



TENDER GUIDELINES FOR ASSORTED FAMILY HYGIENE KITS  
SUPPLIES, REF. NO.SIDA JULY 2020-003

## **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.

With funding from SIDA, Islamic Relief is implementing a project “South Sudan integrated emergency response in WBeG and CE” . The project aimed at saving lives, reduce suffering, and increase human dignity among the conflict affected IDPs, host, returnees communities in Central Equatoria (Yei & Kajo keji).

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 rehabilitate/construct gender sensitive WASH infrastructures; provide agricultural inputs and training on farming, crop disease prevention, harvest and storage; provide cash for work and unconditional cash transfers; and upgrade and capacity build one Primary Health Care Unit (PHCU) and two outreach sites in Wau and provide basic health and nutrition services.

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.

A total of 60,560 beneficiaries (25, 832 women; 8,213 girls, 19,868 men; 6,647 boys and people with disability 9039) will be reached through an inclusive approach targeting the most vulnerable within the project communities.

The Overall Goal: Enhanced Recovery and Emergency Response to the conflict affected IDPs, host, returnees' communities in Central Equatoria (Wau, Yei & Kajo- Keji), South Sudan.

These ASSORTED FAMILY HYGIENE KITS SUPPLY IRWSS intends to improve access to better hygiene practices especially focusing on better hygiene for the affected women and girls of adolescent age in Kajo – Keji and Yei

#### DELIVERY DETAILS

Case	Delivery Destination
<b>Supplier must have export permission or be able to supply locally from South Sudan.</b>	Delivered Duty Paid (DDP) to defined destinations inside South Sudan (Central equatorial counties of Yei and Kajo-Keji Av 35 km from the main county head quaters) 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.**

ASSORTED FAMILY HYGIENE KITS SUPPLY

DELIVERY LOCATION; 35 KM RADIi FROM YEI & KAJO – KEJI COUNTY HEAD QUARTERS.

Item description	Unit	Quantity KajoKeji	Quantity Yei	Total	Detailed description of items per one kit
Family hygiene item	Kits	700	300	1,000	1. 4 Bars washing soap 600 gm 2. 4 pcs bathing soap 250 gm(detol) 3. 01 plastic jery can 20 liters 4. 01 plastic basin – 15 liters

#### BASIC REQUIREMENTS NEEDED

All items to be packed in a carry bag (one carry bag represent one kit ) branded with IR and SIDA logo on one side of the carry bag as specified .

**THIS TABLE TO BE FILLED WITH THE PRICES**

S/no	Item Description	Unit	Total	UNIT PRICE	TOTAL PRICE
01	Washing soaps 600 gram	Cartons	160		
02	Bathing soaps 250 gram	Pieces	4,000		
03	Plastic jerry can - 20 liters	Pieces	1,000		
04	Plastic basins-15 liters	Pieces	1,000		

All plastic jerycans and plastic basins will be branded on either side with 15cmx15cm stickers for Jerycans and 10cmx10cm for plastic basins, bearing IRW logo on one side and SIDA logo on the other side. The prospective supplier should allow for provision for damages during transportation.

g should be approximately 35 cm width x 45cm height



All tenders are required to be submitted before **Monday 20<sup>th</sup> July 2020, 4.00 pm Local time** pursuant to the attached guidelines for submitting a quotation and be returned to; **HAND DELIVERY TO IRSS TENDER BOX** 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

<b>No.</b>	<b>Description</b>	<b>Total Price in USD (\$)</b>
<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>	
<b>5</b>	<b>VALIDITY PERIOD</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

<b>S/no</b>	<b>Item Description</b>	<b>Unit</b>	<b>Quantity Kajokeji</b>	<b>Quantity Yei</b>	<b>Total</b>
01	Washing soaps 600 gram	Cartons	112	48	160
02	Bathing soaps 250 gram	Pieces	2,800	1,200	4,000
03	Plastic jerry can - 20 liters	Pieces	700	300	1,000
04	Plastic basins-15 liters	Pieces	700	300	1,000

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

## APPENDIX 2

- Updated Company Profile with all registration certificates i.e. registration certificate, operation license, tax clearance/TIN (Maximum 30 pages)
- Evidence of previous awarded Contracts / Purchase Orders in similar trade
- Total value of contracts completed in similar trade

- d. Being sole distributor of mentioned items will be added value
- e. Quality of proposal
- f. Delivery timelines
- g. Delivery location
- h. Expertise and experience in the NGO sector or Islamic Relief Worldwide
- i. Duration of validity of quotation
- j. Company Bank statement last 03 months i.e. April, may and June

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