



REQUEST FOR SUPPLY AND PRINTING OF QURBANI VISIBILITIES RFQ (JUBA)

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 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

1. Background

Issuance Date	15 th May 2026
Closing Date	20 th May 2026 – 10am CAT
Activity Title	Visibility materials for qurbani
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this RFQ must be priced on a fixed-price basis in accordance with the specifications provided in Annex 2 – Detailed Technical Specifications.
Evaluation Criteria	The award will be given to the offeror that meets the minimum criteria and technical specificity for an acceptable award at the lowest reasonable cost or price.
Award Type	Purchase order
Submission Deadline	Quotations must be received No-Later-Than 20th May 2026 – 10am CAT

Submission Email Address	All quotes are required to be submitted in softcopy pursuant to the attached guidelines for submitting a quotation and be returned to; Tendering.IRSS@islamic-relief.com.ss with the subject of the email as REQUEST FOR QUOTATION(RFQ) -SUPPLY AND PRINTING OF VISIBILITIES MATERIALS FOR QURBANI 2026.
Hardcopies of Bids	Bids submitted via hardcopy are NOT acceptable

For any issues relating to the tender or its contents please email directly to; Procurement.IRSS@islamic-relief.com.ss

Complaints

Please write us If you see any violation of rights or any incident of corruption,
Please contact us at +211 92 44 81 467 or Email: Complaints@irworldwide.org

LOCATIONS

Visibility material Juba FJ-05/2026

NOTE IN ANY EVENT THE COMPANY DO NOT HAVE PRESENCE IN THE TABLE ABOVE PLEASE DO NOT APPLY.

2. ITEM DESCRIPTION.

S/N	ITEMS	UOM	QTY	Unit Price in USD	Total Price in USD
1-	Branded Polo -T-Shirt Color =Blue Sizes= XXL=35 XL=10, XXXL=5 (Branded with IR Logo & Qurbani message)	pcs	50		
2-	Banners Land scape 3 by 5 (Branded with IR Logo & Qurbani message)	pcs	16		
3-	Branded Aprons Color =White (Branded with IR Logo & Qurbani message)	pcs	15		
4-	Caps (Branded with IR Logo & Qurbani message)	pcs	30		
5-	Gumboots Not branded	pcs	10		
6-	Pull-Up banner (Branded with IR Logo & Qurbani message)	pc	1		

No.	Description	Response
1	Grand Total Price in USD	
2	Delivery time scales (in days)	
3	Quotation Validity	

Selection criteria

SCORE CRITERIA SHEET FOR VISIBILITY ITEMS		
1	Mandatory Criteria (Fail will not be considered for next stage)	
	Certification of Incorporation. Must be valid and updated.	Pass/Fail
	Tax Clearance Certificate. Must be valid and updated.	Pass/Fail
	Operation License - Must be valid and updated.	Pass/Fail
	ID Copy of Directors and Copy of MOU. MOU Should be valid and updated.	Pass/Fail
	South Sudan membership certificate (Chamber of Commerce) Must be valid and updated.	Pass/Fail
2 (a)	Value of Similar Work Experience in last 3 years (Contract/LPO)	40
	No similar past work experience (Contract/LPO)	0
	One (1) similar past work experience (Contract/LPO)	10
2 (b)	Bank Statement (Certified statements)	20
	No Certified Bank statement.	0
	Stamped & Signed Certified Bank statement of last three months ending April 2026 with closing balance to sufficiently cover for the value of the RFQ.	20

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

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.
bribery.

Note! IRW-SS All RFQs must be submitted before 20th May 2026 interested bidders are required to strictly follow the criteria and submit all documents online to the following email address: Tendering.IRSS@islamic-relief.com.ss with the subject of the email as **REQUEST FOR QUOTATION (RFQ) -SUPPLY AND PRINTING OF VISIBILITIES MATERIALS FOR QURBANI 2026.**

Late submission or failure to adhere to the submission requirements will result in disqualification.