



## **Framework Agreement for the Supply of Office Supplies, Tender Ref: (FW-01/06-25 Lot 3) (KAJO KEJI LOCATION)**

### **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. A satellite office in Yei 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	26 <sup>th</sup> June 2025
Closing Date	10 <sup>th</sup> July 2025 – 10am CAT
Activity Title	<b>Office Supplies Kajo Keji Office.</b>
Determination of Award	Technically acceptable, reasonable price, best value.
Quotation	Quotations in response to this Tender 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	Firm Fixed Price Agreement-Framework Agreement for 1 year
Submission Deadline	Quotations must be received No-Later-Than 10 <sup>th</sup> July 2025 – 10am CAT

Submission Email Address	Bids submitted in email are not acceptable
Hardcopies of Bids	All tenders are required to be submitted pursuant to the attached guidelines for submitting a quotation and be returned to; HAND DELIVERY TO IRSS TENDER BOX Hai Cinema, 2nd class, Plot no 52, Block B-XVI, South Sudan upon registration on the bid receipt form.

For any issues relating to the tender or its contents please email directly to; [IRSS.Tender@islamic-relief.com.ss](mailto:IRSS.Tender@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](mailto:Complaints@irworldwide.org)

LOCATIONS
<b>Office Supplies for Kajo Keji Office (Lot 3) FW-01/06-25</b>

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

### 2. BILL OF QUANTITY .

S#	Particulars	UoM	Qty	Unit \$
1	<b>Training Materials</b>			
2	Carton of soda(24 Pcs)	carton	1	
3	Carton of water small size (24pcs)	carton	1	
4	Carton of water big size (12pcs)	carton	1	
5	Box of biscuits (Glucose - 60pkts)	carton	1	
6	Sound System hire Complete ( Fuel, generator, DJ, Microphone & Speakers for 1 day for Wau	Perday	1	
7	Sound System hire Complete (Fuel, generator, DJ , Microphone & Speakers for 1 day for Warrap	Perday	1	
8	Flip chart	Pc	1	
9	Box of pens ( Obama 50 pcs Pack	Box	1	
10	Pkt of marker pens ( White Board /Permanent	Pkt	1	
11	Stamp pad	Pc	1	
12	Stamp pad ink (10 MI)	bottle	1	
13	Manilla Papers Colored	Pc	1	
14	Flip chart stand	Pc	1	
15	Masking Tape (Big)	Pc	1	
16	Note Books (Spring notes 12 Pcs Pack A6)	Doz	1	
17	Plastic Bags (12 pcs Pack)	Doz	1	
18	Spring Files	Pcs	1	
19	Counter Books (Blue 2 Quire size )	Pcs	1	

20	Counter Books (Blue 4 Quire size )	Pcs	1	
21	Printing Papers (box) page of 5	box	1	
22	Sugar (White - 50Kgms )	Bag	1	
23	Tea leaves (Lipton 25pcs Pkt	Box	1	
24	Green tea ( 25 pcs Pkt	Box	1	
25	Hibiscus ( Kerkede 25 Pcs Pkt	Box	1	
26	Coffee Nescaffe ( 400 gms Glassed tin)	Tin	1	
27	Sanitizer <b>500MI</b>	Box	1	
28	Tissue papers 12 pcs pack	Doz	1	
29	Plastic Chairs	Pcs	1	
30	Plastic Tables ( Big size 1*1)	Pcs	1	
31	Plastic Mats Big Size	Pcs	1	
32	Milk Al-Mudhish ( Big size 2500 gms )	Box of 6 pcs	1	
33	Drinking Water Refiling 20 Ltrs Jerrycan	Jerrycan	1	
34	Jik 250 Mls	Bottle	1	
35	Omo Powder (24pcs Pack)	Sack	1	
36	Dettol Liquid Soap 550Mls	Bottle	1	
37	Dettol Soap 6*12 doz	Carton	1	
38	Washing Soap Bar White Mukwano ( 25 packed box )	Box	1	
39	Climax Toilet Balls 6 cs Pack	Pkt	1	
40	Liquid Soap 5 Ltrs	Jerrycan	1	
41	Moppers / Scrubbers / soft & Hard Brushes	Pcs	1	
42	Moping Plastic Bucket 20 Ltrs	Pc	1	
43	Local Broom	Pc	1	
44	Trush Bins ( 20 Ltrs)	Pc	1	
45	Plastic Basin ( 20 Ltrs )	Pc	1	
46	Mosquito Nets ( Tent like 5*6)	Pc	1	
47	Mosquito Nets ( Tent like 4*6)	Pc	1	
48	Gabbage bag	Pack 30 pcs	1	
49	Harpic 500ml	pc	1	
50	Still wire	roll	1	
51	Bags, Clear Bags (12 pieces)	Pkt	1	
52	Batteries, Batteries Kodak AA	pair	1	
53	Batteries, Batteries Kodak AAA	pair	1	
54	Books, Manuscript book A4	Pcs	1	
55	Books, Short hand book with spiral binding A4	Pcs	1	
56	Books, Short hand book with spiral binding A5	Pcs	1	
57	Cabinet, Mettalic 5 Tier/Drawer Office Cabinet	Pcs	1	
58	Calculators, Casio calculators model MJ-1 20T(medium)	Pcs	1	
59	Clips, Binder Clips - Large	Pc	1	

60	Clips, Binder Clips - Large	Pkt Of 12 Pcs	1	
61	Clips, Binder Clips - Medium(1-5/8, 41mm)	Pc	1	
62	Clips, Binder Clips - Medium(1-5/8, 41mm)	Pkt Of 12 Pcs	1	
63	Clips, Binder Clips - Medium(1-5/8, 41mm)	Pkt Of 12 Pcs	1	
64	Clips, Binder Clips - Small	Pc	1	
65	Clips, Binder Clips - Small	Pkt of 100Pcs	1	
66	Clips, Paper Clips - 33MM (10 small Boxes in a large box)	Pkt Of 10 Pcs	1	
67	Clips, Paper Clips No. 2 pkt of 10	Pkt Of 12 Pcs	1	
68	Clips, Paper Clips No. 3 pkt of 10	Pkt Of 12 Pcs	1	
69	Duster for black board	Pcs	1	
70	Envelope, brown –A4 (Packet of 50)	Pkts	1	
71	Envelope, Brown Envelopes 11" x 8" (Packet of 50)	Pkts	1	
72	Envelope, Brown Envelopes- A2 (packet of 50)	Pkts	1	
73	Envelope, Brown Envelopes- A3 (packet of 50)	Pkts	1	
74	Envelope, Brown Envelopes -A5 (packet of 50)	Pkts	1	
75	Envelope, Brown Envelopes -A6 (packet of 50)	Pkts	1	
76	Envelope, White –A4 (Packet of 50)	Pkts	1	
77	Soft touch Facial Tissue (200x2 ply)	Pkts	1	
Grand Total				

**Terms and conditions.**

**Summary of Bid Prices**

No.	Description	Total Price in USD (\$)
1	<b>Grand Total Bid Price</b>	
2	<b>Delivery time scales (in days)</b>	
3	<b>Quotation Validity</b>	

**Selection criteria**

SCORE CRITERIA SHEET FRAMEWORK OF AGREEMENT FOR OFFICE SUPPLIES KAJO KEJI.		
	<b>Total</b>	<b>100</b>
<b>1</b>	<b>Mandatory Criteria (Fail will not be considered for next stage)</b>	<b>20</b>
	Certification of Incorporation	5
	Tax Clearance Certificate. Must be valid and updated.	5
	Operation License - Must be valid and updated.	5
	South Sudan membership certificate (Chamber of Commerce)	5
<b>2 (a)</b>	<b>Value of Similar Work Experience in last 3 years (Contract/LPO)</b>	<b>40</b>
	No similar past work experience (Contract/LPO)	0
	One (1) similar past work experience (Contract/LPO)	10
	Two (2) similar past work experience (Contract/LPO)	20
	Three (3) similar past work experience (Contract/LPO)	30
	Four (4) similar past work experience (Contract/LPO)	40

<b>2 (b)</b>	<b>Bank Statement (Certified statements)</b>	<b>20</b>
	No Certified Bank statement.	0
	Certified Bank statement of last three months ending June 2025) with closing balance to sufficiently cover for the value of the tender.	20
<b>3</b>	<b>Quoted Price</b>	<b>20</b>
	Technically acceptable and best value for money	20
	Not technically acceptable and not best value for money.	0

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.