



Islamic Relief
Worldwide

Faith inspired action

REQUEST FOR QUOTATION (RFQ) – (GBV CASE MANAGEMENT. SKILL BUILDING AND GBV MATERIALS SUPPORT BREAK DOWN FOR WAU AND WARRAP)

Location: WAU AND WARRAP 50/50

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	UNIT PRICE	TOTAL PRICES
1	Laundry Soap bar (600gm)	Boxes	6		
2	Bathing Soap(250gm)	Boxes	4		
3	Female underwear with (free large size)	Dozens	10		
4	Free wear adult dress with scarf Jellabiya)	Pieces	40		
5	Round solar light	Pieces	20		
6	Ladies lotion (family care)	Carton	2		
7	Powdered soap 10 kgs	Kg	4		
8	Sandles (arason flat type	Pair	50		
9	Rem of papers for case forms	Box	2		
10	Katenge cloth cotton type 6 m	Piece	10		
11	Tooth past and brush	Box	2		

12	Bed sheets (long roll , purple, orange, yellow, blue shouting color	roll	26		
13	Suspension file for GBV case in a box	box	2		
14	Bread wheat flour for skill building	Bag	10		
15	White sugar 25 kg	bag	4		
16	Coffee 25 kg	bag	1		
17	Tea leaf 20 kg	Kg	20		
18	Standard rings netting bedsheets	Dozens	10		
	GRAND TOTAL				

REQUIREMENTS

SCORE CRITERIA SUPPLY AND DELIVERY OF MATERIAL TO SUPPORT SURVIVORS		
	Total	100
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
	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
Pass Mark		
NOTE:	Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation	
B	TECHNICAL ANALYSIS	100
1	Value of Similar Work Experience in last 3 years (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
2	Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.	20
3	Number of Years in Operation at least 5 years. (1 yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&above-10}.	20
6	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	20
	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	
C	c). FINANCIAL ANALYSIS	100
1	No Certified Bank statement.	0
	Certified Bank statement of last three months (1 st Jan 2026 to 28 st Feb 2026)	50
	with closing balance to sufficiently cover for the value of the tender.	
2	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%.	
	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	

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, 23rd March 2026 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 **with the subject of the email as REQUEST FOR QUOTATION (RFQ) – (GBV CASE MANAGEMENT. SKILL BUILDING AND GBV MATERIALS SUPPORT BREAK DOWN FOR 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

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.