



## **TENDER FOR FRAMEWORK OF AGREEMENT FOR HOTEL SERVICES (ACCOMMODATION, MEALS AND CONFERENCE HALLS) (IRSS- FWA-03/24)**

### **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.**

Item #	Qty	Unit	Item Description	Unit Cost (USD)	Total Cost (USD)
1	1	Per person	Hotel Lodging - standard single bed only		
2	1	Per person	Hotel Lodging - standard single bed & breakfast only		
3	1	Per person	Hotel Lodging - standard single bed half board only		
4	1	Per person	Hotel Lodging - standard single bed full board only.		
5	1	Hall	Conference hall with projector, speaker and internet 1-50 participants		
6	1	Hall	Conference hall with projector, speaker and internet 51-100 participants		
7	1	Hall	Conference hall with projector, speaker and internet 101 and above participants		
8	1	Per person	Refreshment Soda 500ML		
9	1	Per person	Refreshment water 500ML		
10	1	Per person	Buffet meal with refreshment		
11	1	Per person	Tea with Snack		
12	1	Per person	Snack only		

### Description of items

All tenders are required to be submitted before **TUESDAY 12<sup>th</sup> December 2023 4.00 pm (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](mailto: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	Warranty 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.