



**Islamic Relief**  
Worldwide

Faith inspired action

**REQUEST FOR QUOTATION (RFQ) – SUPPLY AND DELIVERY VET START-UP KITS IN TONJ NORTH OFFICE.**

**INCOTERMS DAP: TONJ NORTH 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.

S/N	Names of the drugs	Quantity	Units	Carton	Unit Price \$	Total Prices \$
1	Oxytetracycline LA Injection 20%	240	100ml	3 Carton		
2	Oral Albendazole solution 10%	120	1liter Small Jercan	2 Car		
3	Albendazole Tabs	100	Tabs	Pcs		
4	Ivermectin 1%	240	100ml	3 Carton		
5	Strepto penicillin 20%	160	100ml	2 Carton		
6	Tylosine LA 20%	160	100ml	2 Carton		
7	Sulphadimidine injection	160	100ml	2 Carton		
8	Ethidium	40	Tabs	Pcs		
9	Amprolium Powder	120	Sachet	Sachet		

10	Poultry Dust Powder	50	Bottle 200gms	Pcs		
11	Acaricide spray (Cypermethrin)	50	Bottle 100ml	Pcs		
12	Eye Ointment (Optic Clox)	100	Tube	Pcs		
13	Healing Oil	96	Bottle 100ml	4 Carton		
14	Oxytetracycline (Wound spray)	60	Tin	Pcs		
15	Dexamethasone Injection	160	100ml	2 Carton		
16	Multivitamin Injection	80	100ml	1 Carton		
17	Intramammary suspension	80	Tube	Pcs		
18	Meloxicam (NSAID)	80	100ml	1 carton		
19	Deminazine aceturate	120	Sachet	Pcs		
Grand Total in USD.						

## **REQUIRMENTS**

<b>SCORE SHEET FOR SUPPLY AND DELIVERY OF VET START-UP KITS IN TONJ NORTH WARRAP OFFICE.</b>		
	<b>Total</b>	100
<b>A</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	Pass/Fail
	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 the director.	Pass/ Fail
	Memorandum of Understanding (MOU)	Pass/ Fail
	South Sudan membership certificate (Chamber of Commerce)	Pass/ Fail
<b>Pass Mark</b>		
<b>NOTE:</b>	<b>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>	<b>TECHNICAL ANALYSIS</b>	100
<b>1</b>	<b>Value of Similar Work Experience in last 3 years</b> (Contract/Completion Certificates)	
	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)	10
	Three (3) similar past work experience (Contract/Completion Certificates)	10
	Four (4) similar past work experience (Contract/Completion Certificates)	10
2	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	20
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 personnel) (Degrees- 10, HNDs – 6, Diplomas – 4)	10
6	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	10
7	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>	100
1	No Certified Bank statement.	0
	Certified Bank statement of last three months (1 <sup>st</sup> July 2025 to 31 <sup>st</sup> september 2025 )	50
	with closing balance to sufficiently cover for the value of the tender.	
<b>2</b>	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	

## 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.

All RFQs must be submitted **before Monday, 3<sup>rd</sup> November 2025 at 10:00 AM (local time)**.

Interested bidders are required to strictly follow the specified criteria and **submit all documents online** to the following email address: [Tendering.IRSS@islamic-relief.com.ss](mailto:Tendering.IRSS@islamic-relief.com.ss) with the subject of the email as **REQUEST FOR QUOTATION (RFQ) – FOR SUPPLY AND DELIVERY OF VET START UP KITS**

Late submissions or failure to adhere to the submission requirements will result in disqualification.

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)

### **Instructions to Interested Bidders**

- No hardcopy submissions will be accepted.
- All tenders should be submitted via email to the above-mentioned email & subject of email.
- The size of the email should not exceed 25MB
- Interested suppliers should send the documents in PDF format that is not password protected.
- Any links sent or password protected documents will not be considered.
- Suppliers are encouraged to send documents as one batch in one email.