



Tender document

## BACKGROUND

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organisation (NGO) founded in the UK in 1984.

As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender.

### 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 mobilise 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 marginalised 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.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council, and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Millennium Development Goals (MDGs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief are one of only 13 charities that have fulfilled the criteria and have become members of the Disasters Emergency Committee ([www.dec.org.uk](http://www.dec.org.uk))

IRW endeavours to work closely with local communities, focussing on capacity-building and empowerment to help them achieve development without dependency.

Please see our website for more information <http://www.islamicreliefsouthsudan.org/>

## PROJECT BACKGROUND

Islamic Relief South Sudan is an international humanitarian organization that has been working with vulnerable communities in South Sudan since 2004. With funding obtained from IRW HQ, Islamic Relief South Sudan implementing a Seasonal project Ramadan aimed at improving the food security of the beneficiaries Through food distribution, IR aims at reducing suffering, hunger and starvation during the Holy month of Ramadhan in those selected payam by ensuring that foodstuff are distributed to the vulnerable households.

## SPECIFICATION

### DESCRIPTION OF GOODS/SERVICES OR WORKS: **Ramadhan Food Supplies**

Food items size and packaging per household:

<b>Food Items</b>	<b>Total amount in Kgs</b>	<b>Unit</b>	<b>Total Number of households</b>	<b>Amount per Household</b>
Azam Wheat flour	15,960	Kg	2660	6
Al Fanar Rice	11,970	Kg	2660	5
Yellow Beans/lentils	9,310	Kg	2660	3.5
Golden Fry Vegetable Cooking Oil	7,980	litre	2660	3
Hiwa Macrona	1,330	Kg	2660	0.5
Foster Clarks Powdered drink	1,596	Kg	2660	0.6
Naseer Dates	2,660	Kg	2660	1
Sugar	5,320	Kg	2660	2

## TIMESCALES

Task	Date
Advertising of Tender	8 <sup>th</sup> April 2020
Closing of Tender	15 <sup>th</sup> April 2020
Opening of Tender	16 <sup>th</sup> April 2020
Evaluation	17 <sup>th</sup> April 2020
Award	17 <sup>th</sup> April 2020

### CURRENCIES AND INCO TERMS

INCO TERMS : DAP

CURRENCIES: USD

### TENDER DATES AND CONTACT DETAILS

All tenders are required to be submitted before **Monday 15<sup>th</sup> April 2020 4:00pm** and be returned to [IRSS.Tender@islamic-relief.or.ke](mailto:IRSS.Tender@islamic-relief.or.ke)

For any issues relating to the tender or its contents please email directly to; [IRSS.Tender@islamicrelief.or.ke](mailto:IRSS.Tender@islamicrelief.or.ke)

Quotations must include the following information for assessment purposes;

1. Payment terms (30days preferred)
2. Full break down of costs including expenses.
3. References (two are preferred)
4. Technical competency
5. Demonstrable experience of working in similar environment
6. Legal documentation

Note; The criteria are subject to change.

All quotes will be evaluated and the award made on the basis of 'best value for money'.

## SUPPLIER CODE OF CONDUCT

**Code of conduct for Suppliers – Islamic Relief Worldwide requires all suppliers to adhere to Code of Conduct developed by the Inter Agency Procurement Group (IAPG).**

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) supports.

This information is to advise you, our suppliers of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment Code of

Conduct for Suppliers:

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected □ Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed. □ Environmental Standards:

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use □ Sustainability

Business Behaviour:

Islamic Relief will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable time-frame.

Islamic Relief will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

Qualifications to the statement:

Where speed of deployment is essential in saving lives, IAPG members will purchase