse, and offloading at point of distribution.
- The contractor agrees to store the kits in their warehouse until time of delivery. The warehouse must be clean.

- Samaritan's Purse will not be liable for any loss or any damage that may happen to items/shipment during transportation and before delivering to sites in Aden and Taiz governorates.
- Samaritans' Purse will fine the contractor 2% of the PO amount per each calendar day of delay on the delivery beyond the agreed delivery date written in the PO.
- The contractor will be responsible for the safety and security of all transported items until it reaches the final delivery point. All loading and unloading of the items will be under contractor's responsibility. The contractor will be responsible to compensate SP for all damaged items and/or boxes during/ due to transportation, loading and offloading process.
- The contractor will be responsible to cover and protect the kits from rain and other environmental and security factors until they are delivered to the delivery point. SP will not accept or pay for any damaged bags\boxes or items within the kit.
- The contractor must not deliver any kits until the Purchase Order has been signed by both parties and receive confirmation from SP.

Quality Control

- The contractor will be responsible for packaging the hygiene kits. The packaging and boxes should be according to the commodity arrangement as specified in Annex C. The packaging must be done in a clean environment and subject to inspections.
- Production – the contractor must provide items that its expiry dates and batch number should be written on the label of each item.
- The contractor will be responsible for providing samples of the hygiene kit components upon site visit by Samaritan's Purse to ensure quality before commencement of purchase. The hygiene kit items provided each month should have nine months minimum expiration dates from the month of contract signing.
- The contractor must facilitate and support any monitoring activities by SP for inspection during preparation, packaging, loading and unloading activities of the procured items in contractor warehouse.
- The contractor will be responsible for any damages to packaging while the commodities are in their possession - from the warehouse until offloading is completed - Samaritan's Purse will then be responsible for the commodities upon signing for the goods received. The contractor will replace any damaged commodity that was damaged while in their possession and repackage free of cost to Samaritan's Purse.
- The contractor agrees to provide samples of the proposed commodities when submitting before signing the PO and when there is a change in the source of the commodity or the brand.
- The contractor can provide alternatives for their proposed brands with prices, to be used in case the proposed brands are not available in the market. The alternative brand should be the same quality of the proposed brands and can't be used unless Samaritan's Purse approves.
- Any changes to the pre-approved items will not be accepted or paid by Samaritan's Purse.
- The contractor will be responsible for any damages to hygiene kit packaging while the kit is in their possession. This applies to all transportation from the contractor's warehouse to final delivery destination inclusive of offloading. The contractor will be responsible to replace any damaged commodity that was damaged while in their possession.

Terms of Payment:

- Payment will be made by check or wire transfer.
- Upon delivery of the PO, the contractor will issue Samaritan's Purse an invoice for 100% of the delivery of that PO. The invoice from the contractor will include transportation fees based off the table of prices submitted in correlation of the waybills as supporting documentation.
- Once Samaritan's Purse has confirmed the reception of the goods and full inspections have taken place with quality and quantity verifications, a payment will be issued.
- Payment will take place within 15 calendar days of the delivery of invoice to Samaritan's Purse, if delivery passes inspection.