



Islamic Relief
Worldwide

Faith inspired action

REQUEST FOR QUOTATION (RFQ) – SUPPLY AND DELIVERY OF NUTRITION NFIS

INCOTERMS DAP: 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/N	Particulars	QTY	Unit cost (USD)	Unit price	Total (USD)
1	Soap for Hand Washing in Cartons 600gms	100	Cartoon		
2	Mosquito nets	1000	Pcs		
	Grand Totals				

REQUIREMENTS

SCORE CRITERIA SUPPLY AND DELIVERY OF NUTRITION NFIS		
	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).	10
4	List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)	10
6	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	10
7	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	
C	c). FINANCIAL ANALYSIS	100
1	No Certified Bank statement.	0
	Certified Bank statement of last three months (1 st July 2025 to 31 st september 2025)	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, 3rd 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 with the subject of the email as **REQUEST FOR QUOTATION (RFQ) – SUPPLY AND DELIVERY OF NUTRITION NFIS TO WAU.**

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.