Statement of Work: Food and Hygiene Kits

The total required items and quantities are listed below. See Annexes C-D for further details and requirements for each line item.

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| **Description** | **Unit** | **Quantity** |
| Food Basket | Baskets | 200 |
| Basic Hygiene Kit | Kits | 200 |
| Non-Food Items Kit | Kits | 200 |

**Packaging**

Each kit must be package separately to include 200 food baskets, 200 hygiene kits, 200 Non-food item kits. Description of packaging method should be included in the bid.

**Purchase Order and Storage:**

Samaritans’ Purse will issue a purchase order for the winning company for the supply and delivery up to 200 kits, as per below specification. The quote provided includes storage within Marib City for up to three months upon signing PO.

**Timeline**

The supplier company understands that the first month order of services and rations need to be available within 10 working days of signing the Purchase Order (PO) (200 Kits)

The PO will be issued within 5 working days of the vendor being informed of their selection by SP.

**Delivery Terms**:

* Delivery of commodities to four sites in Al-Juba over a two-day period.
* The supplier company will be responsible for providing trucks for all commodity ordered by Samaritan’s Purse to be delivered at distribution sites within an hour and a half drive of Marib City.
* The PO request submitted to the contractor will specify the delivery location for the commodities and the days of delivery requested.
* The supplier company will be responsible for hiring laborers to load the trucks at their respective warehouse, and offloading at point of distribution.
* The supplier company agrees to store the kits in their warehouse until time of delivery. The warehouse must be clean and the supplier company agrees to that the food will be stored in a good, safe warehouse environment (food stored on pallets, warehouse is well ventilated, there are no rodents or animals in warehouse, etc.).
* SP will not be liable for any loss or any damage that may happen to items/ shipment during transportation and before delivering to sites in Marib governorate.
* 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 supplier 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 supplier’s responsibility. The supplier will be responsible to compensate SP for all damaged items and/or boxes during/ due to transportation, loading and offloading process.
* Supplier 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 any damaged bags\boxes or items within the kit.
* The Supplier must not deliver any food rations/ baskets, until the Purchase Order has been signed by both parties and receive confirmation from SP.

**Quality Control**

* The supplier company will be responsible for packaging the food baskets, hygiene kits, and other non-food items. The packaging and boxes should be according to the commodity arrangement above. 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 bag\bottle\can
* The supplier company will be responsible for providing samples of the food commodity upon site visit by Samaritan's Purse to ensure quality before commencement of purchase. The food commodities provided each month should have nine months minimum expiration dates from the month it was delivered to the supplier company.
* The supplier must facilitate and support any monitoring activities by SP for inspection during preparation, packaging, loading and unloading activities of the procured items in supplier warehouse.
* The supplier company will be responsible for any damages to packaging while the commodities are in their possession - from the warehouse to the distribution site - Samaritan's Purse will then be responsible for the commodities when the truck arrives at the distribution site. The supplier company will replace any damaged commodity that was damaged while in their possession and repackage free of cost to Samaritan’s Purse.
* The supplier company agrees to provide quality test of the proposed commodities when submitting before signing the PO and when there is change in the source of the commodity for the same brand.
* The supplier company can provide alternatives for their proposed brands with prices, to be used in case the proposed brands not available in the market. The alternative brand should be the same quality of the proposed brands and can’t be used unless SP approves.
* The supplier company will be responsible for providing details of place of origin and brand of food commodity in the comments section – Please see Annex B and fill in the required information.
* Any changes to the pre-approved items will not be accepted or paid by SP.
* The supplier company will be responsible for any damages to food or non-food item packaging while the food commodity is in their possession. This applies to all transportation from the supplier’s warehouse to final delivery destination inclusive of offloading. The supplier company 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 supplier will issue SP an invoice for 100% of the delivery of that PO. The invoice from the supplier will include transportation fees based off the table of prices submitted in correlation of the waybills as supporting documentation.
* Once SP 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 SP, if delivery passes inspection.

**The Mandatory Required Certifications:**

For food commodities: The supplier is responsible to submit the following certificates, signed and stamped from the manufactured company/ Packing Company, with each shipment, that can confirm the origin, the source and the brand of the food. (These certificates are not required at the tender stage; however, the winning bidder must know that SP will request the following certificates before signing the contract).

1. Conformity Certificate of all procured materials to meet standard specifications of country of origin.
2. Certificate of Origin
3. Certificate that shows the production date and expiry date.