



## Terms of Reference (TOR) for Supply of Ramadhan food items.

**Location:** Juba 10km radius.  
**Donor:** IRWHQ  
**Job Title:** Ramadhan food items.

### Background

REF No; IRSS-IRWHQ/04/2020

### Background

Islamic Relief South Sudan is an international humanitarian organization that has been working with vulnerable communities in South Sudan since 2004. With funding obtained from IRW HQ, Islamic Relief South Sudan implementing a Seasonal project Ramadan aimed at improving the food security of the beneficiaries Through food distribution, IR aims at reducing suffering, hunger and starvation during the Holy month of Ramadhan in those selected payam by ensuring that foodstuff are distributed to the vulnerable households.

In this regard IRSS is looking for a competent bidder to supply Ramadhan food items to (Juba 10km radii)

### Overall Objective of the Procurement

The Overall purpose of the Procurement is;

(a) To get potential food suppliers to supply good quality food items to IRSS project site.

To ensure right type, quality and quantity of food items are procured and delivered to IRSS project site (Juba 10km)  
The focus would be considering the type, quality and Quantity of food supplies; company credibility and potential to supply the required items.

**Based on the Objectives, the IRSS will aim at capturing the following from the supplier.**

Effectiveness	Supplier has ability to manage the time and perform the activities as per the plan.
Relevance	The supplier has qualified personnel who could run the delivery process with less difficulties and has relevant documents that explain its operation in the field of food procurement and supply in South Sudan. Has experience in supply of food items.
Efficiency	The supplier should be delivering the services with reasonable cost and has resources that perform work efficiently.

### Scope of the Assignment and Methodological Aspects.

The supplier will be responsible for carrying out the entire process of the procurement and supply chain including distribution to the target beneficiaries at designated distribution seven sites while the supervision and final decision on how and when to distribute shall be the responsibility of IRSS.



The supplier should consider the following.

- a) Branding of the cartons of food items for visibility.
- b) Right quality and quantity of food items are supplied.
- c) Transportation to the project sites.
- d) All the procured food is to be supplied to the project site (Juba within radius of 10KM). The vendor shall deliver the Ramadhan food items to seven distribution sites identified by IRSS.

The bidder/supplier shall submit the proposal with the following documents: -

- a) Company Profile with detailed physically verifiable contact address
- b) Latest Certificate of incorporation (A valid registration certificate from Local authority/a valid Commercial license)
- c) Tin/Tax
- d) Most recent Bank statements produced last three months (showing transactions/ account movement and current balance).
- e) Evidence of Past Experience in a similar work (Food Supply/distribution experiences with UN/INGOs/national NGO)
- f) Quotation price (Price will be inclusive with all transportation, Loading and offloading and branding with Islamic Relief Logo)
- g) Delivery Location: in the vicinity of Juba within radius of 10KM,
- h) Incoterms: DAP (Delivery at Place)
- i) Currency: US Dollars

### **Ramadhan Food Supplies**

Food items size and packaging per household:

<b>Food Items</b>	<b>Total amount in Kgs</b>	<b>Unit</b>	<b>Total Number of households</b>	<b>Amount per Household</b>
Azam Wheat flour	15,960	Kg	2660	6
Al Fanar Rice	11,970	Kg	2660	5
Yellow Beans/lentils	9,310	Kg	2660	3.5
Golden Fry Vegetable Cooking Oil	7,980	litre	2660	3
Hiwa Macrona	1,330	Kg	2660	0.5
Foster Clarks Powdered drink	1,596	Kg	2660	0.6
Naseer Dates	2,660	Kg	2660	1
Sugar	5,320	Kg	2660	2



All items to be package in a carton and well labelled **RAMADHAN 2020**

### **Language of the Bid**

The bid, all correspondence & documents relating to the bid shall be in English language.

### **Cost of Bidding**

The bidder/s shall bear all costs associated with preparation and submission of its bid. IRSS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### **Clarification of Bidding Documents**

A consultant/contractor requiring any clarification shall notify IRSS in writing or by telephone & IRSS will respond in writing to any request prior to the deadline.

### **Amendment of Bidding Document**

At any time prior to the deadline for submission of bids IRSS may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing or by email or letter to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, IRSS may, at the discretion, extend the deadline for the submission of the bids.

### **Bid Currencies**

The bids prices shall be quoted in US Dollar (USD).

### **Bids Prices**

- The bidders shall indicate the unit price where possible and the total bid price of the Work separately (for each work) including transportation cost to the project location.
- Prices quoted by the bidder shall be fixed for a period of four months i.e. during evaluation, award and implementation.

### **Award Criteria**

The contract shall be awarded to the most economically advantageous tender/bid that meets quality, specification, delivery, price and good terms of payment. IRSS is not bound to accept the highest, lowest

or any other tender or bid and is not bound to give any reasons thereof.

### **IRSS's right to vary quantities at the time of the award**

IRSS reserves the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification.

### **IRSS's right to accept any bid and reject any or all bids**

IRSS reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to



award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

### **Procurement Schedule**

<b>Task</b>	<b>Date</b>
Advertising of Tender	8 <sup>th</sup> April 2020
Closing of Tender	15 <sup>th</sup> April 2020
Opening of Tender	16 <sup>th</sup> April 2020
Evaluation	17 <sup>th</sup> April 2020
Award	17 <sup>th</sup> April 2020

Should you be interested and have the capacity to provide the service above, IRSS request you to collect the Terms of reference (ToR) documents from the following address: IRSS Office, Hai Cinema, 2nd class, Plot no 54, Block B-XVI, and Juba. Or visit our Website link <http://www.islamicreliefsouthsudan.org/open-tenders/> South Sudan.

The sealed envelopes addressed “**IRSS-Ramadhan/supplies/2020**” should be dropped at IRSS Office Tender Box before the deadline for submission of bids i.e. **15<sup>th</sup> April 2020 at 4.00 pm** or send to [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke)

**IRW- SOUTH.SUDAN  
PROCUREMENT COMMITTEE  
JUBA SOUTH SUDAN**