



TENDER FOR SUPPLY OF MENSTRUAL HYGIENE KITS TO KAJO-KEJI, YEI AND WAU AREAS COUNTY, REF. REF. NO. Oct 2021 PR# 2502

**TENDER FOR SUPPLY OF MENSTRUAL HYGIENE KITS (WASH NFIS) TO KAJO-KEJI, YEI AND WAU AREAS COUNTY, REF. REF. NO. OCT 2021 PR# 2502**

**BACKGROUND/INTRODUCTION**

Islamic Relief is an independent humanitarian and development UK based organization, with an active presence in over 40 Countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic relief began its humanitarian operation in South Sudan in 2004 focusing on providing lifesaving aid and implementing developmental Programmes to support people affected by flood, drought and Conflict establishing three sub offices in Narus (Kapoeta East), Wau, Warrap. A satellite office in Yei and Main office in Juba.

IRSS through Tonj North emergence response project, is responding to priority needs of the flood affected population in KAJO-KEJI, YEI AND WAU AREAS. The objective of this project is to save and improve lives of flood affected population. Through distribution of emergency food items and non-food items to support thousands of households affected by the flood in the areas of KAJO-KEJI, YEI AND WAU AREAS.

As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender.

**Our vision:**

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

**Our mission:**

Exemplifying our Islamic values, we will mobilize resources, build partnerships, and develop local capacity, as we work to:

Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.

Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.

Support the marginalized and vulnerable to voice their needs and address root causes of poverty.

We allocate these resources regardless of race, political affiliation, gender or belief, and without expecting anything in return.

## INTRODUCTION

Through this project, Islamic Relief planned to distribute 557 H/Hs 557 H/Hs 557 H/Hs MENSTRUAL hygiene kits in KAJO-KEJI, YEI AND WAU AREAS.

Furthermore, the intervention will give due attention to Protection and Inclusion related matters, based on its elaborated policy on Prevention of Sexual Exploitation and Abuse (PSEA) and Safeguarding, and initiate mass gender equality and GBV awareness sessions and trainings on peace promotion and conflict reduction for key stakeholders within the communities.

The Overall Goal: Enhance Emergency Response to the flood affected communities in KAJO-KEJI, YEI AND WAU AREAS.

TENDER FOR SUPPLY OF MENSTRUAL HYGIENE KITS (WASH NFIS) TO KAJO-KEJI, YEI AND WAU AREAS COUNTY, REF. REF. NO. Oct 2021 PR# 2502 aid is part of Islamic Relief emergency's response programme to provide thousands of dollars' worth of assistance to the people of in KAJO-KEJI, YEI AND WAU AREAS.

## DELIVERY DETAILS

Case	Delivery Destination
Supplier must have export permission or be able to supply locally from South Sudan.	Delivered Duty Paid (DDP) to defined destinations inside South Sudan (KAJO-KEJI, YEI AND WAU AREAS.) as a "just in time" exercise and as a matter of great urgency.

## BILL OF QUANTITIES

Please also use our table when filling the prices. If you do not have the item just keep it empty. Your offer should be for the quantity that we request, not less and not more.

Please only use USD (\$) as the currency for your offers as per the guidelines.

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### Description of items

#### 1.0. MENSTRUAL HYGIENE MANAGEMENT KITS (MHM)

S/No	Item Description	Quantity	Unit	Kajo Keji	Yei	Wau
01	Menstrual Hygiene Management Kits (MHM Kits )	1,625	Kits	542	542	541

**1.1. Description of items per one kits**

S/N	Description of item	quantity	Unit	Specific description
1	Disposable sanitary pads	06	Packets	Each packet 10 Pieces
2	Women under wears	06	Pieces	Free size, Color Blue, Brown, Black & Pink
3	Washing Soaps	04	Bars	Any brand of 600 gm
4	Bathing Soaps	04	Pieces	Detol or any Soap 250 gm
5	Detergents	02	Kg	Powdered soap
6	Towels	02	Pieces	60cm×100cm & 30cm×60cm

**1.2. Below Table to filled with the prices**

S/N	Description of items	Unit	Total	Unit price	Total Amount
1	Disposable Sanitary Pad	Packets	9,750		
2	Women Under wear Free size	Pieces	9,750		
3	Washing Soaps	Pieces	6500		
4	Bathing Soaps 250 gm	Pieces	6500		
5	Detergent Package 2 kg	Pieces	3,250		
6	Towels (60cm×100cm)	Pieces	1,625		
7	Towels (30cm×60cm)	Pieces	1,625		

**1.3. Delivery location (Details) for Menstrual Hygiene Management Kits**

WAU				
SN	Delivery Location		Quantity	Estimate distance from Wau Center in Kilometers
	Payam	Village/Boma		

1	Bazia	Gedi	180	43
2	Bazia	Taban	180	40
3	Bazia	Gaitan	181	43
<b>Total</b>			<b>541</b>	

<b>YEI</b>				
<b>SN</b>	<b>Delivery Location</b>		<b>Quantity</b>	<b>Estimate distance from Yei center in Kilometers</b>
	<b>Payam</b>	<b>Village/Boma</b>		
<b>1</b>	<b>Yei</b>	<b>Yei Town</b>	<b>542</b>	<b>2</b>
<b>Total</b>			<b>542</b>	

<b>KAJO KEJI</b>				
<b>SN</b>	<b>Delivery Location</b>		<b>Quantity</b>	<b>Estimate distance from Kajo keji Center in Kilometers</b>
	<b>Payam</b>	<b>Village/Boma</b>		
1	Nyepo	Kansuk	200	43
2	Lire	Mondikolok	171	7
3	Lire	Mere	171	Within the center
<b>Total</b>			<b>542</b>	

## 2.0. Requirement needed

- All the Menstrual Hygiene Management Kits should be packed in one carry bag, the bag represents one kits
- The bags should be branded with IR and SIDA Logo provided below (IR logo on one side and SIDA Logo on the other side)
- The bags should be grey in color and with Islamic relief log at one side and SIDA Log on the other side
- All items shall be of good quality, standard and genuine.
- Samples of items shall be provided for verification.
- Delivery point is Wau, Yei and Kajo Keji see table 2.3 &3.3 above

- The bids shall be submitted in securely sealed envelope, clearly marked with the name IRSS/WASH ITEMS SIDA 2021
- All quotations should include cost of the items, transportation, handling, offloading of the items at the delivery sites and any other related costs.
- Plastic jerry cans and plastic basins shall be branded on two sides with logos provided
- Provide an empty bag for packaging MENSTRUAL hygiene kits
- All quotation must be in USD
- Offloading of all item in the designated location on table 2.3 & 3.3 is the responsibility of the supplier
- The prospective supplier should allow for provision of damage items during transportation

All tenders are required to be submitted not later than **Friday 19<sup>th</sup> Nov 2021 4.00pm (Local time)** pursuant to the attached guidelines for submitting a quotation and be returned to; **IRSS TENDER BOX hand delivery is preferable** upon registration on the bid receipt form.

For any issues relating to the tender or its contents please email directly to; [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke)

**All quotation providers are requested to fill in Appendix 1 and 2 below when submitting their proposal to IRW.**

## APPENDIX 1

### Summary of Bid Prices

<i>No.</i>	<i>Description</i>	<i>Total Price in USD (\$)</i>
<b>1</b>	<b>Grand Total Bid Price</b>	
<b>2</b>	<b>Discount Ratio (if any) ... % and the amount</b>	
<b>3</b>	<b>Grand Total after Discount</b>	
<b>4</b>	<b>Delivery time scales (in days)</b>	

We have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price **USD (\$)**

**In words** [ \_\_\_\_\_ ]

Bidder's Signature

Stamp

Date

**Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp**

## APPENDIX 2

### EVALUATION OF QUOTATIONS

1. The proposal of the quotation provider must meet the required quality standards as detailed in this documentation.

2. The proposal of the quotation provider will be assessed using a weighted evaluation criterion of which is subject to change at any time but the following criteria used in previous similar tenders maybe useful

Please ensure documentation trail below is followed the below sequence;

- a. Updated Company Profile with all registration certificates i.e. registration certificate, operation license, tax clearance/TIN, membership certificate (Chamber of commerce, Industry and agriculture Import and export License)
- b. Experience (similar)
- c. Value of contracts completed in similar trade (last two year)
- d. Being sole distributor of mentioned items will be added value
- e. Delivery location
- f. Duration of validity of quotation preferably - 90 days
- g. Company Bank statement for the last 03 months i.e. July Aug Sept 2021 with sufficient balance to accomplish the task
- h. Delivery timelines – 15 calendar days preferably

NB. All above documents should be in the same sequence and divided by separators.

## Supplier Code of Conduct

### 1 Islamic Relief's Supplier Code of Conduct

### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

#### Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights;

and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

#### Labour

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labour;

**Principle 5:** The effective abolition of child labour;

and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

#### Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility;

and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

#### Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.