



**Islamic Relief
Worldwide**

Faith inspired action

REQUEST FOR QUOTATION (RFQ) – PRINTING (RFQ/05/02-25)

Location: JUBA 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.

UOM	ITEMS DESCRIPTION	UOM	UNIT PRICES	TOTAL PRICES
PCS	PRINTING OF POLO T- SHIRTS COLORS =WHITE SIZES=XXL=10, XL=20, L=15, M=10 PRINTING TYPE= SCREEN IR LOGO (SMS BEHIND)	55		
PCS	PRINTING OF BANNERS(2X1)	8		
PCS	PRINTING OF APRONS	16		
PCS	PRINTING OF STICKERS SIZES=XL=A3	40		
	GRANT TOTAL			

REQUIREMENTS

SCORE CRITERIA SHEET REQUEST FOR QUOTATION FOR PRINTING PAPERS		
	Total	80
1	Mandatory Criteria (Fail will not be considered for next stage)	20

	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
2 (a)	Value of Similar Work Experience in last 3 years (Contract/LPO)	40
	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
2 (b)	Bank Statement (Certified statements)	20
	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 RFQ.	20
3	Quoted Price	20
	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 FRIDAY **30th May 2025 9.00am (Local time)**