



TENDER FOR FRAME WORK OF AGREEMENT FOR OFFICE CONSUMABLE (IRSS-FWA-1/24)

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

The Overall purpose of the Procurement is.

- a) To get potential food suppliers to supply high quality food items to IRW-SS project sites; and
- b) To ensure right type, quality and quantity of food items are procured and delivered to IRW-SS project sites.

The focus would be considering the type, quality, and quantity of food supplies; company credibility and potential to supply of the required items.

DELIVERY DETAILS

Case

Supplier must have import permission or be able to supply locally from South Sudan.

Delivery Destination

Delivered Duty Paid (DDP) to defined destinations inside South Sudan in JUBA OFFICE

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.

TENDER FOR FRAME WORK OF AGREEMENT FOR OFFICE CONSUMABLE (IRSS-FWA-1/24)

S/N	Description	Unit	Qty	Unit Price in USD Tax included
A	Food Items			
1	Dispenser water bottle of 20 liters	Piece	1	
2	Drinking chocolate	Tin	1	
3	Hibiscus tea kerekede (box of 50 sachets)	Packet	1	
4	Lodised Salt (1kg)	Packet	1	
5	Nescafe Coffee (200 grams)Gold	Packet	1	
6	Nestel Milo(400g)	Tin	1	
7	Sugar Brown (25kg)	1kg packet	1	
8	Sugar White(25kg)	1kg packet	1	
9	Tea leaves Elnasr Habiscus 50grams (25bags)	Packet	1	
10	Tea leaves Ketepa (100 bags)	Packet	1	
11	Tea leaves Lipton Green (25bags)	Packet	1	
12	Tea leaves Lipton Yellow (25bags)	Packet	1	
13	Nescafe Coffee (200 grams)Normal	Packet	1	
14	Almudish full cream Milk Powder(900grams)	Tin	1	
15	Almudish Full Cream Milk powder Fortified (2.5kg/2500grams)	Tin	1	
16	White Sugar 1Kg	Packet	1	
17	Powder milk (Nestle Nido 400 gr)	tin	1	
18	Nescafe 200 grs	Tin	1	
19	Disposable spoons and forks	Pkt	1	

20	Sugar - 50 kg brown	Kg	1	
21	Sugar - 50 kg white	packet	1	
22	Mineral water in bottle of 1.5 L	Piece	1	
23	Green Peas	Tin	1	
24	Lipton Tea leave	PKT	1	
25	Hand Towel original cotton pack of 12 piece	Piece	1	
26	Spirit Bottle	Piece	1	
27	Serviets	Packet	1	
28	Disposable cups (Durable quality with Long Expery)	Dozen	1	
29	Mosquito Repellent	Piece	1	
30	Disposable plates (Durable quality with Long Expery)	dozen	1	
B	Toiletries - Washing Items			
1	Air Freshener 300ml	Piece	1	
2	Deo Blocks	Packet	1	
3	Dettol Bathing Bar Soap 175gm	Piece	1	
4	Dettol Hand soap - 3 bar pack	Packet	1	
5	Dettol hand wash liquid 225 ml	Piece	1	
6	Quick Ultra Strong Drain Opener 1250g	Piece	1	
7	Dish washing Paste (Axion 250grams)	Bottle	1	
8	Glass cleaner 750ml - MAMA Type	Bottle	1	
9	Hand wash Lifebuoy 225ml pump	Tin/Bottle	1	
10	Harpic original power plus (500ml)	Tin/Bottle	1	
11	Insecticide Mortein Doom (All insect killer Odourless 600ml)	Tin/Bottle	1	
12	Insecticide Piff Paff all insect killer 48*400ml	Tin/Bottle	1	
13	Jik Bleach regular perfumed (750ml)	Tin/Bottle	1	
14	Match box - pack of 10	Packet	1	
15	Mosquito repellent lotion	Piece	1	
16	SIMBA scouring pad pack of 12 pieces	Packet	1	
17	Steel Wire for washing pots 750grams	Roll	1	
18	Vim powder (Lemon fresh) 500gms	Tin/Bottle	1	
19	Washing bar soap 600grams per bar - 25 bars pack	Carton	1	
20	Washing bar soap 800grams per bar - 25 bars pack	Carton	1	
21	Washing powder 10kg (Fasclean or Safi)	Bag (10kg)	1	
22	Washing powder 500gx24 per box (Omo)	Packet	1	
23	Washing powder 3.5kg original Omo	Carton of 1Kg pkt	1	
24	Washing powder 5kg bag Power Clean or Bright Clean	Bag	1	
25	Airwick Toilet Freshener (180 ml)	Tin/Bottle	1	
26	Dettol Antiseptic Liquid (550ml)	Tin/Bottle	1	
27	Dish washing liquid - 1 liter	Piece	1	
28	Dish washing liquid - 750ml	Piece	1	
29	Disinfectant & Cleaner (Germex) 4Liters	Bottle	1	

30	Dish Washing Paste (Axion 400grams)	Tin	1	
31	Dish washing Paste (Axion 800grams)	Tin	1	
32	Insecticide Morten Doom (All insect killer Odorless 400ml)	Tin/Bottle	1	
33	Safety Bin liners MPDE	Pkt of 50pcs	1	
34	Soft Facial Tissue	Packet	1	
35	Tissue/ Toilet Paper Huida or Fahad or equivalent 125mm x 100mm 2PLY 200, pack of 10 rolls	Packet of 10	1	
C.	House Hold Items			
1	Bathing Bucket Big size - 20 liters - plastic	Piece	1	
2	Bathing Bucket medium size - 10 liters - plastic	Piece	1	
3	Bathing Bucket medium size - 5 liters - plastic	Piece	1	
4	Bed sheets 100% pure cotton - double	Pair	1	
5	Bed sheets 100% pure cotton - single	Pair	1	
6	Blanket 5Kgs	Piece	1	
7	Blanket 8Kgs	Piece	1	
8	Cobweb Brush	Piece	1	
9	Cooler box - square - 10 liters	Piece	1	
10	Cooler box - square - 20 liters	Piece	1	
11	Cutting board Big size	Piece	1	
12	Dinner Plate (Luminan)	Piece	1	
13	Water Bottle of 1.2ltrs or 1ltr -hot and cold	Piece	1	
14	Dust bin Bucket 20 Litters - ordinary	Piece	1	
15	Eating fork stainless steel	Piece	1	
16	Eating spoon stainless steel	Piece	1	
17	Forks stainless steel type - original	Piece	1	
18	Kitchen Knife	Piece	1	
19	Melamine plates medium size	Piece	1	
20	Melamine plates small size	Piece	1	
21	Metal bucket 10 Liters Size (Ghazala type)	Piece	1	
22	Mopping Rug	Piece	1	
23	Mosquito net Doom shaped Size 5x6cm	Piece	1	
24	Mosquito net round - single	Piece	1	
25	Mosquito net square - single	Piece	1	
26	Office rubbish bin - 3 liters	Piece	1	
27	Office rubbish bin - 5 liters	Piece	1	
28	Plastic bucket with lid - 20 liters - colored	Piece	1	
29	Plastic bucket with lid - 20 liters - transparent	Piece	1	
30	Plastic bucket with lid - 3 liters - transparent	Piece	1	
31	Plastic bucket with lid - 5 liters - transparent	Piece	1	
32	Plastic Buckets 20 Liters size	Piece	1	
33	Plastic table (Mukwano)	Piece	1	

34	Rubbish bin with sliding cover - 20 liters	Piece	1	
35	Scrubbing Brush	Piece	1	
36	Deep Frying Spoon Medium Size	Piece	1	
37	Deep Frying Spoon Big Size	Piece	1	
38	Serving Knife	Dozen	1	
39	Serving spoons	Dozen	1	
40	Squeezer without brush	Piece	1	
41	Stainless steel drinking cups	Piece	1	
42	Stainless steel Mug cups with handle	Dozen	1	
43	Sweeping Brush hard	Piece	1	
44	Sweeping Brush soft	Piece	1	
45	Tea cups (durable melamine cups)	Dozen	1	
46	Tea spoon stainless steel	Piece	1	
47	Thermo flask 3litters Size Metallic	Piece	1	
48	Thermo flask 5litters Size Metallic	Piece	1	
49	Thermo flask 5litters Size Plastic	Piece	1	
50	Trays set of 3 pieces (Big, medium and small)	Set	1	
51	Water dispenser -	Piece	1	
52	Washing Basins 40Liters	Piece	1	
53	Washing Basins 20Lits	Piece	1	
54	Water jerrycan 20liters	Piece	1	
55	Bed sheets 100% pure cotton - King size	Pair	1	
56	Blanket 10Kgs Woolen	Piece	1	
57	Electric flat Iron Box Phillips	Piece	1	
58	Stainless Steel Electric Kettle 5Litters Size	Piece	1	
59	Stainless Steel Kettle 10Litters Size	Piece	1	
60	Frying Pan Small size	Piece	1	
61	Hotpot a set with 3 pcs, Big medium and small sizes	set	1	
62	Melamine plates Big size	Piece	1	
63	Mosquito net round - double	Piece	1	
64	Mosquito net round - King size	Piece	1	
65	Mosquito net square - double	Piece	1	
66	Mosquito net square - King size	Piece	1	
67	Plastic Chair (ADIX)	Piece	1	
68	Plastic Chair (Mukwano)	Piece	1	
69	Plastic Drum 250 Litters	Piece	1	
70	Mopping Rug(Towel)Big Size	Piece	1	
71	Kitchen Towel	Piece	1	
72	Plastic pedal rubbish bin - for kitchen house - 10 liters	Piece	1	
73	Plastic pedal rubbish bin - for kitchen house - 20 liters	Piece	1	
74	Plastic pedal rubbish bin - for kitchen house - 5 liters	Piece	1	
75	Plastic table (ADIX)	Piece	1	

76	Rubbish bin with sliding cover - 10 liters	Piece	1	
77	Rubbish bin with sliding cover - 5 liters	Piece	1	
78	Tea cups (Luminan)	Dozen	1	
79	Thermo flask 3litters Size Plastic	Piece	1	
80	Water cooler - round - 5 Liters	Piece	1	
81	Water cooler - round - 10 Liters	Piece	1	
82	Water Jug Plastic without Cups	Piece	1	
83	Water Jug plastic with Small drinking cups inside-IRSS preferred quality	Piece	1	
84	Dustbin Big size of 50ltrs	Piece	1	
85	Kettle 3ltrsGood quality.	piece	1	

Description of items

All tenders are required to be submitted before **TUESDAY 12th December 2023 4.00pm (Local time)** pursuant to the attached guidelines for submitting a quotation and be returned to; **IRSS TENDER BOX hand delivery is preferable** upon registration on the bid receipt form. The quotation document must be sent **HARD COPY TO IRSS TENDER BOX IRSS IRSS TENDER BOX hand Hai Cinema, 2nd class, Plot no 54, Block B-XVI, South Sudan,**

For any issues relating to the tender or its contents please email directly to; IRSS.Tender@islamic-relief.com.ss

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

<i>No.</i>	<i>Description</i>	<i>Total Price in USD (\$)</i>
1	Grand Total Bid Price	
4	Delivery time scales (in days)	

<i>Period</i>	<i>Quotation Validity</i>	<i>Warrantee information</i>	<i>Guarantee information</i>
<i>Six months</i>			
<i>1 year</i>			
<i>2 years</i>			
<i>3 years</i>			

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

APPENDIX 2

Please ensure documentation trail below is followed the below sequence;

- a) Price/Quotation/Amount
- b) Updated Company Profile with all registration certificates i.e. registration certificate, operation license, tax clearance/TIN, membership certificate (Chamber of commerce, Industry and agriculture Import and export License)
- c) Relevant Experience
- d) Value of contracts completed in similar trade (last two year)
- e) Duration of validity of quotation
- f) Company Bank statement for the last 03 months (Latest)
- g) **NB. All above documents should be in the same sequence and divided by separators.**

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.