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**Services required for supply of Hygiene Kits**

UMCOR’ Haiti mission is providing emergency response, as an assistance in the affected regions of Haiti after the Matthew hurricane and recent flooding. UMCOR Haiti intends to purchase 2000 household hygiene kits for supporting the vulnerable communities in the affected areas by the Hurricane.

**Description:-**

United Methodist Committee on Relief (UMCOR) Haiti invites sealed Bids from reputed and eligible firms/contractors/Organizations/ preferably registered from relevant Ministry/ Department/ DGI office. Applying contractors must have strong financial and alike technical background to deliver required items/ materials within agreed time frame of project to avoid any unexpected delay.

**Specification:- Category 1**

2000 Hygiene Kits: Each should comprise of following items;

|  |  |  |  |
| --- | --- | --- | --- |
| **Items #** | **Description Specification / Brand** | **Quantity** | **Unit / Measure** |
|
| 1 | 250gms Soap for laundry and personal hygiene | 1 | pc |
| 2 | Aquatabs 10 Numbers (Expiration date no less than 1 year) | 1 | pack |
| 3 | Disposable sanitary towels for women box (regular) | 1 | Pack |
| 4 | Razor blades | 1 | pc |
| 5 | Nail clippers | 1 | Pc |
| 6 | Comb | 1 | Pc |
| 7 | Shampoo regular (16 Oz) | 1 | Pc |
| 8 | Toothbrush and toothpaste | 1 | pc |
| 9 | Mosquitos Net | 1 | pc |
| 10 | ORS sachets | 1 | Pack |
| 11 | 5 gallon Bucket with tap | 1 | Pack |

**Deliverables: -**Service provider/vendor is responsible to deliver required items/material in accordance with specifications stated in tables above in Les Cayes.

**Submission of Bids: -**The contractors are requested to submit sealed Bids by; ***9:00 AM the 5th of June, 2017***. It is pertinent that bids should be submitted in **English.**

**Bids Opening:** Contractors are invited to the bid opening which will be at: UMCOR, s Port-au-Prince office at: ***5th of June, 2017 by 10 AM.***

The bids must include:

1. Completed Items including unit costs as well as cumulative budget. These should include all costs, including items and transportation to les Cayes.

Bids can be submitted in a sealed envelope to the following address:

**UNITED METHODIST COMMITTEE ON RELIEF (HAITI)**

**P.O Box 15562,HT 6140, Port- au-Prince, Haïti, Or** Sealed bids can be submitted by hand at **23-A, Rue Garoute, Pacot, Port-au-Prince, office UMCOR-Haiti**

(Separate box is designated for submission of Bids),

For question & clarification, please contact: ***procurement@umcor-haiti.org***

**Bids Evaluation:-**

The evaluation of bids will be carried out in accordance with defined policies and procedures of UMCOR. There will be evaluation of technical bids which represent 60% of the points and followed by evaluation of financial bids which represent 40% of the points. All bidders are required to come with the sample of each kit during the bid opening and have stock available to produce in 24 hours after awarding contract to deliver In Les Cayes.

**Refusal of Bids:-**

UMCOR Haiti reserves the right to cancel tender process or to reject all bids without any liability to bidders. UMCOR Haiti has no liability of payment incurred for documentation of bids and any other relevant cost incurred during process of submission of bids from vendors/contractors.

**Note: -** Bids submitted electronically will be considered in-eligible for process.