



TENDER FOR FRAME WORK OF AGREEMENT FOR OFFICE STATIONERY(IRSS-FWA-2/24)

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 FRAMEWORK OF AGREEMENT FOR OFFICE STATIONERY(IRSS-FWA-2/24)

S/N	ITEM DESCRIPTION & SPECIFICATIONS	UNITS	QTY	Price In USD With TAX INCLUSIVE
1	A4 21 ring combs - Large size	Box	1	
2	A4 size Plastic Folders - Punched	Packet	1	
3	Asset Labelling cartridge - 5 pieces in a packet	Packet	1	
4	Ball BIG Pens Black, Blue, Red	Pkt	1	
5	Binding Covers 200 micron blue PVC	Packet	1	
6	Binding Covers 200 micron clear PVC	Packet	1	
7	Binding Covers, 150 micron clear	Packet	1	
8	Binding Machine Large size	Piece	1	
9	Binding Machine Medium size	Piece	1	
10	Binding Machine Small size	Piece	1	
11	Black Insolation tape (Pack of 10 Rolls)	Packet	1	
12	Board pins	Box/Packet	1	
13	Calculator, 10-Digit (Original Sharp or Casio)	Piece	1	
14	Calculator, 12-Digit (Original Sharp or Casio)	Piece	1	
15	Calculator, 14-Digit (Original Sharp or Casio)	Piece	1	
16	Tonner image runner (NPG-51/GPR-35/C-EXV33)	Piece	1	
17	Cartridge Tonner – HP Laser jet (283A)	Piece	1	
18	Cartridge Tonner – HP Laser jet (30A)	Piece	1	
19	Cartridge Tonner – HP Laser jet (17A)	Piece	1	
20	Cello tape (Kaki) Big size	Piece	1	

21	Clips Plastic Coated White 33mm 100's - paper	Box/Packet	1	
22	Exercise book, A4 Plain 120 pages	Piece	1	
23	Exercise book, A4 Plain 40 pages	Piece	1	
24	Exercise book, A4 Plain 80 pages	Piece	1	
25	Exercise book, A4 Ruled 120 pages	Piece	1	
26	Exercise book, A4 Ruled 40 pages	Piece	1	
27	Exercise book, A5 Plain 120 pages	Piece	1	
28	Exercise book, A5 Plain 40 pages	Piece	1	
29	Exercise book, A5 Plain 80 pages	Piece	1	
30	External Hard drive - 500 GB	Piece	1	
31	File, Plastic with Elastic	Piece	1	
32	Flip chart stand	Piece	1	
33	Fold back Binder Clips 15 mm	Box/Packet	1	
34	Fold back Binder Clips 19 mm	Box/Packet	1	
35	Fold back Binder Clips 25 mm	Box/Packet	1	
36	Fold back Binder Clips 32mm	Box/Packet	1	
37	Fold back Binder Clips 41 mm	Box/Packet	1	
38	Fold back Binder Clips 51mm	Box/Packet	1	
39	Glue stick(20g)	Piece	1	
40	Glue stick(36g)	Packet	1	
41	Laminating Machine	Piece	1	
42	Magnetic Aluminum Frame Whiteboard 2100 x 1200mm	Piece	1	
43	Magnetic Aluminum Frame Whiteboard 2400 x 1200mm	Piece	1	
44	Magnetic Aluminum Frame Whiteboard 3600 x 1200 mm	Piece	1	
45	Magnetic Aluminum Whiteboard 1500 x 1200mm	Piece	1	
46	Merit paper clip 33mm (small)	Packet	1	
47	Notice Board soft wood 120x90	Piece	1	
48	Office Pins	Box/Packet	1	
49	Office Pins (Metal pins with round head for multiple uses) 26mm 100g Tub	Box/Packet	1	
50	Pins (Push Pins Assorted colours) 100's	Box/Packet	1	
51	Plastic Pocket, A4 Document Protector, Pack of 50	Packet	1	
52	Plastic Separators/Protecting sheet	Packet	1	
53	Pocket/Sleeve, Transparent, A4, Punched, 100pce	Packet	1	
54	Rubber Band size 1.5 x 76mm	Packet	1	
55	Rubber Band size 3 x 102mm	Packet	1	

56	Ruled Pad - Sunny 1/8 size 40 pages	Piece	1	
57	Ruled Pad - Sunny A4size 40 pages	Piece	1	
58	Ruler Metal 1m	Piece	1	
59	Ruler Metal 30cm	Piece	1	
60	Ruler Metal 60cm	Piece	1	
61	Scissors, Cloth Big size	Piece	1	
62	Laser Jet MFP Pro MFP M246w Toner 26A	Piece	1	
63	Tonner for Color Laser Jet MFP M181fw	Set	1	
64	Tonner forColor Laser Jet MFP M182n	Set	1	
65	Tonner for Laser Jet MFP M428wd	Piece	1	
66	USB Stick, 1GB	Piece	1	
67	White Plastic ID cards	Packet	1	
68	White board 60 x 45	Piece	1	
69	A4 21 ring combs - Medium size	Box	1	
70	A4 21 ring combs - small size	Box	1	
71	Ball point Pens Obama Black, Blue, Red	Box of 50	1	
72	Blue tuck	Piece	1	
73	Box file, A4, Large - ordinary type	Piece	1	
74	Box file, A4, Large foolscap - with cover - square enclose box	Piece	1	
75	Box file, A4, Small	Piece	1	
76	Box file, A4, Small foolscap - with cover and button - square enclose box	Piece	1	
77	Calculator, Electronic DS-8900	Piece	1	
78	Cello tape (Kaki) Medium size	Piece	1	
79	Cello tape (Kaki) Small size	Piece	1	
80	Cello tape (Plain or clear) Big size	Piece	1	
81	Cello tape (Plain or clear) Medium size	Piece	1	
82	Cello tape (Plain or clear) Small size	Piece	1	
83	Clip Board (A4 Size)	Piece	1	
84	Clipboard, Standard	Piece	1	
85	Clipboard, Wooden	Piece	1	
86	Clips Giant Colour 50mm 100's - paper	Box/Packet	1	
87	Clips Giant Silver 50mm 100's - paper	Box/Packet	1	
88	Clips Giant Wavy Silver 78mm 50's - paper	Box/Packet	1	
89	Clips Large Colour 33mm 100's - paper	Box/Packet	1	
90	Clips Large Silver 33mm 100's - paper	Box/Packet	1	
91	Correction fluid, Pen	Box	1	
92	Desk Organizer	Piece	1	
93	Document tray – Single 3 Tier Tray	Piece	1	
94	Document tray – Single Tray	Piece	1	

95	Document wallet, A4 Dish Wallet	Piece	1	
96	Drawing Pins / Thumbtacks. 11mm Colored Box 100's	Box/Packet	1	
97	Drawing Pins / Thumbtacks. 11mm Silver Box 100's	Box/Packet	1	
98	Duster, Whiteboard - eraser	Piece	1	
99	Envelopes (A 3) White or Brown	Packet	1	
100	Envelopes (A 4) White or Brown	Packet	1	
101	Envelopes (A 5) White or Brown	Packet	1	
102	Exercise book, A5 Ruled 200 pages	Piece	1	
103	Exercise book, A5 Ruled 48 pages	Piece	1	
104	Exercise book, A5 Ruled 96 pages	Piece	1	
105	Exercise book, A5 Squared 200 pages	Piece	1	
106	Exercise book, A5 Squared 48 pages	Piece	1	
107	Exercise book, A5 Squared 96 pages	Piece	1	
108	External Hard drive - 1 T	Piece	1	
109	File divider, A4, 123 type	Piece	1	
110	File divider, A4, ABC type	Piece	1	
111	File, Plastic with Button - clear bag	Piece	1	
112	File, Suspension	Piece	1	
113	Filing cabinet, Metal 3 drawers	Piece	1	
114	Filing cabinet, Metal 4 drawers	Piece	1	
115	Filing cabinet, Metal, 2 drawers	Piece	1	
116	Flip chart Pads - Bond Paper - 30 Pack size A1 - 30 sheets	Packet	1	
117	Flip chart papers - 50 sheets	Piece	1	
118	Glue Liquid	Packet	1	
119	Manuscript Book A5 Size	Piece	1	
120	Hardcover blue Book 100	Piece	1	
121	Hardcover blue Book 200	Piece	1	
122	Hardcover blue Book 300	Piece	1	
123	Hardcover blue Book 400	Piece	1	
124	Hardcover blue Book 500	Piece	1	
125	Highlighter in packet of 6	Packet	1	
126	Hole punch, 2 hole - DP 520	Piece	1	
127	Hole Puncher Heavy duty	Piece	1	
128	Hole Puncher Medium - DP 720	Piece	1	
129	Hole Puncher Small - DP 600	Piece	1	
130	Laptop Bag - back type	Piece	1	
131	Laptop Bag - Hand type	Piece	1	
132	Magnetic Aluminum Whiteboard 900 x 600mm	Piece	1	

133	Magnetic board pins	Box/Packet	1	
134	Manila Folder A4	Piece	1	
135	Notebook, A5, Spiral bound	Piece	1	
136	Notebook, Ruled, A4	Piece	1	
137	Notebook, Ruled, A5	Piece	1	
138	Notebook, Spiral, 8" x 5"	Piece	1	
139	Paper, Printer/Copier, A4	Piece	1	
140	Paper, Printer/Copier, A4, Coloured	Piece	1	
141	Pen Bic, Box of 50	Box	1	
142	Pen, Highlighter, Assorted colours, 12pce	Piece	1	
143	Pencil - ordinary in box of 12	Box	1	
144	Pencil Eraser	Box	1	
145	Pencil SBT HB P-1700	Dozen	1	
146	Colored Pencil	Packet	1	
147	Permanent Marker - Black / Blue/ Red/ Green	Dozen	1	
148	Plastic Pocket, A4 Document Protector, Pack of 100	Packet	1	
149	Post it Pad Assorted Colour- 1.5 x 2	Packet	1	
150	Post it Pad Assorted Colour- 3 x 3	Packet	1	
151	Post it Pad Assorted Colour- 3 x 5	Packet	1	
152	Rechargeable torch	Piece	1	
153	RINGBINDERS A4 2D ring, 25mm polypropylene ring binders.	Piece	1	
154	Rubber Band size 3 x 127mm	Packet	1	
155	Rubber Band size 3 x 152mm	Packet	1	
156	Rubber Band size 3 x 76mm	Packet	1	
157	Rubber Band size 6 x 152mm	Packet	1	
158	Rubber Band size 6 x 89mm	Packet	1	
159	Ruler 30cm Plastic Clear	Piece	1	
160	Ruler 30cm Plastic Coloured	Piece	1	
161	Scissors, Paper, Large	Piece	1	
162	Scissors, Paper, Medium	Piece	1	
163	Sharpener	Piece	1	
164	Sharpener with covers pack of 10 pcs	Packet	1	
165	Signature book	Piece	1	
166	Spiral Bound Ruled Writing Pads - A4	Dozen	1	
167	Spiral Bound Ruled Writing Pads A5	Dozen	1	
168	Spring file	Piece	1	
169	Spring file - paper type - spiral	Piece	1	
170	Spring file - plastic type	Piece	1	
171	Stamp Ink Blue	Packet	1	

172	Stamp pad	Piece	1	
173	Standard plastic file - colored back and clear side	Piece	1	
174	Staple pins heavy duty (no.6613x1)	Packet	1	
175	Staple pins heavy duty 913x7mm	Packet	1	
176	Staple Remover	piece	1	
177	Stapler, 23/17	Piece	1	
178	Stapler, Heavy duty	Piece	1	
179	Stapler, Medium	Piece	1	
180	Stapler, Small	Piece	1	
181	Staples 26/6mm 1000s	Box of 1000	1	
182	Staples No.23/10 1000pce	Box of 1000	1	
183	Staples No.23/13 1000pce	Box of 1000	1	
184	Staples No.23/6 1000pce	Box of 1000	1	
185	Staples No.23/8 1000pce	Box of 1000	1	
186	Staples, 24/6, 1000pce	Box of 1000	1	
187	USB Stick, 2GB	Piece	1	
188	USB Stick, 4GB	Piece	1	
189	USB Stick, 8GB	Piece	1	
190	White board marker Black / Blue/ Red/ Green	Dozen	1	
191	White board 120 x 90	Piece	1	
192	White board 120 x 180	Piece	1	
193	White board 90 x 60	Piece	1	
194	AAA Batteries	Pair	1	
195	AA Batteries 4pcs in pkt	Pair	1	
196	9Volt battery	Pc	1	
197	A4 Laminating Pouch	Pkt	1	
198	File divider from 1 to 31	Pkt	1	
199	Facial Tissue Paper Mabrooq	Pkt	1	
200	Wireless Mouse Logitech	Piece	1	
201	Mouse Pad durable type	Piece	1	
202	USB TYPE docking station adapter	Piece	1	
203	HDMI Cable 1 meter	Piece	1	
204	HDMI Cable 3 meter	Piece	1	
205	Fast Charge Charger with USB-C cable	Piece	1	
206	Micro USB Data Charger	Piece	1	
207	Computer Cleaner / Computer Duster Super Powerful Electronic Dust Blower	Piece	1	
208	Transcend 1 TB StoreJet M3 USB 3.0 Portable Hard Drive SSD	Piece	1	

209	Best Printers Printhead Cleaning Kit - HP, Epson, Canon, Brother & Lexmark - Large High Efficiency 20ml Premium Syringe - 100ml Certified	Piece	1	
210	USB type docking station adapter	Piece	1	
211	A4 Certificate paper with gold lining	Pkt	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

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

Period	Quotation Validity	Warrantee information	Guarantee information
Six months			
1 year			
2 years			
3 years			

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.