



**Islamic Relief  
Worldwide**

### **TERMS OF REFERENCE (TOR)**

**Prepared for:** Procurement of Emergency Food Packs.

**Project Name:** Flood Emergency Response in Tonj East, Warrap State South Sudan

**Project code:** SS020\_000033\_036

**Activities:** Distribution of Emergency food packs for beneficiaries

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 flood, drought and Conflict establishing three sub offices in Narus(Kapoeta East), Wau, Warrap. A satellite office in Yei and Main office in Juba.

IR through flood emergency Response project in Tonj East is responding to priority needs of the population affected by flood in Tonj East County of Warrap. The project is expected to contribute to improving the lives of the vulnerable population affected by flood, to be achieved through improving house hold food security of the targeted population. Therefore, each targeted house hold is expected to receive the below entitlement in two cycles. The first distribution in the second week of March and the second distribution in the beginning (1<sup>st</sup> week) of April.

### **LIST OF THE EMERGENCY FOOD PACKS.**

<b>S/No</b>	<b>Item description</b>	<b>Quantity</b>	<b>Unit</b>	<b>Cycles</b>	<b>Total Pack</b>
1	Rice(20kg) per household	1000HH	Bag	2	2000
2	Lentils(9kg) per household	1000HH	Bag	2	2000
3	Vegetable Oil(3Litres) per household	1000HH	litre	2	2000
4	Iodized Salt(0.5kg) per household	1000HH	Packet	2	2000

**NB: Each cycle is 1000 packs including all the four mentioned items with the ration size given per HH**

### **Geographical Location**

Therefore the supplier is expected to deliver the items to two distribution Points in Tonj East Namely; Ngapagok and Wunlith during the respective distribution days.

<b>S/No</b>	<b>Distribution Point</b>	<b>Estimated Distance in Km from Romich</b>
1	Ngabagok	23Km
2	Wunlith	17KM



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## **REQUIREMENTS NEEDED FOR BIDDING**

**The Supplier is required to provide the following:**

- i. Proven capacity and experience on similar supplies in South Sudan.
- ii. Recent bank statement of proven financial capacity
- iii. Certificate of business registration from the government.
- iv. Second party will be responsible for any damage incurred during this process.
- v. Appropriate timelines to perform the assignment
- vi. Financial proposal indicating the cost rates and other charges applicable.
- vii. Availability to perform the assignment at the earliest possible time.
- viii. The above descriptions shall be strictly taken.

## **Mandatory Documents**

**The consultant/contractor shall submit the proposal with the following documents:-**

- i. Company's profile
- ii. Company's technical capacity
- iii. Certificate of incorporation
- iv. PIN
- v. Recommendation from partners
- vi. Tax Clearance
- vii. Trade license
- viii. Bank statement

## **Language of the Bid**

The bid, all correspondence & documents relating to the bid shall be in English language.

## **Cost of Bidding**

The bidder/s shall bear all costs associated with preparation and submission of its bid. IRSS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

## **Amendment of Bidding Document**

At any time prior to the deadline for submission of bids IRSS may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing or by email or letter to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders



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responsive time in which to take the amendment into account in preparing their bids, IRSS may, at the discretion, extend the deadline for the submission of the bids.

### **Bid Currencies**

The bids prices shall be quoted in US Dollar (USD).

### **Bids Prices**

- Prices quoted by the bidder shall be fixed for a period of four months i.e. during evaluation, award and implementation.

### **Award Criteria**

The contract shall be awarded to the most economically advantageous bidder that meets quality, specification, delivery, price and good terms of payment.

IRSS is not bound to accept the highest, lowest or any other tender or bid, and is not bound to give any reasons thereof.

IRSS's right to vary quantities at the time of the award

IRSS reserves the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification.

IRSS's right to accept any bid and reject any or all bids

IRSS reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

<b>Tender Schedule</b>	
<b>Task</b>	<b>Date</b>
Advertising of Tender	21 <sup>st</sup> Feb 2020
Closing of Tender	28 <sup>th</sup> Feb 2020
Opening of Tender	2 <sup>nd</sup> March 2020
Evaluation	2 <sup>nd</sup> March 2020
Award	3 <sup>rd</sup> March 2020