

HOPE RESTORATION SOUTH SUDAN (HRSS)

Munuki Block C, Plot No. 349, Juba, Central Equatoria State, Republic of South Sudan

INVITATION TO TENDER

SUPPLY, DELIVERY AND DISTRIBUTION SUPPORT OF 500 DIGNITY KITS — BOR SOUTH COUNTY, JONGLEI STATE

Tender Reference	HRSS/RWVL/JON/2026/ITT-02
Contracting Authority	Hope Restoration South Sudan (HRSS), Munuki Block C, Plot No. 349, Juba
Procurement Method	Open / restricted competitive tender, sealed bids
Delivery Location	Bor South County, Jonglei State, Republic of South Sudan (DDP)
Date of Issue	20 th /08/2026
Submission Deadline	06 th /09/2026
Bid Opening	07 th /09 2026 HRSS Head Office, Munuki Block C, Plot No. 349, Juba
Validity, Currency, Language	90 calendar days from the submission deadline United States Dollars (USD) English

1. Invitation and Scope

Hope Restoration South Sudan (HRSS) invites sealed tenders from eligible, registered and experienced suppliers for the supply, delivery and distribution support of 500 complete dignity kits for displaced women of reproductive age and adolescent girls in Bor South County, Jonglei State. HRSS is implementing a six-month emergency protection and hygiene response in Bor South County under the RWVL Rapid Response project.

The successful bidder will source or manufacture, assemble, package, deliver and support the distribution of 500 complete dignity kits, each containing bath soap, washing detergent, re-usable sanitary pads, underwear, wrappers and a storage/ Kit bag. Delivery is on a Delivered Duty Paid (DDP) basis to the HRSS reception point in Bor South County.

Bidders must quote for the complete lot; partial bids covering only some kit components will not be considered.

Lot	Description	Unit	Quantity	Delivery
Lot 1	Supply, assembly, delivery and distribution support of complete dignity kits as specified in ToR-02	Kit	500	DDP Bor South

2. Eligibility

Failure to meet any of the following results in the tender being declared non-responsive at the administrative compliance stage. Bidders must be legally registered business entities in the Republic of South Sudan (certificate of incorporation or business registration), hold a trading or operating licence, a Tax Identification Number and current tax clearance from the National Revenue Authority, and Chamber of Commerce membership where applicable. In addition, bidders must demonstrate:

- Relevant experience supplying dignity kits, non-food items or similar humanitarian commodities
- Financial capacity to pre-finance the contract
- Capacity to deliver to Bor South County, evidenced by a statement of logistics capacity, fleet or subcontracting arrangement.
- No conflict of interest with HRSS no listing on any sanctions, debarment or exclusion list, and acceptance of the HRSS Supplier Code of Conduct, PSEA Policy and Child Protection Policy all evidenced by the signed declarations at Annex C.

3. Contents of the Tender

Each tender is submitted in three separately sealed envelopes, all enclosed within one outer sealed envelope.

Administrative and legal: completed and signed Tender Submission Form (Annex A); company profile; certificate of incorporation or business registration; valid trading or operating licence; TIN certificate and tax clearance certificate; Chamber of Commerce certificate where applicable; bank details on company letterhead and bank reference letter; signed declarations (Annex C);

Technical offer: item-by-item technical response demonstrating compliance with each specification in Section 4 of the Terms of Reference, stating brand, origin, material, size and shelf life as applicable; identification of any proposed equivalent item with justification; proposed delivery schedule; logistics and transport plan including

contingency arrangements for insecurity or seasonal access constraints; assembly, packaging and quality control plan; reference contracts with contactable referees; physical samples or clearly labelled photographs of each item; and any certificates of quality, conformity or manufacture.

Financial offer: completed and signed Price Schedule (Annex B) in United States Dollars; taxes, duties and levies identified separately; transport, insurance, handling and offloading identified separately; confirmation of price validity for not less than 90 calendar days.

4. Submission Instructions

1. Tenders are prepared in English with prices in United States Dollars. Every page of the technical and financial offer is initialed by the authorised signatory; the Tender Submission Form and Price Schedule are signed in full and stamped with the company seal.
2. Each envelope is sealed and marked on the outside with the envelope the tender reference HRSS/RWVL/JON/2026/ITT-02, All are placed inside one outer sealed envelope marked with the tender reference, title, and the bidder's name and contact details.
3. Tenders are delivered by hand and deposited in the sealed tender box at the HRSS Head Office, Munuki Block C, Plot No. 349, Juba, and a receipt obtained.
4. Tenders received after 06th /09/2026 are rejected unopened and returned, regardless of the reason for lateness. A bidder may modify or withdraw its tender by signed written notice before the deadline only.
5. Each bidder may submit only one tender. Participation in more than one tender for the same lot, directly or through a related entity, causes all such tenders to be rejected. All costs of preparing and submitting a tender are borne by the bidder.
6. Clarification requests are submitted in writing to tenders@hoperestorationsouthsudan.org / logistics@hoperestorationsouthsudan.org quoting the tender reference by 06/09/2026 HRSS responds in writing and circulates the anonymized question and answer to all bidders. Verbal enquiries and responses have no effect. Any amendment is issued as a written addendum binding on all bidders. Approaching any HRSS staff member, board member or evaluation committee member outside this channel results in disqualification.

5. Bid Opening and Evaluation

Sealed tenders are opened by the HRSS Procurement Committee at the time and place stated above. Bidders or their authorised representatives may attend the opening of Envelopes A and B; Envelope C remains sealed and is open only for tenders that pass administrative and technical evaluation. Evaluation proceeds in three sequential stages and a tender that fails a stage does not proceed.

Stage 1 — Administrative compliance: assessed pass or fail against Section 2 and the Envelope A requirements. HRSS may request clarification or a missing non-material document within a stated deadline, provided this does not alter the substance of the tender or advantage any bidder.

Stage 2 — Technical evaluation: scored out of 100 as set out below. A minimum score of 70 is required to proceed to financial evaluation.

Criterion	Basis of Assessment	Marks
Compliance of offered items with the technical specifications	Item-by-item conformity; quality and appropriateness of samples	35
Relevant experience in supply of dignity kits or similar humanitarian NFIs	Number, value and relevance of reference contracts; referee feedback	20
Delivery schedule and capacity to meet the required timeframe	Realism and credibility of the proposed schedule	15
Logistics capacity to deliver to Bor South County, including contingency planning	Fleet or subcontracting arrangements; route and access contingency plan	15
Quality assurance, packaging and replacement arrangements	Robustness of the QA and packaging plan; replacement commitments	10
Financial standing and capacity to pre-finance	Bank reference; accounts; evidence of working capital	5
TOTAL		100

Stage 3 — Financial evaluation and award: Envelope is opened only for tenders scoring 70 or above. Prices are checked for arithmetical accuracy; the unit price prevails over a discrepant line total, and words prevail over figures. The contract is awarded the lowest evaluated price among technically compliant tenders, provided the price is reasonable against the market and the available budget. HRSS may instead apply a combined score of 70 per cent technical and 30 per cent financial where quality considerations are decisive; where this method is to be used it will be stated in a written addendum issued before the submission deadline. A comparative bid analysis and evaluation minutes are prepared and submitted for approval under the HRSS procurement thresholds and, where required.

6. Award, Payment, Ethics and Reservations

- All bidders are notified in writing of the outcome; unsuccessful bidders may request a written debrief. The successful bidder receives a formal contract or purchase order incorporating this Invitation to Tender, the Terms of Reference, the accepted offer and any addenda. No goods may be supplied and no cost incurred before signature, and HRSS bears no liability for costs incurred before that point. Failure to sign within [insert] days of notification may result in the award being cancelled and offered to the next-ranked bidder.
- Payment is in United States Dollars by bank transfer within [insert] days of full delivery, acceptance and receipt of a valid original invoice, signed delivery note and signed Goods Received Note. Advance payment is not normally made; where exceptionally approved it shall not exceed [insert] per cent and shall be secured by an appropriate guarantee. Withholding tax is deducted and remitted at the prescribed rate. Prices are fixed and firm and not subject to escalation.
- HRSS applies zero tolerance to fraud, bribery, corruption, coercion, collusion and obstructive practice. Any bidder found to have offered or accepted an inducement, misrepresented a fact, colluded with another bidder or submitted falsified documentation is disqualified immediately, may be blacklisted from all future HRSS procurement.
- Concerns about the conduct of this tender may be reported in confidence to complaints@hoperestorationsouthsudan.org.
- Tender information is confidential and provided solely for preparing a tender. Information submitted by bidders is used only for evaluation, award, audit and donor reporting, and may be shared with donor and their auditors.
- HRSS reserves the right, without liability and without obligation to give reasons, to accept or reject any tender in whole or in part; annul the process and reject all tenders before award; extend the deadline by written addendum; seek clarification, verify information, contact referees and conduct a capacity assessment at the bidder's premises; and disqualify any bidder that withholds a material fact or provides misleading information. Issue of this Invitation to Tender is not an offer or commitment to contract. This process and any resulting contract are governed by the laws of the Republic of South Sudan.

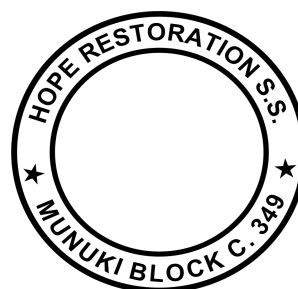
ANNEX A — TENDER SUBMISSION FORM

To be completed on the bidder's official letterhead, signed by the authorised signatory and stamped with the company seal.

Tender reference		Name of bidding company	
Business registration number		Tax Identification Number (TIN)	
Physical address		Telephone and email	
Authorised signatory (name)		Position	
Bank name and branch		Account name	
Account number		SWIFT / routing code	
Total tender price (USD, figures)		Total tender price (USD, words)	
Proposed delivery period (days)		Tender validity (days)	

Declaration. We, the undersigned, have examined Invitation to Tender HRSS/RWVL/JON/2026/ITT-02 and the accompanying Terms of Reference HRSS/RWVL/JON/2026/ToR-02, including any addenda issued, hereby offer to supply, deliver and support the distribution of 500 dignity kits in full conformity with those documents, at the total price stated above. We confirm that this tender is valid and binding for 90 calendar days from the submission deadline; that the prices quoted are fixed, firm and inclusive of all costs, taxes, duties and charges necessary to deliver to the stated delivery point; that all information and documents submitted are true, accurate and complete; that we meet all eligibility criteria in Section 2; and that we understand HRSS is not bound to accept the lowest or any tender. The declarations at Annex C are signed and attached.

Name		Signature	
Position		Date	
Company stamp			



ANNEX B — PRICE SCHEDULE — LOT 1: SUPPLY OF 500 DIGNITY KITS

All prices in United States Dollars. Every line must be completed. Prices must be inclusive of delivery to Bor South County on a DDP basis.

No.	Item Description (per ToR-02 Section 4)	Unit	Qty	Unit Price (USD)	Total Price (USD)	Brand / Origin
1	Bathing soap, minimum 200 g per bar	Bar	500			
2	Washing detergent, 1 kg pack (or equivalent laundry soap)	Pack	500			
3	Re-usable sanitary pads, set of 6 with carry pouch	Set	500			
4	Ladies' underwear, cotton, assorted sizes	Piece	1,500			
5	Wrapper (Lawa / Lesu), minimum 2.0 m × 1.15 m	Piece	500			
6	Storage bag with zip or drawstring closure	Piece	500			
8	Transport, Juba to HRSS reception point, Bor South (DDP)	Lump sum	1			
	SUB-TOTAL (exclusive of taxes)					
	Applicable taxes / duties / levies (specify)					
	GRAND TOTAL (USD)					

Grand total in words: _____

Proposed delivery period: _____ days from signature Price validity: _____ days Signature and stamp: _____

ANNEX C — BIDDER DECLARATIONS

All five declarations must be signed by the authorised signatory and stamped with the company seal. An unsigned Annex C renders the tender non-responsive.

C1. Conflict of interest. Neither our company nor any of its owners, directors, employees or agents has any personal, financial, family or business relationship with any staff member, board member or representative of HRSS that could influence, or be perceived to influence, the outcome of this tender. We undertake to disclose immediately and in writing any such relationship arising before or during performance of the contract.

C2. Anti-fraud, bribery and corruption. We have not offered, given, solicited or accepted, and will not, directly or indirectly, any inducement, gift, commission, payment or benefit of any kind to or from any person in connection with this tender or any resulting contract. We have entered into no agreement or understanding with any other bidder that would restrict competition, fix prices, or otherwise constitute collusion.

C3. Anti-terrorism and sanctions. Neither our company nor any of its owners, directors, officers, employees or affiliates appears on any national or international sanctions, terrorism, debarment or exclusion list, and no funds received under any resulting contract will be used, directly or indirectly, to support any listed individual, group or entity. We consent to screening against such lists by HRSS and the donor.

C4. Supplier Code of Conduct. We will comply with the HRSS Supplier Code of Conduct: no child, forced or exploitative labour at any level of our supply chain; safe working conditions; compliance with all applicable laws of the Republic of South Sudan; and responsible environmental practice.

C5. PSEA and child protection. We have read and understood the HRSS PSEA Policy and Child Protection Policy. Neither we nor any of our personnel, agents or subcontractors will engage in sexual exploitation, sexual abuse, harassment, or any transactional demand involving beneficiaries or community members. We will brief all deployed personnel accordingly and accept that any substantiated breach is ground for immediate termination and referral to the competent authorities.

Name		Signature	
Position		Date	