

TERMS OF REFERENCE

Call for tenders for the supply of hygiene kits

Reference: DC-MARO-00661

Name: Handicap International

Address: 3 Avenue Commandant Idriss Elharti, Cité OLM Souissi II, Rabat, Morocco

Contact for technical requests/contact@maroc.hi.org

Contract Manager: Nizar Zahour

Email : contact@maroc.hi.org

Web site : www.hi.org

Closing Date: 27 June, 2025

1. Context and purpose of the call for tenders

Handicap International (HI) is an independent and impartial international solidarity organization that helps people with disabilities and vulnerable populations around the world. Outraged by the injustice experienced by people with disabilities and vulnerable populations, we aspire to a united and inclusive world, where all differences enrich us and where everyone can "live upright." HI has been present in Morocco since 1996.

Handicap International is launching this call for tenders for the supply of hygiene kits to be distributed to beneficiaries as part of the humanitarian support interventions of the project: "Migratory Paths, Migratory Voices"

2. Description of expected services

The service provider must provide two separate kits, Kit A (hygiene kit for men) and Kit B (hygiene kit for women), the contents of which are detailed below.

Each kit must be:

- Composed of items individually wrapped in their own packaging, then grouped in a single container ready for distribution;
- Complies with current quality and hygiene standards (a sample of the kit will be requested);
- Consisting of products with an expiration date of at least 12 months from the delivery date;
- Delivered in a suitable container, the cost of which must be included in the unit price of the kit, along with all additional costs related to assembly, delivery, and after-sales service.

A. Kit Contents

Kit A: Men's Hygiene Kit

Quantity	Unit	Article	Specificity
1	Pc	Solid body soap	125 g or more, made with natural glycerin
1	Pc	Solid laundry soap	150 g or more
1	Pc	Shampoo	190 ml
1	Pc	Toothpaste	75 ml tube
1	Pc	Deodorant	200 ml spray for men
1	Pc	Toothbrush	
1	Pc	Bath towel	Microfiber size 39 x 55 cm or more
1	Pack	4 Disposable razors	

Kit B: Women's Hygiene Kit

Quantity	Unit	Article	Specificity
1	Pc	Solid Body Soap	125 g or more, made with natural glycerin
1	Pc	Solid Laundry Soap	150 g or more
1	Pc	Shampoo	190 ml
1	Pc	Toothpaste	75 ml Tube
1	Pc	Deodorant	200 ml Spray for Women
1	Pc	Toothbrush	
1	Pc	Bath Towel	Microfiber size 39 x 55 cm or more
1	Pack	4 Disposable Razors	
1	Pack	10 Sanitary Pads	Long Maxi

B. Address and Delivery Times

The kits must be delivered to the HI office in Casablanca, located at the following address: Fondation Orient Occident, Sidi Moumen Elkadim, rue 1, Boulevard LAGOTA, Résidence Bait Elwassila, N° 41 Bis, Casablanca.

The service provider must specify in its quote the proposed delivery time, starting from the date HI places the order

However, the maximum authorized delivery time is 10 days, and must be strictly adhered to.

Delivery is free, and all additional costs related to the performance of the services, including, but not limited to: transportation, handling, kit assembly, service fees, and after-sales service, must be included in the unit prices of the items.

No additional budget line may be created to cost these services. They must therefore be fully included in the proposed prices of the items.

C. After-sales service

The service provider must ensure the replacement of the items or the complete kit in the event of damaged delivery, within 3 days of receipt.

3. General conditions

Type and duration of the contract: This is a framework contract (open contract) not covering a fixed quantity of items, but defining the general conditions (price, deadlines, ordering terms, etc.) applicable to orders placed during its validity period. This type of contract does not constitute a firm purchasing commitment on the part of HI

The framework contract will be signed for an initial period of one (1) year, renewable twice, subject to mutual agreement between the two parties. This contract does not concern a single order (one shot) but covers split deliveries based on the needs expressed by

- Have been the subject of a judgment with the force of res judicata for fraud, corruption, participation in a criminal organization, or any other illegal activity detrimental to the financial interests of the Communities.
- Following the award procedure for another contract or the procedure for awarding a grant financed by the Community budget, have been declared in serious breach of contract due to failure to comply with their contractual obligations.
- Contracts shall not be awarded to candidates or tenderers who, during the procurement procedure:
 - o Are in a situation of conflict of interest
 - o Have been guilty of false declarations in providing the information required by the humanitarian organization for their participation in the contract or have failed to provide this information

By returning these initialed and signed participation instructions, bidders affirm that they are not in one or more of the situations mentioned above and agree to send Handicap International, within seven (7) calendar days following receipt of Handicap International's request, any additional document that Handicap International deems necessary to ensure its verifications.

Subcontracting:

If the service provider uses subcontracting companies, it undertakes to:

- Provide Handicap International with the list of services it plans to subcontract
- Obtain its formal agreement on the choice of prospective subcontractors
- Obtain its approval on the payment conditions of these subcontractors
- Provide it with the contracts with the subcontractors upon request

6. Participation Procedure

Companies interested in submitting a bid must submit their application before 12:00 p.m. on June 27, 2025, by returning their complete tender documents by email to the following address: contact@maroc.hi.org, mentioning in the subject line "AO_Hygiene Kits_Company Name"

Bidders will be excluded from the contract award procedure if their bid is received after the deadline for receipt of bids mentioned above.

The tender documents consist of the following documents:

File A: Administrative File

- This participation file signed and dated by the bidder,
- The application form signed and dated by the bidder (Annex 1),
- The general purchasing conditions signed and dated by the bidder (Annex 2),
- The good commercial practices signed and dated by the bidder (Annex 3),
- Photocopy of the identity document or passport of the legal representative of the
tendering organization

Disclaimer: The above information is machine translated. For precise details, refer to the original language text given below.

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