



Date ~~24<sup>th</sup> Sept~~<sup>24<sup>th</sup> Oct</sup> 2025.

Dear Sir/madam,

**TENDER GUIDELINES FOR UPGRADING THREE (3) HAND PUMPS TO SOLAR POWERED WATER YARDS IN TONJ NORTH COUNTY IRSS-WP-10/11-25**

**TENDER GUIDELINE FOR DRILLING OF 3 HAND PUMPS BOREHOLES IN WAU AND WARRAP STATE TONJ NORTH IRSS-WP/WAU-05/09-25**

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

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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**

**All tenders must be submitted before Thursday, 06 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 TENDER UPGRADING THREE (3) HAND PUMPS TO SOLAR POWERED WATER YARDS IN TONJ NORTH COUNTY IRSS-WP-10/11-25**  
**Closing date for receipt of quotations/proposals — ~~Tues/Wednesday 24<sup>th</sup> Sept 2025 10:00am (Local time)~~**

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**Contacts**

Please address any queries to [IRSS-Tender@islamic-relief.com.ss](mailto:IRSS-Tender@islamic-relief.com.ss) [procurement.IRSS@islamic-relief.com.ss](mailto:procurement.IRSS@islamic-relief.com.ss)

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Kind regards \_\_\_\_\_

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IRSS Procurement



**Islamic Relief  
Worldwide**

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United Kingdom

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Registered Charity No. 328158 Company No. 2365572

#### **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 the contract. The department will endeavor to answer written inquiries 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 the 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 interest 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:

- a) Where they are submitted by an individual, by that individual.
- b) Where they are submitted by a partnership, by two duly authorized partners.
- c) 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. All tenders must be submitted before Thursday, 06 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 **TENDER UPGRADING THREE (3) HAND PUMPS TO SOLAR POWERED WATER YARDS IN TONJ NORTH COUNTY IRSS-WP-10/11-25**

~~The quotation document must be sent in (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 Wednesday 24<sup>th</sup> Sept 2025 10.00am (Local time) Tuesday 23<sup>rd</sup> Sept 2025 10.00am (Local time)~~

16. 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.

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:

(i) To offer, promise or give any person a financial or other advantage;

(ii) 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

1. The proposal of the quotation provider must meet the required quality standards as detailed in this documentation.

#### ~~SCORE SHEET FOR DRILLING OF 3 HAND PUMPS BOREHOLES IN WARRAP AND WAU IRSS WP/WAU-02/09-25~~

<b>Total</b>		<b>100</b>
<b>A1</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	<b>20</b>
<u>1</u>	<u>Certification of Incorporation</u>	<u>Pass/Fail4</u>
<u>2</u>	<u>Tax Clearance Certificate. Must be valid and updated.</u>	<u>Pass/fail4</u>
<u>3</u>	<u>Operation License Must be valid and updated.</u>	<u>Pass/fail4</u>
<u>4</u>	<u>Copy of Directors ID and MOU of the company</u>	<u>Pass/fail4</u>
<u>5</u>	<u>MOU of the company</u>	<u>Pass/fail</u>
<u>6</u>	<u>South Sudan membership certificate (Chamber of Commerce)</u>	<u>Pass/fail4</u>
<u>NOTE:</u>	<u>Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation</u>	
<b>2 (a) B:</b>	<b>Value of Similar Work Experience in last 3 years (Contract/Completion Certificates) TECHNICAL ANALYSIS</b>	<b>40/100</b>
<u>1</u>	<u>Value of Similar Work Experience in last 3 years (Contract/Completion Certificates)</u>	
	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
<u>2:</u>	<u>Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms.</u>	<u>10</u>

3. Number of Years in Operation at least 5 years. (1-yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&above-10).

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4 List of Key Personnel (Degrees- 10, HNDs -6, Diplomas -4)

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5. Tender Envelopes Sealed, clearly marked with tender name and reference number company details & stamped

10

6. List of Referees with their contact details (Name, telephone number, official email, location, and Organization)

10

7. Serializing the tender documents

10

Pass mark 75-80%

N/B: Bids who will not score 705% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation

NOTE:

2 (b)C: FINANCIAL ANALYSIS

1. Bank Statement (Certified statements)

40

No Certified Bank statement.

0

Certified Bank statement of last three months (31<sup>st</sup> Jan -1<sup>st</sup> June 2025 to 31<sup>st</sup> Aug 2025)

with closing balance to sufficiently cover for the value of the tender.

420

Within Budget

2. No within Budget

30

3. Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.

30

Pass mark 75%:

Bids who will not score 75% and above in the financial analysis will automatically be disqualified and shall not be considered for further evaluation

NOTE:

3 Quoted Price

20

Within Budget

20

No within Budget

0

**TENDER UPGRADING THREE (3) HAND PUMPS TO SOLAR POWERED WATER YARDS IN TONJ NORTH COUN**  
**IRSS-WP-10/11-25.**

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Total

1

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A Mandatory Criteria (Fail will not be considered for next stage)

Pass/Fail

Certification of Incorporation

Pass/ Fail

Tax Clearance Certificate. Must be valid and updated.

Pass/ Fail

	<a href="#">Operation License - Must be valid and updated.</a>	<a href="#">Pass/ Fail</a>
	<a href="#">ID/Passport copy of the director.</a>	<a href="#">Pass/ Fail</a>
	<a href="#">Memorandum of Understanding (MOU)</a>	<a href="#">Pass/ Fail</a>
	<a href="#">South Sudan membership certificate (Chamber of Commerce)</a>	<a href="#">Pass/ Fail</a>
<a href="#">Pass Mark</a>		
<a href="#">NOTE:</a>	<a href="#">Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation</a>	
<a href="#">B</a>	<a href="#">TECHNICAL ANALYSIS</a>	<a href="#">100</a>
<a href="#">1</a>	<a href="#">Value of Similar Work Experience in last 3 years (Contract/Completion Certificates)</a>	
	<a href="#">No similar past work experience (Contract/Completion Certificates)</a>	<a href="#">0</a>
	<a href="#">One (1) similar past work experience (Contract/Completion Certificates)</a>	<a href="#">10</a>
	<a href="#">Two (2) similar past work experience (Contract/Completion Certificates)</a>	<a href="#">10</a>
	<a href="#">Three (3) similar past work experience (Contract/Completion Certificates)</a>	<a href="#">10</a>
	<a href="#">Four (4) similar past work experience (Contract/Completion Certificates)</a>	<a href="#">10</a>
<a href="#">2.</a>	<a href="#">Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.</a>	<a href="#">10</a>
<a href="#">3.</a>	<a href="#">Number of Years in Operation at least 5 years. (1 yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&amp;above-10).</a>	<a href="#">10</a>
<a href="#">4.</a>	<a href="#">List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)</a>	<a href="#">10</a>
<a href="#">5</a>	<a href="#">List of Equipment's to be used executing drilling (Trucks/Rigs)</a>	<a href="#">10</a>
<a href="#">6.</a>	<a href="#">List of Referees with their contact details (Name, telephone number, official email, location, and Organization)</a>	<a href="#">10</a>
<a href="#">7.</a>	<a href="#">Serializing the tender documents ( All pages must have numbers)</a>	<a href="#">10</a>
	<a href="#">Pass mark -70%</a>	
	<a href="#">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</a>	
<a href="#">C</a>	<a href="#">c). FINANCIAL ANALYSIS</a>	<a href="#">100</a>
<a href="#">1.</a>	<a href="#">No Certified Bank statement.</a>	<a href="#">0</a>
	<a href="#">Certified Bank statement of last three months (1<sup>st</sup> July 2025 to 31<sup>st</sup> Sept 2025 )</a>	<a href="#">50</a>

	<a href="#">with closing balance to sufficiently cover for the value of the tender.</a>	
<a href="#">2.</a>	<a href="#">Within Budget</a>	<a href="#">30</a>
	<a href="#">No within Budget</a>	<a href="#">0</a>
<a href="#">3.</a>	<a href="#">Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.</a>	<a href="#">20</a>
	<a href="#">Pass mark 70%.</a>	
	<a href="#">N/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</a>	

2. The proposal of the quotation provider will be assessed using weighted evaluation criteria of which is subject to change at any time but the following criteria used in previous similar tenders maybe useful:

**Please ensure documentation trail below is followed the below sequence;**

#### **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.