



Islamic Relief
Worldwide

Faith inspired action

Date 27th July 2026

Dear Sir/Madam,

TITLE: TENDER GUIDELINES FOR REHABILITATION OF 5 HAND PUMPS IN BAZIA PAYAM, WAU COUNTY

You are invited to submit a quotation for the above tender in accordance with the terms and conditions listed beneath.

Tender Query Contact

In the event of any query relating to this tender, please address your query via email to;

Procurement.IRSS@islamic-relief.com.ss

Submission Requirement

You must submit your proposal by email to Tendering.IRSS@islamic-relief.com.ss with the subject of the email as;

REQUEST FOR TENDER(RFT): Ref. No: PREQ00007730/2026 Rehabilitation of 5 Hand Pumps in Bazia Payam, Wau County

Date and time

All Bids must be submitted **before Friday, 7th August 2026 at 04:00 PM CAT**

Late submissions or failure to adhere to the submission requirements will result in disqualification

REQUIREMENTS AND GUIDELINES FOR SUBMITTING A QUOTATION:

1. Islamic Relief South Sudan (“IRSS”) invites quotations in accordance with the documents provided.
2. Companies providing quotations also referred to as quotation providers are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted.
3. It is the responsibility of quotation providers to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.
4. If you are in doubt as to the interpretation of any part of the process, the IRSS’s nominated personnel are The Procurement Department for issues relating to the contents of the quotation, the quotation process and awarding of contract. The department will endeavor to answer written enquiries prior to quotations being submitted. The answer may be circulated to other companies submitting quotations, where appropriate.
5. Quotation providers should not rely on any information received other than that supplied by IRSS’s Procurement department. IRSS will not accept responsibility for any information obtained otherwise.
6. Quotations must be submitted for the supply of the whole or part of the required items. IRSS retains the right to invite or permit variations or alterations to the terms of the documents.
7. All information supplied by IRSS in connection with this quotation document shall be regarded as confidential by the quotation provider (except that such information as is necessary may be disclosed for the purposes of obtaining sub-quotations necessary for the preparation of the quotation).

8. No employee or agent of IRSS has authority to vary or waive any part of these documents, other than the Procurement and Logistics Coordinator at IRSS who shall do so in writing.
9. Any quotation provider that directly or indirectly canvasses any member, agent or officer of IRSS concerning the award of the contract for the provision of the goods & services will be disqualified.
10. The insertion of any conditions qualifying the quotation or any unauthorized alteration to any of the quotation documents shall not affect the contract and may cause the quotation to be rejected.
11. No employee or agent of IRSS can submit a proposal for any commercial contract as long as they are in employment with Islamic Relief.
12. All conflicts of interests must be declared prior to or along with the proposal, failure to do so may result in the proposal being rejected.
13. If the quotation provider informs IRSS immediately after submission that there is an error in any of the prices or rates contained in the submitted quote then IRSS will afford the quotation provider an opportunity to confirm or withdraw its quotation. However, the amount quoted will be adjusted to correct arithmetic errors evident within the quotation document.
14. All documents requiring a signature must be signed:
 - a) Where they are submitted by an individual, by that individual.
 - b) Where they are submitted by a partnership, by two duly authorized partners.
 - c) Where they are submitted by a company, by two directors, or by a director and the secretary of the company, such persons being duly authorized for that purpose.

15. The quotation document can be sent via email to Tendering.IRSS@islamic-relief.com.ss **NOT** later than the deadline of **Friday 7th August 2026 4.00pm (Local time)**

16. The completed quotation documents be sent together with all supporting documentation, not later than the date and time notified above on page one of this document and in the letter of invitation to submit a quote.

17. In relation to quotations submitted by email:

NO INDIVIDUAL EMAIL SHOULD EXCEED 30 MB AS THIS WILL BE BLOCKED BY OUR SERVER.

(a) The email title (i.e. subject field) must contain the quotation reference in the subject as follows:

No other information relevant to the quotation should be included in the body of the email.

If the attachments exceed 30 MB in total, then the quotation provider should split the email into an appropriate number of parts.

18. The time of receipt of the quotation or any other correspondence sent by email in accordance with this quotation document will be the time of its delivery to IRSS server as shown in the routing information attached to the email.

19. IRSS accepts no liability for any losses suffered by the quotation provider as a result of computer viruses. It is the quotation provider's responsibility to ensure that files delivered to IRSS are free from viruses and IRSS may reject a quotation which is submitted in a file or files which are or IRSS reasonably suspects are infected with a virus and may also delete such file or files.

20. It is the quotation provider's responsibility to ensure that files delivered to IRSS are complete and fully accessible by IRSS and are not corrupted and IRSS accepts no liability for corrupted files or data.

21. The authorized recipient or his nominated officer will ensure the integrity of the quotation process and in his or her sole discretion may allow quotations to be re-submitted.
22. IRSS may at its own absolute discretion extend the closing date and time specified for the receipt of quotations.
23. IRSS is not bound to accept the lowest or any quotation. IRSS reserves the right to reject quotations which do not comply with these instructions.
24. IRSS prefers to be invoiced in USD. Under no circumstances will Islamic Relief accept changes in quotations due to currency fluctuations – all quotes will be deemed at a fixed cost basis.
25. The service provider undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:
- (i) To offer, promise or give any person a financial or another advantage;
 - (ii) To request, agree to receive or accept any financial or another advantage

Not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this tender;

and/or

Committing any offense which creates offenses relating to corruption and related fraudulent acts in the performance of this tender.

EVALUATION OF QUOTATIONS

The evaluation of quotations/proposals shall be conducted in accordance with the evaluation criteria set out in the Request for Tender (RFT) document.