



**Islamic Relief**  
Worldwide

Faith inspired action


**REQUEST FOR QUOTATION (RFQ) – SUPPLY OF GLSLA KITS IN YEI (RFQ/05/02-25)**


Location: DAP YEI OFFICE.


**Background**

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 South Sudan began its humanitarian operation in South Sudan in 2004 focusing on providing life-saving aid and implementing developmental programmes to support people affected by drought and conflict by establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap, a satellite office in Yei and its main offices in Juba.

In this regard IRSS is looking for a competent bidder quote for assorted items.

	Item description	Technical specification	Quantity	Unit	Unit cost- USD/	Amount USD
1	Self-Help Groups Saving Box (Metallic Box)	Metallic material and should be painted blue in colour with Islamic relief logo with three provisions of padlocks (one in front and two at sideways) <b>Measurements:</b> L=40cm, W=30 cm H=30 CM 	10	pcs		
2	Saving bowls	Three bowls (red, green and blue) metallic bowls per group				

	(Metallic)		30	pcs		
	Calculator	(Innovare IVR15975 Dual Power 12 Digit LCD Display Cordless Large Display Calculator, for each group	10	Pcs		
4	Passbooks	250 (individual passbooks) The cover page should be Blue in colour, branded SHGs member pass books,  It should contain 24 pages on both sides with the following writings: Value share ....and cycle number.... table <b>date</b> on the left and shares bought per meeting. At the bottom of the table it should contain the following writings, starting number of shares, total number of shares bought this period, total number of shares sold this period, net shares <b>end period (to be carried forward)</b>	250	pcs		
5	Star	Star made from wooden for each group one	10	Pcs		
6	Ruler	(30 centimetres hard transparent ruler for each group.	20	Pcs		
7	Pencils with rubber	A pencil with a rubber per group	10	Pkt		
8	Quires hard cover counter books	3 quires hard cover counter books with ruled sheets (blue in colour) for each group.	10	Pcs		
9	Stamp pad	One (1) Stamp pad of for each group	10	Pcs		
10	Ink pad	blue ink, small size bottle of blue / purple ink,	10	PKT		

11	Box of blue pens	blue pen (50 pcs each),	1	box		
12	Box of red pens	red pens (50 pcs each),	1	Box		
13	Rubber bands	2 packet of elastic money rubber bands per group	20	Pkts		
14	Seating mates	Sitting mates, Medium size 5*6 metre for each group	30	Pcs		
15	padlocks	padlocks, (medium solex type) per group	30	Pcs		
16	Eraser	erasers per group	20	Pcs		
17	Money bags (fabric bags)	four money bags per group (fines, social, saving, interest) 	40	Pcs		
18	Ledger Book 4 quire	1 Ledger Book 4 quire (with blue cover).	10	pcs		
	<b>GRAND TOTAL:</b>					

## **REQUIRMENTS**

SCORE CRITERIA SHEET REQUEST FOR QUOTATION FOR SUPPLY OF GSLA KITS IN YEI		
	<b>Total</b>	<b>80</b>
<b>1</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	<b>20</b>
	Certification of Incorporation	5
	Tax Clearance Certificate. Must be valid and updated.	5
	Operation License - Must be valid and updated.	5
	South Sudan membership certificate (Chamber of Commerce)	5
<b>2 (a)</b>	<b>Value of Similar Work Experience in last 3 years (Contract/LPO)</b>	<b>40</b>
	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)	10
	Three (3) similar past work experience (Contract/LPO)	10
	Four (4) similar past work experience (Contract/LPO)	10
<b>2 (b)</b>	<b>Bank Statement (Certified statements)</b>	<b>20</b>
	No Certified Bank statement.	0
	Certified Bank statement of last one months (April 2025) with closing balance to sufficiently cover for the value of the tender.	20
<b>3</b>	<b>Quoted Price</b>	<b>20</b>
	Within Budget	20
	No within Budget	0

### 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.

**Note!** IRW-SS reserves the right to cancel or vary the quantity on this quotation and must be bound in mind that, this quotation is not a contract and therefore not legally binding.

HARD COPY TO IRSS **TENDER BOX** IRSS Hai Cinema, 2nd class, Plot no 52, Block B-XV Central Equatorial State, NOT later than the deadline of TUESDAY **27<sup>th</sup> May 2025 12.00pm (Local time)**