



Date 27<sup>th</sup> Mar 2026

Dear Sir/madam,

**TENDER GUIDELINE FOR SUPPLY AND DELIVERY OF ESSENTIAL DRUGS , REF:IRSS-WA-03/06-26.**

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.com.ss](mailto:IRSS.Tender@islamic-relief.com.ss)

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 8:00am– 4.00pm Monday to Friday (Local time).

Project Timetable

Issuance Date	27 <sup>th</sup> March 2026
Closing Date	9 <sup>th</sup> April 2026 – 10am CAT
Activity Title	<b>TENDER GUIDELINE FOR SUPPLY AND DELIVERY OF ESSENTIAL DRUGS , REF:IRSS-WA-03/06-26.</b>
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 Contract.
Submission Deadline	Quotations must be received No-Later-Than 9 <sup>th</sup> April 2026 – 10am CAT
Restrictions	Combine all documents in one.
Submission Email	All submissions must be received No-Later-Than <b>9<sup>th</sup> April 2026 – 10am CAT</b> Interested bidders are required to strictly follow the specified criteria and <b>submit all documents online</b> to the following email address: <a href="mailto:Tendering.IRSS@islamic-relief.com.ss">Tendering.IRSS@islamic-relief.com.ss</a> <b>with the subject of the email as TENDER GUIDELINE FOR SUPPLY AND DELIVERY OF ESSENTIAL DRUGS , REF:IRSS-WA-03/06-26.</b>

## **Contacts**

For any issues relating to the tender or its contents please email directly to; [procurement.irss@islamic-relief.com.ss](mailto: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](mailto:Complaints@irworldwide.org)

### **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 endeavor 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
  - 14.1 Where they are submitted by an individual, by that individual.
  - 14.2 Where they are submitted by a partnership, by two duly authorized partners.
  - 14.3 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 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.
16. In relation to quotations submitted by email:
  - 16.1 NO INDIVIDUAL EMAIL SHOULD EXCEED 30 MB AS THIS WILL BE BLOCKED BY OUR SERVER.
  - 16.2 No other information relevant to the quotation should be included in the body of the email.
  - 16.3 If the attachments exceed 30 MB in total, then the quotation provider should split the email into an appropriate number of parts.
17. 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.
18. 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.
19. 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.
20. 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.
21. IRSS may at its own absolute discretion extend the closing date and time specified for the receipt of quotations.
22. 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.
23. 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.
24. 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:
  - 24.1 To offer, promise or give any person a financial or other advantage;
  - 24.2 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 the performance of this tender.

**EVALUATION OF QUOTATIONS**

<b>SCORE SHEET FOR SUPPLY AND DELIVERY OF ESSENTIAL DRUGS</b>		
	<b>Total</b>	<b>100</b>
<b>A</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	<b>Pass/Fail</b>
	Certification of Incorporation	Pass/ Fail
	Tax Clearance Certificate. Must be valid and updated.	Pass/ Fail
	Operation License - Must be valid and updated.	Pass/ Fail
	ID/Passport copy of all the directors.	Pass/ Fail
	Memorandum of Understanding (MOU)	Pass/ Fail
	South Sudan membership certificate (Chamber of Commerce)	Pass/ Fail
Pass Mark		
NOTE:	Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation	
<b>B</b>	<b>TECHNICAL ANALYSIS</b>	<b>100</b>
<b>1</b>	<b>Value of Similar Work Experience in last 3 years (Contract/Completion Certificates)</b>	
	No similar past work experience (Contract/Completion Certificates)	0
	One (1) similar past work experience (Contract/Completion Certificates)	10
	Two (2) similar past work experience (Contract/Completion Certificates)	20
	Three (3) similar past work experience (Contract/Completion Certificates)	30
	Four (4) similar past work experience (Contract/Completion Certificates)	40
2.	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	10
3.	Number of Years in Operation at least 5 years. (1yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&above-10).	10
4.	List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)	10
5.	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	20
6.	Serializing the tender documents ( All pages must have numbers)	10
	Pass mark -70%	

N/B: Bids who will not score 70% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation

<b>C</b>	<b>c). FINANCIAL ANALYSIS</b>	<b>100</b>
1.	No Certified Bank statement.	0
	Certified Bank statement of last Four months (1 <sup>st</sup> Nov 2025 to 30 <sup>th</sup> March 2026 ) with closing balance to sufficiently cover for the value of the tender.	50
2.	Within Budget	30
	No within Budget	0
3.	Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.	20
	Pass mark 70%.	
	<b>N/B:</b> Bids who will not score 70% and above in the financial analysis will automatically be disqualified and shall not be considered for further evaluation	