

Date 4<sup>th</sup> July 2020

Dear Sir/madam,

GUIDELINES FOR TENDER OF ASSORTED LIVELIHOOD SUPPLIES, REF. NO. JULY 2020

You are invited to submit a quotation for the above tender in accordance with the terms and conditions listed beneath.

In the event of any query relating to this tender, please can you email [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke)

If posting your quotation/proposal please can you contact us on the email address below and we will advise you further, we will only accept proposals by post where there are genuine reasons for using this method.

You must submit your proposal by email and the same deadline applies. Quotations received after this time may not be considered. Islamic Relief South Sudan office opening times are 8:30am– 5.30pm Monday to Friday (Local time).

Project Timetable

Closing date for receipt of quotations/proposals Monday 10th July 2020 4.00pm (Local time)

Contacts

Please address any queries to [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke)

Kind regards

IRSS Procurement



## REQUIREMENTS AND GUIDELINES FOR SUBMITTING A QUOTATION:

1. Islamic Relief South Sudan (“IRSS”) invites quotations in accordance with the documents provided.
2. Companies providing quotations also referred to as quotation providers are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted.
3. It is the responsibility of quotation providers to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.
4. If you are in doubt as to the interpretation of any part of the process, the IRSS’s nominated personnel are The Procurement Department for issues relating to the contents of the quotation, the quotation process and awarding of contract. The department will endeavour to answer written enquiries prior to quotations being submitted. The answer may be circulated to other companies submitting quotations, where appropriate.
5. Quotation providers should not rely on any information received other than that supplied by IRSS’s Procurement department. IRSS will not accept responsibility for any information obtained otherwise.
6. Quotations must be submitted for the supply of the whole or part of the required items. IRSS retains the right to invite or permit variations or alterations to the terms of the documents.
7. All information supplied by IRSS in connection with this quotation document shall be regarded as confidential by the quotation provider (except that such information as is necessary may be disclosed for the purposes of obtaining sub-quotations necessary for the preparation of the quotation).
8. No employee or agent of IRSS has authority to vary or waive any part of these documents, other than the Procurement and Logistics Coordinator at IRSS who shall do so in writing.

9. Any quotation provider that directly or indirectly canvasses any member, agent or officer of IRSS concerning the award of the contract for the provision of the goods & services will be disqualified.

10. The insertion of any conditions qualifying the quotation or any unauthorized alteration to any of the quotation documents shall not affect the contract and may cause the quotation to be rejected.

11. No employee or agent of IRSS can submit a proposal for any commercial contract as long as they are in employment with Islamic Relief.

12. All conflicts of interests must be declared prior to or along with the proposal, failure to do so may result in the proposal being rejected.

13. If the quotation provider informs IRSS immediately after submission that there is an error in any of the prices or rates contained in the submitted quote then IRSS will afford the quotation provider an opportunity to confirm or withdraw its quotation. However, the amount quoted will be adjusted to correct arithmetic errors evident within the quotation document.

14. All documents requiring a signature must be signed:

a) Where they are submitted by an individual, by that individual.

b) Where they are submitted by a partnership, by two duly authorized partners.

c) Where they are submitted by a company, by two directors or by a director and the secretary of the company, such persons being duly authorized for that purpose.

15. The quotation document must be sent to [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke) **BUT PREFERABLY** HARD COPY TO IRSS **TENDER BOX** IRSS NOT later than the deadline of 10<sup>th</sup> July 2020

16. The completed quotation documents be sent together with all supporting documentation, not later than the date and time notified above on page one of this document and in the letter of invitation to submit a quote.

17. In relation to quotations submitted by email:

NO INDIVIDUAL EMAIL SHOULD EXCEED 30 MB AS THIS WILL BE BLOCKED BY OUR SERVER.

(a) The email title (i.e. subject field) must contain the quotation reference in the subject as follows:

**TENDER of ASSORTED ASSORT LIVELIHOOD SUPPLIES, REF. NO JULY**

No other information relevant to the quotation should be included in the body of the email.

If the attachments exceed 30 MB in total, then the quotation provider should split the email into an appropriate number of parts.

18. The time of receipt of the quotation or any other correspondence sent by email in accordance with this quotation document will be the time of its delivery to IRSSs server as shown in the routing information attached to the email.

19. IRSS accepts no liability for any losses suffered by the quotation provider as a result of computer viruses. It is the quotation provider's responsibility to ensure that files delivered to IRSS are free from viruses and IRSS may reject a quotation which is submitted in a file or files which are or IRSS reasonably suspects are infected with a virus and may also delete such file or files.

20. It is the quotation provider's responsibility to ensure that files delivered to IRSS are complete and fully accessible by IRSS and are not corrupted and IRSS accepts no liability for corrupted files or data.

21. The authorized recipient or his nominated officer will ensure the integrity of the quotation process and in his or her sole discretion may allow quotations to be re-submitted.

22. IRSS may at its own absolute discretion extend the closing date and time specified for the receipt of quotations.

23. IRSS is not bound to accept the lowest or any quotation. IRSS reserves the right to reject quotations which do not comply with these instructions.

24. IRSS prefers to be invoiced in USD. Under no circumstances will Islamic Relief accept changes in quotations due to currency fluctuations – all quotes will be deemed at a fixed cost basis.

25. The service provider undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

- (i) To offer, promise or give any person a financial or other advantage;
- (ii) To request, agree to receive or accept any financial or other advantage

Not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this tender;

and/or

Committing any offence which creates offences relating to corruption and related fraudulent acts in in the performance of this tender.

#### EVALUATION OF QUOTATIONS

1. The proposal of the quotation provider must meet the required quality standards as detailed in this documentation.

2. The proposal of the quotation provider will be assessed using a weighted evaluation criteria of which is subject to change at any time but the following criteria used in previous similar tenders maybe useful:

**Please ensure documentation trail below is followed the below sequence;**

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

3. Price;

3.1. Clear breakdown of costs.

3.2. Additional services that the service provider would be willing to provide IRSS at no cost.

3.3. Payment terms.

4. Quotations will be assessed by a panel of staff who may invite suppliers or may ask for presentations/ interviews should that be required to facilitate decision making. IRSS may deem it unnecessary for any interviews to take place dependent on the strength of the quotations.

5. Customer references – these may be requested to assist decision making.

6. The criteria may be subject to change.

7. Right to reject all quotations. The Organization is under no obligation to accept any quotation and has the right to split the award of the tender to multiple suppliers.

SUBJECT: TENDER OF ASSORT LIVELIHOOD SUPPLIES, REF. NO. JULY 2020

Instruction to Quotation Providers

- 1. The quotation provider should be specialised in the scope of the bid, ASSORT LIVELIHOOD SUPPLIES as given in the tender documents. Relevant documentation revealing the area of business activity and the commercial register certification should be attached to the quotation.
- 2. The quotation provider is expected to furnish all information required by these documents.
- 3. The quotation providers can put more than one model/ type and brand and quality grade and price for the same item.

4. Goods must exclude TAX and should be delivered duty paid (Incoterm: DDP) to defined destinations inside South Sudan Central equatorial counties of Yei and Kajo-Keji. Just in time and urgent delivery is required; delivery period not exceeding more than 15 calendar days.
5. Islamic Relief has the right to reject any item that does not agree with the specifications provided in the Bill of Quantities.
6. All offered goods shall be purchased and supplied legally and the origin shall be documented and trackable while issuing official relevant documents.
7. The language of this tender is English. Quotation providers are requested to draft their proposals also in English.
8. The delivery and supplying period shall be determined by the quotation provider. Islamic Relief prefers here a period of maximum 15 calendar days.
9. The quote shall include transporting and delivery cost, taxes, fees and expenses to the place of destination.
10. Delivery Schedule: The delivery should be completed as per above mentioned and within the preferred time period.
11. Delivery Destination: The delivery should be completed at the following address:

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) as a “just in time” exercise and as a matter of great urgency.

#### SUPPLIER CODE OF CONDUCT

- 1 Islamic Relief Worldwide requires all suppliers to adhere to:
  - 1.1 The Modern Slavery Act 2015
  - 1.2 The International Labour Standards as defined by the ILO (International Labour Organisation). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.
- 2 Corporate Social Responsibility (CSR)

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships:

2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.

2.2 Goods produced and delivered by organizations subscribe to no exploitation of children

2.3 Goods produced and manufactured have the least impact on the environment

2.4 Goods and services are produced and delivered under conditions where:

2.4.1 Employment is freely chosen

2.4.2 The rights of staff to freedom of association and collective bargaining are respected.

2.4.3 Living wages are paid

2.4.4 There is no exploitation of children

2.4.5 Working conditions are safe and hygienic

2.4.6 Working hours are not excessive

2.4.7 No discrimination is practiced

2.4.8 Regular employment is provided

2.4.9 No harsh or inhumane treatment of staff is allowed.

2.5 Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

2.5.1 Waste Management

2.5.2 Packaging and Paper

2.5.3 Conservation

2.5.4 Energy Use

2.5.5 Sustainability

3 Business Behavior



Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates the Modern Slavery Act 2015, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens. Please refer to clause 26 of this contract for further details on the Modern Slavery Act 2015 compliance and checks.

Qualifications to the statement

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source