



TENDER FOR FRAMEWORK OF AGREEMENT FOR TRAVEL AGENTS (IRSS- FWA-01/25)

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. A satellite office in Yei and the Main office in Juba.

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

The Overall purpose of the Procurement is.

- To partner with professional suppliers that are highly skilled and responsive with effective customer service representatives
- To achieve the most advantageous tender outcome, while receiving the highest level of quality and value for money.

DELIVERY DETAILS

Case

Supplier must have import permission or be able to supply locally from South Sudan.

Delivery Destination

Delivered Duty Paid (DDP) to defined destinations inside South Sudan in JUBA OFFICE

Contracting.

- Following the submission and evaluation of bids, suppliers will undergo a vetting process and be selected in the third quarter of 2024, with awards anticipated to be issued by the end of the year; please note that this timeline is subject to modification.
- Firm Work Agreements (FWAs) will remain in effect from January 1, 2025 (or at the time of signing, which may occur either before or after this date) until December 31, 2025.

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.

S/N #	Item Description	Qty.	Unit	Unit Price	Total Price
1	Travel Agent fee for Booking - Regional	1	Person		
2	Travel Agent fee for Booking - International	1	Person		
3	Travel Agent fee for Cancel - Regional	1	Person		
4	Travel Agent fee for Cancel - International	1	Person		
5	Travel Agent fee for Change - Regional	1	Person		
6	Travel Agent fee for Change - International	1	Person		
7	Travel Agent fee for No Show - Regional	1	Person		
8	Travel Agent fee for No Show - International	1	Person		
9	Booking Specific Travel Itinerary - Regional	1	Person		
10	Booking Specific Travel Itinerary - International	1	Person		
11	Booking Specific Travel Itinerary - Domestic	1	Person		
12	Travel Agent fee for Booking - Domestic	1	Person		
13	Travel Agent fee for No Show - International	1	Person		

Description of items

All tenders are required to be submitted before **TUESNDAY 2TH SEPTEMBER 2024 4.00 pm (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. The quotation document must be sent **HARD COPY TO IRSS TENDER BOX IRSS IRSS TENDER BOX hand Hai Cinema, 2nd class, Plot no 54, Block B-XVI, South Sudan,**

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

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

No.	Description	Total Price in USD (\$)
1	Grand Total Bid Price	
4	Delivery time scales (in days)	

Period	Quotation Validity	Warrantee information	Guarantee information
Six months			
1 year			
2 years			
3 years			

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

Please ensure documentation trail below is followed the below sequence;

- a) Price/Quotation/Amount

- b) 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)
- c) Relevant Experience
- d) Value of contracts completed in similar trade (last two year)
- e) Duration of validity of quotation
- f) Company Bank statement for the last 03 months (Latest)
- g) **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.