



4th March 2026

Subject: Framework contract – Invitation to tender

Tender No: 8678/EUMIG/0009

1. INTRODUCTION

The **Gambia Red Cross Society (GRCS)** was established by an Act of Parliament and became an independent National Society on 5 October 1966. The GRCS is a humanitarian organization acting as an auxiliary to the public authorities, and its constitution/statutes are based on the Geneva Conventions and the Fundamental Principles of the International Red Cross and Red Crescent Movement (*Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality*).

GRCS is committed to delivering essential services across various sectors, including Migration and Displacement. The GRCS operates in The Gambia, providing essential services and support across several locations to migrants, including the central office, regional offices, and multiple assistance points. These services are provided through different interventions and, among these interventions, the GRCS is implementing the project “Assistance and social support to migrants in The Gambia”, co-funded by the EU. Within this and other interventions, one the services provided by GRCS, migrants are provided with basic hygiene kits allowing to cover their basic needs in an emergency context.

To ensure the provision of this service, the GRCS intends to establish a contract with qualified suppliers for the provision of basic hygiene kits, ensuring timely delivery and compliance with the specifications outlined in this tender document. One or more service providers can be selected.

2. OBJECTIVE OF THE TENDER

The objective is to ensure the sustained and reliable supply of hygiene kits needed within the GRCS operations targeting people on the move. These kits will provide migrants with basic hygiene materials when they are assisted. Through this process, the GRCS intends to establish a two-year framework agreement (renewable) allowing the organization to place orders on an as-needed basis throughout the project period and procure different types of hygiene kits targeting the needs of different profiles of people.



3. SCOPE OF THE SERVICES

The selected service provider should provide the requested hygienic kits on demand, within a maximum of 15 natural days after reception of the local purchase order, initially to the GRCS HQ Office in Westfield, Kanifing Municipality although the delivery location could change from the first year to the Tanji reception center.

The Framework Agreement includes, among others:

ADULT - MALE		
ITEM	QUANTITY	COMMENT
Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	1	Minimum remaining shelf life of 18 months at the time of delivery at the purchase moment
Toothbrush (unit)	1	Soft toothbrush with shield brush packet
Antibacterial soap, type Dettol (bar – standard size)	1	-
Washing soap (bar)	1	-
Hand sanitizer (45-50 ml)	1	-
Toilet roll (unit)	1	-
Seal razor	3	Package
Tissue (individual package of 10 units)	1	-
Bathing Towel (30x30 cm)	1	-
Mosquito repellent (50 ml)	1	-
Male underwear	3	Sizes available S, M, L Fabric: synthetic or semi-synthetic blend with at least 85% polyester or polyamide, plus 5–15% elastane. Must be soft, breathable, opaque, and durable for frequent hand-washing, with reinforced seams.



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ADULT - FEMALE		
ITEM	QUANTITY	COMMENT
Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	1	Minimum remaining shelf life of 18 months at the time of delivery at the purchase moment
Toothbrush (unit)	1	Soft toothbrush with shield brush packet
Antibacterial soap, type Dettol (bar – standard size)	1	-
Washing soap (bar)	1	-
Hand sanitizer (45-50 ml)	1	-
Toilet roll (unit)	1	-
Non-reusable pads	4	Maxi size with wings
Reusable pads	3 (1 maxi/heavy-flow, 2 regular-flow)	<p>All pads must have wings and a snap/press-button fastener</p> <p>Soft, breathable, skin-friendly fabrics (e.g., cotton blends, microfiber, fleece, bamboo textiles or similar commonly available materials)</p> <p>Comfortable top layer Absorbent inner layers Leak-proof/water-resistant bottom layer</p> <p>Suitable for repeated washing and long-term use</p>
Tissue (individual package of 10 units)	1	-
Bathing Towel (30x30 cm)	1	
Mosquito repellent (50 ml)	1	
Female underwear (pants)	3	<p>Sizes available S, M, L</p> <p>Fabric: synthetic or semi-synthetic blend with at least 85% polyester or polyamide, plus 5–15% elastane. Must be soft, breathable, opaque, and durable for frequent hand-washing, with reinforced seams.</p>



KIDS/BABY – MALE AND FEMALE		
ITEM	QUANTITY	COMMENT
Kids underwear (male and female)	3 (1 size 4, 1 size 8, 1 size 12)	Fabric: synthetic or semi-synthetic blend with at least 85% polyester or polyamide, plus 5–15% elastane. Must be soft, breathable, opaque, and durable for frequent hand-washing, with reinforced seams.
Non-reusable diapers	4 (2 units size 2, 2 units size 3)	
Reusable diapers	2 units	<p>Adjustable reusable cloth diaper with multiple front snap/press-button fasteners for size adjustment</p> <p>One-size fits all</p> <p>Inner comfortable layer suitable for direct skin contact</p> <p>Absorbent insert (included)</p> <p>Waterproof or water-resistant outer layer to prevent leaks (polyurethane coated)</p> <p>Secure elastic edges around legs and waist to reduce leakage</p> 
Baby soap	1	
Reusable wipe	2	Local wipe, tissue at least 70% of cotton, 25x25 cm
Talcum powder (max. 50 gr)	1	



A first purchase around 1.000 kits (confirmation on the exact amount per kit will depend on assessed needs) is expected after the signature of the contract, and subsequent purchases of high volume will be required during the duration of the agreement. The procurement of the hygiene kits will always include the assembly of the hygiene kits in individual bags. (the total quantity of products is an annual estimate, GRCS will have no obligation to acquire those quantities, they may be more, less or they may not be at all)

The signed framework agreement will have a duration of 24 months, renewable for additional 24 months. Conditions agreed upon will remain fixed until renewal. After the termination of the agreement, the suppliers will be requested to present revised cost estimation for the services. The evaluation committee will assess them as per established on section 4. ELEGIBILITY CRITERIA, and changes on the best placed service provider might change.

The modality of framework agreements used will be single contract.

4. ELEGIBILITY CRITERIA AND AWARD CRITERIA

This section describes the evaluation criteria and methodology used to determine both the eligibility of suppliers and the awarding of the contract. First, all applicants will be assessed based on a set of mandatory eligibility requirements to ensure they are legally, administratively, technically, and operationally capable of delivering the requested supplies in accordance with the tender specifications and the required quality. Only suppliers who fully meet these minimum conditions will advance to the evaluation phase of the financial proposal. Subsequently, the awarding criteria will be applied to identify the most advantageous financial offer. Together, these criteria ensure a fair, transparent, and competitive selection process, aligned with the objectives and standards of this procurement exercise.

4.1. ELEGIBILITY CRITERIA:

The purpose of this section is to verify that all candidates possess the legal, financial, technical, and professional capacity required to execute the contract. Only suppliers who meet the minimum eligibility and selection requirements detailed below will be admitted to the next stage of the evaluation process. These requirements aim to ensure that the contractor is legally established, financially sound, and has technical experience and provides the requested supplies in accordance with the tender specifications. Failure to submit the required documentation or materials, or non-compliance with any mandatory eligibility condition, will result in the disqualification of the supplier's application.

1. Legal Eligibility

- **Criterion:**
 - The tenderer must be a legally registered entity established in The Gambia.
- **Required Evidence:**
 - Copy of Business Registration Certificate or Trade License
 - Tax Identification Number (TIN) / VAT Registration
 - Official contact details (address, email, phone)



2. Declaration of Honour (No-Exclusion)

- **Criterion:**
 - The tenderer must not be in any situation of exclusion (bankruptcy, fraud, corruption, conflict of interest) and must not appear on any EU restrictive or exclusion lists.
- **Required Evidence:**
 - Responsible declaration duly signed and stamped (Annexe 2)
 - Code of conduct (Annexe 3)

3. Administrative Compliance

- **Criterion:**
 - The tenderer must submit a complete, signed and compliant tender in accordance with the instructions of the tender dossier and fulfil all the technical specifications provided.
- **Required Evidence:**
 - Present document signed and stamped (Framework contract – Invitation to tender)
 - Technical specifications (Annexe 1) with financial proposal
 - Bank account under company's name

4. Operational Capacity

- **Criterion:**
 - The tenderer must demonstrate operational capacity to supply and deliver the goods within the required timeline and according to the specifications.
- **Required Evidence:**
 - Short statement confirming capacity to deliver the requested quantities on the agreed time (15 calendar days after reception of the LPO) (Annexe 4)
 - Sample of the products quoted (once the process is completed, suppliers may collect their samples if they wish)

5. Technical Capacity

- **Criterion:**
 - The supplier should be able to show evidence of previous similar work, the ability to source materials consistently, and the operational organization needed to fulfil the contract.
- **Required evidence:**
 - Bank guarantee worth 690.000 GMD, based on the estimation done for the first year of the framework agreement
 - Acceptance of terms and payment methods used by the GRCS (payment within 30 calendar days after submission of a valid invoice and delivery)



of the goods in accordance with the contract requirements through bank transfer)

- The supplier should be able to show evidence of previous similar work, the ability to source materials consistently, and the operational organization needed to fulfil the contract.

4.2. AWARD CRITERIA:

The contract will be awarded to the **supplier offering the lowest-priced offer per kit (adult male, adult female, kid – male/female)**, provided that all legal, administrative, technical and operational requirements are met.

In a first step, it will be assessed whether the administrative requirements that could render the submitted offer invalid have been correctly fulfilled

In a second step, the sample of the products will be analysed to see if they match the established requirements under section 3. SCOPE OF THE SERVICES.

In a third step, the operational and technical capacities of the bidders will be assessed both through documentation analysis and a visit of the premises.

Detailed information about the evaluation grid is available in Annexe 5.

5. INFORMATION TO INCLUDE IN THE PROPOSAL:

Providers should include the following details in their submission:

- 1) Description of the product to buy
- 2) Unit Price
- 3) Number of units.
- 4) Total Price (including shipment).
- 5) Breakdown of taxes (if any) or, at least, that the price indicates that the amount includes taxes.
- 6) Delivery date.
- 7) Place of delivery (Items should be delivered to the GRCS HQ office)
- 8) Payment methods
- 9) Validity of the offer (at least 2 months after the closure of the submission deadline)
- 10) Terms of payment
- 11) The supplier shall clearly state any volume-related discounts or reductions applicable to bulk purchases.
- 12) The supplier shall clearly state any volume-related discounts or reductions applicable to bulk purchases.
- 13) Each bidder must submit one sample of the proposed product, placed inside a sealed bag clearly labelled with the supplier's name. Once the process is completed, suppliers may collect their samples if they wish.



6. COMPLIANCE

All service providers awarded must adhere to the highest standards of integrity and accountability. This includes full compliance with:

- Codes of Conduct established by the GRCS, its partners and international donors.
- Transparency and Fair Competition principles.
- Anti-corruption and Anti-fraud measures, ensuring zero tolerance for unethical practices.
- Non-discrimination and Equal Opportunity in all aspects of service delivery.

Providers are required to sign and submit the relevant declarations of compliance and responsible statements as part of their tender submission. Failure to provide these signed documents will result in disqualification from the procurement process.

7. SUBMISSION GUIDELINES

- Present document signed and stamped (Framework contract – Invitation to tender)
- Technical specifications (Annexe 1) with financial proposal
- Sample of the items quoted
- Responsible declaration duly signed and stamped (Annexe 2)
- Code of conduct (Annexe 3)

The offers must be delivered by e-mail to agirugie.jallow@redcross.gm using PDF or physically handed in at GRCS HQ addressed to EU MIGRATION PROJECT - PROCUREMENT UNIT in a sealed envelope. **Deadline: 23rd March 2026**

Tenders will be evaluated by an especially appointed committee which will assign a score to each tender. The successful tenderer will be informed in writing that its tender has been accepted. If the successful tenderer fails to respect the pricing or is found to have provided false information or declarations, the award will be considered null and void.

Best regards.

Secretary General

The Gambia Red Cross Society

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Name	Company	Signature	Date
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Annexes:

Annexe 1: Financial/Technical tender model

Annexe 2: Responsible declaration

Annexe 3: Code of Conduct

Annexe 4: Statement of commitment to delivery deadline

Annexe 5: Evaluation grid



ANNEX 1: FINANCIAL/TECHNICAL TENDER MODEL

Name of tenderer (company):

COMPANY PROFILE/ADDRESS					
PRODUCT		ARTICLE	QUANTITY	UNIT COST	COMMENTS (if product offer differs in weight/quantity, please indicate it here)
	ADULT - MALE	Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	1		
		Toothbrush (unit)	1		
		antibacterial soap (bar – standard size)	1		
		Washing soap (bar)	1		
		Hand sanitizer (45-50 ml)	1		
		Toilet roll (unit)	1		
		Seal razor	3		
		Tissue (individual package of 10 units)	1		
		Bathing Towel (30x30 cm)	1		
		Mosquito repellent (50 ml)	1		
		Male underwear	3		
	ADULT- FEMALE	Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	1		
		Toothbrush (unit)	1		
		antibacterial soap (bar – standard size)	1		
		Washing soap (bar)	1		
		Hand sanitizer (45-50 ml)	1		



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		Toilet roll (unit)	1		
		Non-reusable pads (maxi, with wings)	4 units		
		Reusable pads	3 units (1 maxi/heavy-flow, 2 regular-flow)		
		Tissue (individual package of 10 units)	1		
		Bathing Towel (30x30 cm)			
		Mosquito repellent (50 ml)			
		Female underwear (pants)	3		
	KIDS – MALE AND FEMALE	Kids underwear (male and female)	3		
		Non-reusable diapers	2 size 2; 2 size 3		
		Reusable diapers (one size fits all)	2		
		Baby soap	1		
		Reusable wipe – local tissue of 70% cotton (25x25 cm)	1		
		Talcum powder (max. 50 gr)	1 unit		
		Kids underwear (male and female)	2 units		
AVAILABILITY (current ex-stock or timeframe for delivery of the first purchase)					
VOLUME-RELATED DISCOUNTS OR REDUCTIONS APPLICABLE TO BULK PURCHASES					
DELIVERY TIME FROM					



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RECEPTION OF LPO		
PAYMENT METHOD		
TERMS OF PAYMENT		

Completed in (place) on (date) /..... /..... by (name of the person)

.....

(tenderer's stamp and signature)



ANNEX 2. RESPONSIBLE DECLARATION

ENTITY LOGO

Fiscal address and Fiscal Id. Code:

Mr./Ms. _____

In the name and on behalf of the entity _____

I responsibly declare that the entity I represent:

I.- Has not incurred in any of the following exclusion events:

- being involved in a bankruptcy or winding up procedure, having its affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- being convicted of an offence concerning its professional conduct by a judgement which has the force of *res judicata*;
- being guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- not having fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- having been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, having been declared to be in serious breach of contract for failure to comply with its contractual obligations.

II.- Adheres to the principles set forth in the United Nations Global Compact described below.

- PRINCIPLE 1: Businesses should support and respect the protection of internationally proclaimed human rights.
- PRINCIPLE 2: Businesses should make sure that they are not complicit in human rights abuses.



- **PRINCIPLE 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.
- **PRINCIPLE 4:** Businesses should uphold the elimination of all forms of forced and compulsory labour.
- **PRINCIPLE 5:** Businesses should uphold the effective abolition of child labour.
- **PRINCIPLE 6:** Businesses should uphold the elimination of discrimination in respect of employment and occupation.
- **PRINCIPLE 7:** Businesses should support a precautionary approach to environmental challenges.
- **PRINCIPLE 8:** Businesses should undertake initiatives to promote greater environmental responsibility.
- **PRINCIPLE 9:** Businesses should encourage the development and diffusion of environmentally friendly technologies.
- **PRINCIPLE 10:** Businesses should work against corruption in all its forms, including extortion and bribery.

III.- Shall guarantee the right of access to the Spanish Red Cross to the donors of this contract and its review bodies¹ to their facilities and documents relating to this purchase procedure.

IV. The company commits to inform and require to its staff and/or collaborators its strong commitment to comply with all **anti-corruption legislation and to prevent money laundering and terrorist financing**.

In (place) _____ as of (date) _____

By: The entity's legal representative

¹ The donors and supervisory bodies include: European Commission, OLAF, European Court of Auditors, Spanish Agency for International Development Cooperation (AECID), Court of Audit, etc.



ANNEXE 3: CODE OF CONDUCT

PRINCIPLES GOVERNING THE SELECTION OF USUAL SUPPLIERS OF THE SPANISH RED CROSS

As a general rule, the relationships of the Spanish Red Cross with its usual suppliers shall be channelled through tenders or competitive offerings, according to the criteria and limits to be set forth in the annual budget execution rules as a means to guarantee transparency in procurement and observance of the principles of equality, competition and technical assessment.

In the performance of its activity and whenever possible, the Spanish Red Cross shall give priority to the selection and contracting of suppliers complying or with the intention to comply with the ten principles of the United Nations Global Compact. This requirement shall also apply in the case of subcontracting.

The Global Compact is a voluntary initiative of the companies, labour organisations, NGO's and other civil society actors, so that the policies and practices of the companies introduce a series of corporate civil liability principles aimed at dealing with the challenge of achieving an integral and sustainable global economy in agreement with the United Nations Millennium goals.

The ten principles of the Global Compact that must be complied with by the usual suppliers of the Spanish Red Cross are the following:

- Supporting and respecting the protection of internationally proclaimed fundamental human rights within its influence scope.
- Making sure that they are not complicit in human rights abuses.
- Upholding the freedom of association and the effective recognition of the right to collective bargaining.
- Upholding the elimination of all forms of forced and compulsory labour.
- Upholding the effective abolition of child labour or exploitation.
- Upholding the elimination of discrimination in respect of employment and occupation.
- Supporting a precautionary approach to environmental challenges.
- Undertaking initiatives to promote greater environmental responsibility.
- Encouraging the development and diffusion of environmentally friendly technologies.
- Working against corruption in all its forms, including extortion and bribery.

The Spanish Red Cross shall request from the usual suppliers a prior declaration that they are not incurring in any of the prohibitions to contract with the Public Administration set forth by the legislation in force, and the evidence that they are up to date with the fiscal, labour, social security and environmental protection obligations which may apply as per the legal regulations.

The Spanish Red Cross shall reserve the right to cancel at any time the agreement binding it to a supplier in case the activities of the latter do not observe the ethical criteria set forth by the Spanish Red Cross in this section or somehow compromise the respect and prestige due to its name and emblem.

Stamped and signed by the entity's legal representative



ANNEXE 4 - STATEMENT OF COMMITMENT TO DELIVERY DEADLINE

STATEMENT OF COMMITMENT TO DELIVERY DEADLINE

RESPONSIBLE DECLARATION

I, _____, acting as the legal representative of _____, with company registration/tax ID _____, hereby declare under my sole responsibility that:

The company **commits to delivering all goods/services specified in this quotation request within a maximum period of 15 calendar days** from the date of issuance of the purchase order or contract.

The company also commits to:

- Meeting the agreed delivery deadline without unjustified delays.
- Immediately informing the contracting organization of any incident that could affect timely delivery.
- Accepting responsibility for any consequences arising from failure to meet the established deadline.

Signed to confirm the above.

Place: _____

Date: ____ / ____ / ____

Signature and company stamp:

Name and position: _____
Company: _____



ANNEXE 5: EVALUATION GRID

ADMINISTRATIVE REQUIREMENTS	YES	NO	COMPLIANT/NON-COMPLIANT
LEGAL ELEGIBILITY (NO-exclusion)			
Business Registration			
TIN number			
Official contact (address, email, phone)			
DECLARATION OF HONOUR (NO-exclusion)			
Annexe 2 signed and stamped			
Annexe 3 signed and stamped			
ADMINISTRATIVE COMPLIANCE			
Present document signed and stamped			
Technical specifications with financial proposal (Annexe 1) signed and stamped			
Bank account under company's name - Bank Account Ownership Certificate			
VALID/NON VALID			

OPERATIONAL CAPACITY		
Sample of the products		COMPLIANT/NON-COMPLIANT (yes/no)
Adult - male	Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	
	Toothbrush (unit)	
	Antibacterial soap (bar – standard size)	
	Washing soap (bar)	
	Hand sanitizer (45-50 ml)	
	Toilet roll (unit)	
	Seal razor	
	Tissue (individual package of 10 units)	
	Bathing Towel (30x30 cm)	
	Mosquito repellent (50 ml)	
	Male underwear	
Adult - female	Toothpaste (15 to 20 ml) (natural, or medicine plus natural)	
	Toothbrush (unit)	
	Antibacterial soap (bar – standard size)	
	Washing soap (bar)	
	Hand sanitizer (45-50 ml)	
	Toilet roll (unit)	
	Non-reusable pads (3 unit, maxi, with wings)	



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	Reusable pads (1 maxi/heavy-flow, 2 regular-flow)	
	Tissue (individual package of 10 units)	
	Bathing Towel (30x30 cm)	
	Mosquito repellent (50 ml)	
	Female underwear (pants)	
Kids and babies	Kids underwear (male and female)	
	Non-reusable diapers	
	Reusable diapers	
	Baby soap	
	Reusable wipe – local tissue of 70% cotton (25x25 cm)	
	Talcum powder (max. 50 gr)	
	Kids underwear (male and female)	
	COMPLIANT/NON-COMPLIANT (yes/no)	
Short statement confirming capacity to deliver the requested quantities on the agreed time (15 calendar days after reception of the LPO) (Annexe 4) signed and stamped		
VALID/NON-VALID		

TECHNICAL CAPACITY		
		COMPLIANT/NON-COMPLIANT (yes/no)
Bank guarantee worth 690.000 GMD, based on the estimation done for the first year of the framework agreement		
Acceptance of terms and payment methods used by the GRCS (payment within 30 calendar days after submission of a valid invoice and delivery of the goods in accordance with the contract requirements through bank transfer)		
The supplier should be able to show evidence of 3 previous similar works.		
VALID/NON-VALID		



AWARD CRITERIA

FINANCIAL EVALUATION (100%)						
Supplier	kits	Base price	Discounts /Adjustments	Final evaluation Price	Ranking (1=Lowest price, 2= second lowest price, etc...)	Comments
Supplier 1	Male					
	Female					
	Kids					
Supplier 2	Male					
	Female					
	Kids					
Supplier 3	Male					
	Female					
	Kids					
Supplier 4	Male					
	Female					
	Kids					