



RFQ FOR SUPPLY OF OFFICE LAPTOPS

REF: RFQ-PREQ00007836/2026

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 the flood, drought, and Conflict establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap and the Main office in Juba.

1. Background

Issuance Date	16 th September 2026
Closing Date	28 th September 2026 10am CAT
Activity Title	RFQ FOR SUPPLY OF OFFICE LAPTOP.
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in
Evaluation Criteria	The award will be given to the offeror that meets the minimum criteria and technical specificity for an acceptable award at the lowest reasonable cost or price.
Award Type	One time Purchase.
Submission Deadline	Quotations must be received No-Later-Than 28th September 2026 10am CAT
Submission Email	Interested suppliers are required to strictly follow the specified criteria and submit all documents online to the following email address: Tendering.IRSS@islamic-relief.com.ss with the subject of the email as RFQ- PREQ00007836/2026 FOR SUPPLY OF OFFICE LAPTOPS

For any issues relating to the tender or its contents please email directly to; Procurement.IRSS@islamic-relief.com.ss

Complaints

Please write us if you see any violation of rights or any incident of corruption, please contact us at +211 92 44 81 467 or Email: Complaints@irworldwide.org

2. DELIVERY LOCATION: **Juba IRSS County office (DAP)**

3. ITEM DESCRIPTION.

	Item description	Technical specification	Quantity	Unit	Unit Price (USD)	Amount (USD)
1	Laptop	ThinkPad Lenovo E14 14 Inch	5	pc		
GRAND TOTAL:						
	Warranty Period:					

Summary of Bid Prices

No.	Description	Total Price in USD (\$)
1	Grand Total Bid Price in USD	
2	Delivery time scales (in days)	
3	Quotation Validity	

SCORE CRITERIA SHEET FOR OFFICE LAPTOP

1	Mandatory Criteria (Fail will not be considered for next stage)	Pass/ Fail
	Certification of Incorporation. Must be valid and updated	Pass/ Fail
	Tax Clearance Certificate. Must be valid and updated.	Pass/ Fail
	Operation License - Must be valid and updated.	Pass/ Fail
	Updated Copy of MOU. Must be valid and updated	Pass/ Fail
	ID Copy of all Director(s)	Pass/ Fail
	South Sudan membership certificate (Chamber of Commerce) Must be valid and updated	Pass/ Fail
	Technical Evaluation	100
2 (a)	Value of Similar Work Experience in last 3 years (Contract/LPO)	40
	No similar past work experience (Contract/LPO)	0
	One (1) similar past work experience (Contract/LPO)	10
	Two (2) similar past work experience (Contract/LPO)	20
	Three (3) similar past work experience (Contract/LPO)	30
	Four (4) similar past work experience (Contract/LPO)	40
2 (b)	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	10
2 (c)	Quality and Stock Availability.	30

2 (d)	Warranty Period; <6 months, 0 mark, 6 months - 10 marks, >12 months -20 marks.	20
	Pass mark 70%N/B: Bids who will not score 70% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation	
3	Financial Criteria	100
	No Certified Bank statement.	0
	Stamped & Signed Certified Bank statement of last three months (1 st Feb 2026 to 30 th Apr 2026) with closing balance to sufficiently cover for the value of the RFQ.	50
	Within Budget	30
	Not within Budget	0
	Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.	20
	N/B: Bids who will not score 70% and above in the financial analysis	

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

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.