



## RE-ADVERTISEMENT TENDER FOR SUPPLY AND DELIVERY OF FOOD PACKS TO KAJO-KEJI. IRSS-CE-01/10-25

### BACKGROUND/INTRODUCTION

The South Sudanese communities in Central Equatoria state along the border with Uganda are currently facing an extreme humanitarian crisis due to the hostilities over land between South Sudan and Uganda. The humanitarian crisis has displaced more than 1000 Households, not only exposing the most vulnerable children, women, men, and people with disabilities to extreme humanitarian conditions, but also increasing their vulnerability after losing their personal properties and livelihoods.

IRSS with Funding from SIDA is implementing a Rapid Response Mechanism intervention with a lifesaving support to affected IDPs and host communities in the targeted areas to address food insecurity needs and restore livelihoods of affected households.

Therefore, this project intends to provide lifesaving food packs to 1,200 households and it's against this background that, this ToR will support the procurement and provision of this relief assistance for the rightsholders in the targeted locations of Kangapo II and Liwolo Payams.

#### **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.

### OBJECTIVE

The Overall purpose of the Procurement is.

- a) To provide an emergency food pack to address food insecurity gaps among the affected population

## DELIVERY DETAILS

**Boma:** Bori, Sokare, Kendiri,

**Payams:** Kangapo II and Liwolo Payams

**County:** Kajo-Keji

## BILL OF QUANTITIES

### Description of items

### DESCRIPTIONS FOR FOOD PACKS IN KAJO-KEJI

| S/N | Items description     | Units required per Household | Unit of Package | Quantity | Unit Price USD | Total Amount USD |
|-----|-----------------------|------------------------------|-----------------|----------|----------------|------------------|
| 1   | Maize flour (Grade 1) | 100 kgs                      | Bags            | 1,200    |                |                  |
| 2   | Beans (Yellow type)   | 10 kgs                       | Bags            | 1,200    |                |                  |
| 3   | Vegetable cooking oil | 5 Litres                     | Jerri cans      | 1,200    |                |                  |
| 4   | Iodized salt          | 1 Kg                         | Packets         | 1,200    |                |                  |
|     | GRAND TOTAL           |                              |                 |          |                |                  |

### Distribution site

| Distribution sites | Delivery Location Details |
|--------------------|---------------------------|
| COUNTY             | Kajo-Keji                 |
| PAYAM              | Kangapo II and Liwolo     |
| <b>BOMA</b>        | Bori, Sokare, Kendiri,    |

All tenders are required to be submitted before Wednesday **3<sup>rd</sup> Decemeber 2025, 10.00 am Local time** pursuant to the attached guidelines for submitting a quotation and be returned to; **Tendering.IRSS@islamic-relief.com.ss**  
For any issues relating to the tender or its contents please email directly to; [procurement.irss@islamic-relief.com.ss](mailto: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 the documents as one batch in one email.

### Summary of Bid Prices

| No. | Description                    | Total Price in USD (\$) |
|-----|--------------------------------|-------------------------|
| 1   | Grand Total Bid Price          |                         |
| 4   | Delivery time scales (in days) |                         |

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.**

**SCORE SHEET FOR FOR SUPPLY OF DELIVERY OF FOOD PACKS IN KAJO-KEJI CENTRAL EQUATORIA**

| <b>Total</b> |  | 100        |
|--------------|--|------------|
| <b>A</b>     | <b>Mandatory Criteria (Fail will not be considered for next stage)</b>   | Pass/Fail  |
|              | Certification of Incorporation   | 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.  | Pass/ Fail |
|              | Memorandum of Understanding (MOU)  | Pass/ Fail |
|              | South Sudan membership certificate (Chamber of Commerce)   | Pass/ Fail |
| Pass Mark    |  |            |
| NOTE:        | Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall Not be considered for technical evaluation |            |
| <b>B</b>     | <b>TECHNICAL ANALYSIS</b>  | 100        |
| <b>1</b>     | <b>Value of Similar Work Experience in last 3 years (Contract/Completion Certificates)</b>   |            |
|              | No similar past work experience (Contract/Completion Certificates)   | 0          |
|              | One (1) similar past work experience (Contract/Completion Certificates)  | 10         |
|              | Two (2) similar past 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.           | Brief Company Profile with verifiable physical location/address, Areas of expertise, Organograms maximum 4 pages.                                  | 10         |
| 3.           | Number of Years in Operation at least 5 years. (1yr -2, 2yrs-4, 3yrs-6, 4yrs-8, 5yrs&above-10).  | 10         |
| 4.           | List of Key Personnel (CVs of the personel) (Degrees- 10, HNDs – 6, Diplomas – 4)  | 10         |
| 5.           | Tender Envelopes Sealed, clearly marked with tender name and reference number  | 10         |
| 6.           | List of Referees with their contact details (Name, telephone number, official email, location, and Organization)                                   | 10         |

|          |   |            |
|----------|---|------------|
| 7.       | Serializing the tender documents ( All pages must have numbers)<br>Pass mark -70%<br>N/B: Bids who will not score 70% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation   | 10         |
| <b>C</b> | <b>c). FINANCIAL ANALYSIS</b>   | <b>100</b> |
| 1.       | No Certified Bank statement.<br>Certified Bank statement of last three months (1 <sup>st</sup> Jan 2025 to 31 <sup>st</sup> Sept 2025 )<br>with closing balance to sufficiently cover for the value of the tender.  | 0<br>50    |
| 2.       | Within Budget<br>No within Budget   | 30<br>0    |
| 3.       | Evidence of Certified letter of credit facilities from the reputable bank, indicating maximum credit allowed.<br>Pass mark 70%.<br>N/B: Bids who will not score 70% and above in the financial analysis will automatically be disqualified and shall not be considered for further evaluation | 20         |

## APPENDIX 2

# 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.