



Islamic Relief
Worldwide

Faith inspired action

REQUEST FOR QUOTATION (RFQ) – Ref. No. PREQ00007636/2026 - GSLA TOOL KIT ITEMS FOR SMALLHOLDER FARMERS IN KAJO-KEJI.

14th July 2026

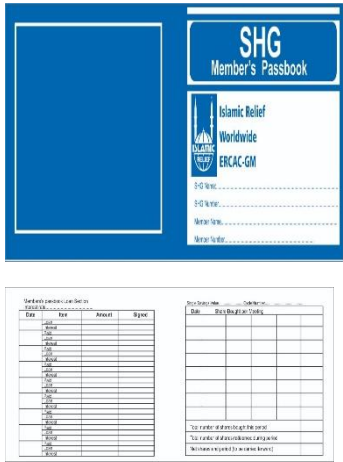
Delivery Location: Kajo-Keji (DAP)

Background

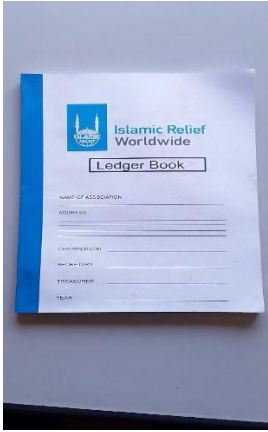
Islamic Relief is an independent humanitarian and development UK based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic Relief South Sudan began its humanitarian operation in 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 and its main offices in Juba.

In this regard IRSS is looking for a competent bidder to quote for the below assorted items.

S/No.	Item Description	Specifications	QTY	UOM	Unit cost (USD)	Total Amount in USD
1.	Saving Box (Metallic Box)	Metallic material and should be painted blue in colour with Islamic relief logo with three provisions of padlocks (one in front and two at sideways) <u>Measurements:</u> L=40cm, W=30 cm H=30 CM 	15	pcs		

2.	Plastic bowls	(15 pcs – red, 15 pcs – green & 15 pcs - blue) plastic bowls, medium size 	45	pcs		
3.	Calculator	Innovare IVR15975 Dual Power 12 Digit LCD Display Cordless Large Display Calculator	15	Pcs		
4.	Passbooks	25 (individual passbooks) The cover page should be Blue in colour, branded SHGs member pass books, Islamic Relief worldwide- ERCAC-GM It should contain 24 pages on both sides with the following writings: Value shareand cycle number.... table date on the left and shares bought per meeting. At the bottom of the table it should contain the following writings, starting number of shares, total number of shares bought this period, total number of shares sold this period, net shares end period (to be carried forward) 	375	pcs		

5.	Stamp	Star shaped stamp made from wood 	15	Pcs		
6.	Ruler	30 centimeters hard transparent ruler	15	Pcs		
7.	Pencils with rubber	A pencil with a rubber	15	Packets		
8.	Quires hard cover counter books	3 quires hard cover counter books with ruled sheets (blue in colour)	45	Pcs		
9.	Stamp pad	Stamp pad	15	Pcs		
10.	Ink pad	blue ink, small size bottle of blue / purple ink	2	PKT		
11.	Box of blue pens	blue pen (50 pcs per box),	2	boxes		
12.	Box of red pens	red pens (50 pcs per box),	60	Boxes		
13.	Rubber bands	2 packets of elastic money rubber bands	45	Pkts		
14.	Seating mats	Seating mats, Medium size 5*6 meter 	60	Pcs		

15.	Padlocks	medium solex type	45	Pcs		
16.	Eraser	Erasers	15	Pcs		
17.	Money bags (fabric bags)		30	Pcs		
18.	Ledger Book 4 quire	1 Ledger Book 4 quire (with blue cover). Branded; Islamic Relief World Wide-(SHEEP II) per group 	15	pcs		
19.	Rubber band	2 packets of elastic money rubber bands per group	30	Pcs		
GRAND TOTAL in USD (Inclusive Transport cost to Kajo-Keji)						

REQUIRMENTS

SCORE CRITERIA SUPPLY AND DELIVERY OF GSLA TOOL KIT ITEMS.		
A	Mandatory Criteria (Fail will not be considered for next stage)	Pass/Fail
	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/Passport copy of the director (s).	Pass/ Fail

	Memorandum of Understanding (MOU) Must be valid and updated/ stamped page	Pass/ Fail												
	South Sudan membership certificate (Chamber of Commerce) Must be valid and updated.	Pass/ Fail												
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 work experience (Contract/Completion Certificates)	20												
	Three (3) similar past work experience (Contract/Completion Certificates)	30												
	Four (4) similar past work experience (Contract/Completion Certificates)	40												
2	Realistic Lead Time: The supplier's ability to deliver goods or services within a practical and achievable timeframe based on their production capacity, stock availability, logistics arrangements, and past performance. <table><tr><th>Lead Time</th><th>Score</th></tr><tr><td>≤ 7 days</td><td>30</td></tr><tr><td>8–14 days</td><td>20</td></tr><tr><td>15–21 days</td><td>5</td></tr><tr><td>22–30 days</td><td>2</td></tr><tr><td>> 30 days</td><td>0</td></tr></table>	Lead Time	Score	≤ 7 days	30	8–14 days	20	15–21 days	5	22–30 days	2	> 30 days	0	30
Lead Time	Score													
≤ 7 days	30													
8–14 days	20													
15–21 days	5													
22–30 days	2													
> 30 days	0													
3	Number of Years in Operation at least 5 years. (1 yr -5, 2yrs-10, 3yrs-15, 4yrs-20, 5yrs&above-30}.	30												
	Pass mark 50%N/B: Bids who will not score 50% 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												
	Stamped & Signed Certified Bank statement of last three months (1 st April 2026 to 30 th June 2026) with closing balance to sufficiently cover for the value of the RFQ.	50												

2	Within Budget	30
	Not within Budget	0
3	Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.	20
	N/B: Bids who will not score 70% and above in the financial analysis will automatically be disqualified	

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 Wednesday, 22nd July 2026 at 12:00 PM CAT**

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) - Ref. No. PREQ00007636/2026 GSLA TOOL KIT ITEMS FOR SMALLHOLDER FARMERS IN KAJO-KEJI.**

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.