



Hope and Resilience Initiative

"Harnessing Hope to Build Sustainable Future"

REQUEST FOR PPOPOSAL (RFP)

Supply, Installation, Training and Configure user of E-procurement System

RFP reference no	HRI/RFP/2026/002	Date of Issue	31/09/2026
Procuring organization	Hope and Resilience initiative	Quotation currency	USD
Delivery location	Former GPOC Office, Juba Town, Office No: 25	Quotation validity	07 days
Submission Deadline	08 Sept 2026 at 5:00 PM (CAT)	Submission Method	Email or hand delivery

1. BACKGROUND

Hope and Resilience Initiative (HRI) is a national, non-profit, non-partisan and non-governmental organization established in 2023 and fully registered with the South Sudan Relief and Rehabilitation Commission (SSRRC) in accordance with the NGOs Act, 2016 (Chapter 3, Section 10), Registration Certificate No. 6089.

HRI works to build the resilience of communities in South Sudan by promoting economic opportunities, empowering women and youth, and strengthening local peacebuilding and social cohesion through inclusive, community-driven programmes. HRI's work includes health, WASH, nutrition, livelihoods, peacebuilding, social cohesion, gender equality and social inclusion. The organization works across both urban and rural locations, recognizing that vulnerability in South Sudan is not limited to one geography. Urban communities may face unemployment, informal settlement pressures, school dropout, youth marginalization and economic stress. Rural communities may face food insecurity, limited health services, water shortages, poor road access, climate shocks and weak market linkages. HRI's programme model therefore combines service delivery, capacity strengthening, community mobilization, referral pathways, local peace structures and economic empowerment.

HRI is also informed by a durable solutions perspective, this means that emergency assistance is not treated as an end in itself. It is linked to recovery, self-reliance, social cohesion and long-term resilience. For displaced people, returnees and host communities, durable solutions require safety, access to livelihoods, education, documentation, justice, protection, participation and peaceful coexistence. HRI's profile therefore aligns humanitarian support with development priorities and peacebuilding approaches so that short-term support becomes a pathway to local ownership and sustainable recovery.

Gender equality is a visible part of HRI's organizational orientation, the original profile emphasizes that the Board of Directors is headed by a woman to strengthen gender equality in decision-making and gender-sensitive leadership. This leadership commitment is important because programmes that seek to empower women and girls must also demonstrate inclusion in organizational governance, staffing, community engagement and accountability systems. HRI's profile therefore places gender equality, youth participation and disability inclusion at



Hope and Resilience Initiative

"Harnessing Hope to Build Sustainable Future"

the centre of its institutional approach, HRI therefore invites eligible, competent and experienced companies/suppliers to submit competitive quotations for the Supply, Installation, Training and Configure user of E-procurement System.

2. VISION

HRI envisions a peaceful and resilient society where humanitarian action, development practice and peacebuilding initiatives are implemented inclusively, without exclusion, discrimination or marginalization. This vision is grounded in the belief that sustainable development and meaningful social transformation are only possible when communities participate in shaping solutions that reflect their lived realities, aspirations, dignity and agency.

3. MISSION

HRI's mission is to build the resilience of communities in South Sudan by promoting economic opportunities, empowering women and youth, strengthening local peacebuilding, supporting social cohesion and delivering inclusive, community-driven programmes. The organization is committed to amplifying community participation, unlocking local innovation and supporting a culture of creativity and practical problem-solving across multiple sectors.

4. SCOPE OF WORK / TERM OF REFERENCE

Item no	Description/ Specification	Quantity
1	Full installed and tested E-procurement system.	1
2	Installation and configure of data system - one year license.	1
3	Training of admin and user login for 3 users staff.	1
4	Training of staff for 3 days on cloud based system	1
5	Monthly technical support on need bases	1

Note: The above quantities and descriptions are provided for quotation purposes.

5. INFORMATION TO BE SUBMITTED WITH THE PROPOSAL

- Company profile and brief description of relevant experience.
- Valid certificate of registration/incorporation.
- Valid tax identification and tax clearance certificate, where applicable.
- Valid trading/operation license.
- Company ownership/contact details and physical address.
- At least two relevant references from previous or current clients.



Hope and Resilience Initiative

"Harnessing Hope to Build Sustainable Future"

- Evidence of experience in printing, branding and supply of similar materials.
- Completed and signed quotation showing unit prices, total prices, validity period and delivery lead time.
- Samples or previous work/portfolio may be requested for branded and printed materials before award.

6. MINIMUM PROPOSAL REQUIREMENTS

- The proposal must be on the company's official letterhead, dated, stamped and signed by an authorized representative.
- Prices must be quoted in United States Dollars (USD)
- The Proposal must indicate delivery lead time from the date of purchase order/contract.
- HRI may request clarification or samples from shortlisted bidders before making the final award.
- HRI reserves the right to award all items, selected items, or no items, subject to procurement requirements and available funding.

7. SUBMISSION OF PROPOSAL

Interested and eligible companies are invited to submit their proposals clearly indicating [RFP Reference No. HRI/RFP/2026/002 Supply, Installation, training and configure user of E-procurement system](#) through the following emails:

Email submission: hri.logandprocurement.org@gmail.com, **Copy:** hri.financedepartment@gmail.com, finance@hri-ss.org

Hand delivery: Hope and Resilience Initiative (HRI), Former GPOC Building, 3rd Floor, Office No. 25, Juba Town, Central Equatoria State, South Sudan.

For inquire, Kindly, contact HRI via above emails or via +211922221044/+211922224748

Submission deadline: 07 Sept 2026 at 5:00 PM (CAT). Late quotations may not be considered.

8. EVALUATION AND AWARD

Proposal will be reviewed on rolled based and on compliance with the RFP requirements, technical suitability/quality, relevant experience, delivery capacity and competitiveness of price.

HRI may contact references and request clarification or supporting information during the evaluation process. Issuance of this RFP does not constitute a commitment by HRI to award a contract. HRI reserves the right to accept or reject any proposal, in whole or in part, without being obliged to provide reasons.



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