

Terms of Reference (ToR): NFI Kits for Fruit Drying Businesses

General information

This procurement is taking place under the UNDP funded project 'Support to farmers on best agriculture practices and access to market with environmentally friendly solutions in Sinjar and Talafar, Ninewa and Hawija, Kirkuk'. As part of this project, 150 women in the project locations will receive a set of assets to establish a home-based fruit drying business.

Suppliers will submit the unit price for each item listed in the FRQ. The total number of units will be confirmed later. ZOA will establish a framework agreement with the selected supplier then will request 150 unique separate kits. The steps in this are outlined below

1. Suppliers quote their per unit prices for a sample kit
2. Based on the actual prices, ZOA will confirm the contents of the kits. The kits will only contain the items listed in the RFQ. However the exact items in each kit may vary. The value of each kit will be approximately the same.
3. The supply will assemble 150 unique kits, label them, and deliver them to the project locations.

Selection requirements:

- Supplier must be able to provide samples if short-listed for selection.
- Items in each kit are subject to change, based on prices submitted. Once bids are received and reviewed, for unit price comparison, final kit substance quantities will be confirmed.

Quality

- If quality of certain items is not acceptable in sample review, purchaser will request for a change in item.
- If upon delivery there are items delivered with defects or full package is not complete, supplier is responsible to delivery replacements to each location.
- Purchasers will come and inspect items and packaging during packaging if supplier is chosen.

Delivery:

- Delivery must be made to locations shared with supplier in Hawija, Sinuni and Tel Afar (there will be 75 kits in Hawija, 38 in Tel Afar, and 37 in Sinuni).
- There will be three separate distributions on three different days. The supplier must deliver all items at each location together at the same time.

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- Delivery day and time will be arranged with the purchaser and must be on-time with no delays for required distribution plans. Morning distributions times may require trucks to depart the day before the distribution to arrive on time.
- Purchaser staff will sign for delivery on waybill from company.
- The suppliers truck must be present for each distribution and remain until all items are off-loaded. The supplier must provide labor to unload the supplies from the trucks, and security to ensure the items are distributed in an orderly way.
- The supplier must manage access to ensure reliable delivery of items to Hawija, Sinuni and Tel Afar.

Packaging:

- There will be 150 separate kits prepared, each of which will contain a selection of the items listed in the RFQ. Each package will be assigned a code.
- All kits must be packaged in boxes and labeled with a design provided by the purchaser. The label must state the unique ID code assigned to the package, the name of the recipient, and list all items included in the package.
- Items should be packaged in a large cardboard box. Some items may be too large to include inside the box. In this case they must also be clearly labelled and distributed as part of the same kit.

Payment Schedule

- Payment will be made after confirmation of delivery and invoiced is received by vendor.
- Payment processing takes 30 business days.

Name:

Signature:

Stamp: