



Islamic Relief Worldwide
South Sudan

TERMS OF REFERENCE FOR SUPPLY OF WOMEN DIGNITY KITS:

Location: Juba

Project: SIEP II – south Sudan

Background

Islamic Relief South Sudan is an international humanitarian organization that has been working with vulnerable communities in South Sudan since 2004 , towards Emergency relief and recovery interventions in South-Sudan, IR is responding to priority needs of the conflict affected population in Yei and Lainya counties.

IRSS intends to improve access to and practice of good hygiene status especially focusing on better hygiene for women and girls in Yei town and Lainya, to ensure that real needs of the beneficiaries (women and girls, recipients of the dignity kits) are met based on their preferences and needs for dignified life in order to provide full protection and preserve women and girls dignity during key times.

IRSS is therefore sourcing for a competent company to supply women dignity kits as described below. The potential company is expected to supply the below mentioned items as per below points of delivery:

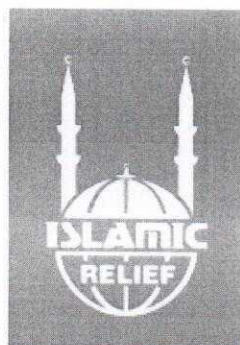
1. Lainya - 500 kits
2. Yei- 500 kits

Description of items

S/No	Item Description	Quantity	Unit	
01	Women dignity kits	1,000	Kits	
EACH KIT SHOULD CONTAIN THE BELOW;				
Description of a content of one unit of a dignity kit				
Item #	Description of item	quantity	Unit	Specific description
01	Sanitary pads - disposable	12	Packets	<ul style="list-style-type: none">- Packets of 10 pcs.- 6 packets size extra large- 6 packets size medium

02	Women under wear	06	Pieces	<ul style="list-style-type: none"> - 3 pcs size large (2 black 1 blue) - 3 pcs size medium (2 black and 1 blue)
03	Bathing soap	04	pieces	Dettol soap 250 grams
04	Detergent-powdered soap	01	Kg	Omo in plastic container
05	Towel	02	Pieces	Cotton towels size 30cmx60cm, provision for slight difference in size above the specified one is acceptable.
06	Body powder	01	Piece	500 grams in plastic container
07	Washing soap –tablet	03	bar	Tablet soap 800 gm

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. The carry bag should not just be an ordinary nylon bag, but rather a good bag made of good material and approximately 35 cm width x 45cm height



Size of each logo: Height 17 cm x width 12 cm, the space between the two logos is 4 cm.

REQUIREMENTS NEEDED FOR BIDDING

The Supplier is required to provide the following:

- Proven capacity and experience on similar supplies in South Sudan.
- Recent bank statement of proven financial capacity
- Certificate of business registration from the government.
- Second party will be responsible for any damage incurred during this process.
- Appropriate timelines to perform the assignment
- Financial proposal indicating the cost rates and other charges applicable.
- Availability to perform the assignment at the earliest possible time.

viii. The above descriptions shall be strictly taken.

Mandatory Documents

The consultant/contractor shall submit the proposal with the following documents:-

- i. Company's profile
- ii. Company's technical capacity
- iii. Certificate of incorporation
- iv. PIN
- v. Recommendation from partners
- vi. Tax Clearance
- vii. Trade license
- viii. Bank statement

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.

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

- 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 bidder 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.

Tender Schedule	
Task	Date
Advertising of Tender	6 th July 2019
Closing of Tender	12 th July 2019
Opening of Tender	15 th July 2019
Evaluation	15 th July 2019
Award	15 th July 2019