## Term of Reference

**Procurement of Tools for Hand Sanitizer Production**

<table>
<thead>
<tr>
<th>No</th>
<th>Product Name</th>
<th>Item</th>
<th>QTY/package</th>
<th>Total Package / area</th>
<th>Total QTY (For 5 area)</th>
<th>Unit</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 1  | Tools for Hand Sanitizer Production | Gelas ukur kaca (Measuring cup) Pyrex 100ml | 1           | 20                   | 100                    | pcs  | - 20 individual package/ area  
- Every package is estimated to produce 500 units of hand sanitizer.  
- Delivery area: Jakarta Timur, Kab. Bogor, Kab. Lombok Timur, Yogyakarta, Makassar (Indonesia)  
- Individual packing and delivery to drop points by vendor  
- Every individual package shall be marked with ACTION sticker. Sticker will be provided by Hivos. |
|    |              | Gelas Beaker (Beaker Glass) Pyrex 100 ml                            | 1           | 20                   | 100                    | pcs  |       |
|    |              | Batang Pengaduk: (Stirring stick) pyrex l: 20 cm                   | 1           | 20                   | 100                    | pcs  |       |
|    |              | Torong kaca (glass funnel) diameter 100 mm                         | 1           | 20                   | 100                    | pcs  |       |
|    |              | Latex hand gloves (2 x 50 production = 1 box @50 pairs)            | 1           | 20                   | 100                    | box  |       |
|    |              | Medical mask (2 x 50 production = 2 box @50pcs)                   | 2           | 20                   | 200                    | box  |       |
|    |              | Face Shield                                                         | 1           | 20                   | 100                    | pcs  |       |
|    |              | Alcoholmeter                                                        | 1           | 20                   | 100                    | pcs  |       |

**Background**

The goods listed in this term of reference is/are required to support the ACTION Program – Active Citizens Building Solidarity and Resilience in Response to COVID-19. The Program’s main objectives is to enhance poor and marginalised community resilience and solidarity in responding to the impacts of pandemics. The program is implemented by a consortium initiated
by Hivos with other members consisting of 5 national NGOs, namely: SAPDA, KAPAL Perempuan, CISDI, PUPUK, and PAMFLET.

This program targets marginalized and high-risk populations in rural and urban areas in two phases. Phase one focuses on activities response, such as health care, and water and sanitation systems. Phase two addresses the social and economic recovery phase. The program will be implemented in 5 provinces in Indonesia, which included Jakarta, South Sulawesi, Yogyakarta, West Nusa Tenggara, and West Java. The duration of ACTION is in 24 months.

The distribution of tools for Hand Sanitizer Production is related to the Outcome I: Community-based emergency health responses amplified, and coordination with government initiatives improved.

**Eligibility**
This procurement request is on equal terms for all legally-constituted companies that can provide the requested products and have legal capacity to deliver in Indonesia. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation.

Tenderers are requested to state the origin of the goods, and the selected contractor will have to prove the origins of the goods. Exceptions shall be made where goods may originate from any country, in which case no certificate of origins needs to be submitted.

**Principles**
The contract shall be awarded to the tender offering best value for money (i.e. the tender offering the best price-quality ratio).

**Objective**
To obtain goods listed in this Term of Reference to support

Activity Code: Activity 1.6.2: Support CSOs and CBOs to produce and distribute high quality and effective PPE and sanitation equipment

Based on this listed requirement:

<table>
<thead>
<tr>
<th>No</th>
<th>Location</th>
<th>QTY (package)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kota Jakarta Timur</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Kab. Lombok Timur</td>
<td>20</td>
</tr>
<tr>
<td>3</td>
<td>Kota Makassar</td>
<td>20</td>
</tr>
</tbody>
</table>
Content of Quotation
Quotations should be submitted in a single e-mail and must contain:

a) Description and photos of the item/s requested
b) Price quotation inclusive of tax and delivery
c) Delivery method and Expected Time of Arrival
d) Payment terms

Instructions for Submission
Quotations have to be sent by e-mail to the contact person indicated above Ms Catharina Utami cutami@hivos.org and Ms Annissa Maulani amaulani@hivos.org. Subject email: “ACTION_Quotation_Tools for Hand Sanitizers”

Award
The ACTION consortium shall award a Purchase Order to the lowest priced bidder whose quotation has been determined to be substantially compliant with other documents requested. If the tenderer’s offer is selected, the consortium may ask the tenderers to submit additional documents for approval like: product quality certificates, manufacturing license, country of origin, product brochures, etc.