



**Islamic Relief**  
Worldwide

Faith inspired action

**REQUEST FOR QUOTATION (RFQ) – GBV CASE MANAGEMENT, MATERIAL SUPPORT TO SURVIVORS AND SKILL BUILDING FOR ALL SAFE SPACES IN WAU AND WARRAP.**

**INCOTERMS DAP: TONJ NORTH AND WAU 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/NO	ITEMS DESCRIPTION	UOM	QUANTITY	PRICE
1	Laundry Soap bar (600gm) Mukwano Type	Boxes	6	
2	Bathing Soap(250gm) Dettol type	Boxes	4	
3	Female underwear with (free large size) Cotton	Dozens	10	
4	Free wear adult dress with scarf Jellabiya)	Pieces	40	
5	Round portable solar lamp	Pieces	20	
6	Ladies' lotion (family care)	Carton	2	
7	Powdered soap Fasclean	Box big size	4	
8	Sandals (aero soft flat) type	Pair	50	
9	Rem of papers (Double A) for case forms	Box	2	

10	Kitenge cloth cotton type 6 m	Piece	10	
11	Tooth paste and brush (Colgate type)	Box	2	
12	Bedsheets (long roll, purple, orange, yellow, blue shouting colour polyesters.	roll	26	
13	Suspension file for GBV case in a box	box	2	
14	Bread baking wheat flour for skill building 50kg Bag (Azam type)	Bag	10	
15	White sugar 25 kg for PSS sessions	bag	4	
16	Coffee 25 kg for PSS session	bag	1	
17	Tea leaves (Modern Tea) 20 kg for PSS session	Kg	20	
18	Standard rings (Plastic) netting bedsheets	Dozens	10	
	GRAND TOTAL.			

## **REQUIRMENTS**

<b>SCORE SHEET FOR GBV case management, material support to Survivors and skill building for all safe spaces in Wau and Warrap.</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>	<b>100</b>
<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
<b>2</b>	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	20
<b>3</b>	Number of Years in Operation at least 5 years. (1 yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&above-10}.	10
<b>4</b>	List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)	10
<b>6</b>	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	10
<b>7</b>	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>	<b>100</b>
<b>1</b>	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) – GBV CASE MANAGEMENT, MATERIAL SUPPORT TO SURVIVORS AND SKILL BUILDING FOR ALL SAFE SPACES IN WAU AND WARRAP.**

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.