



RFQ FOR SUPPLY OF LAPTOPS AND PRINTER REF: RFQ-WAU-01/06-26(DELIVERY LOCATION IRSS JUBA OFFICE)

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

1. Background

Issuance Date	30 th March 2026
Closing Date	6 th April 2026– 10am CAT
Activity Title	RFQ FOR LAPTOP AND PRINTER.
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this Tender must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
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 6 th April 2026– 10am CA

Restrictions	N.A
Submission Email	FWA must be received No-Later-Than 6th April 2026– 10am CAT Interested bidders 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 FOR SUPPLY OF LAPTOP AND PRINTER REF: RFQ-WAU-01/07-26(DELIVERY LOCATION IRSS WAU OFFICE)

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

LOCATIONS WAU
LAPTOP AND PRINTER REF: RFQ-WAU-01/07-26

2. BILL OF QUANTITY .

Item description	Technical specification	Specification	QTY	Unit cost-USD	Amount USD	Item description
1	ThinkPad Lenovo E14 14 Inch Gen 5	See the attached leaflet	2	PCS		
2	HP LaserJet Pro MFP 4101fdw Wireless Printer	See the attached leaflet	1	pcs		
TRANSPORTATION TO WAU.						
GRAND TOTAL:						

Terms and conditions. Summary of Bid Prices

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

Selection criteria

SCORE CRITERIA SHEET FOR LAPTOP		
	Total	100
1	Mandatory Criteria (Fail will not be considered for next stage)	Pass/ Fail
	Certification of Incorporation	Pass/ Fail
	Tax Clearance Certificate. Must be valid and updated.	Pass/ Fail
	Operation License - Must be valid and updated. (From Western Bahr Gazel State.)	Pass/ Fail
	Updated Copy of MOU.	Pass/ Fail
	ID Copy of all Directors	Pass/ Fail
	South Sudan membership certificate (Chamber of Commerce)	Pass/ Fail
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)	Finacial Criteria	60
	No Certified Bank statement.	0
	Certified Bank statement of last three months ending (31st April 2026) with closing balance to sufficiently cover for the value of the tender.	50
	Within Budget	10

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.