



Islamic Relief Worldwide South Sudan

## **TERMS OF REFERENCE FOR SUPPLY OF WOMEN DIGNITY KITS**

**Project Name: Flood Emergency Response in Tonj East.**

### **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, a satellite office in Yei and its main offices in Juba.

IR through Flood Emergency Response Project in Tonj East is responding to the priority needs of the population affected by the flood in Tonj East County of Warrap state. IRWSS intends to improve access to and practice of good hygiene status especially focusing on better hygiene for women and girls in the affected areas to preserve women and girls dignity during the time of the emergency.

IRSS is therefore sourcing for a competent company to supply the below emergency items.

The bid shall be submitted in securely sealed envelope, clearly marked **IRSS/FERSS/WDK/11/2019/02**

List of items required:

### **Description of items**

| <b>Item #</b> | <b>Item Description</b>             | <b>Quantity</b> | <b>Unit</b> |
|---------------|-------------------------------------|-----------------|-------------|
| <b>01</b>     | <b>Supply of women dignity kits</b> | <b>1,980</b>    | <b>Kits</b> |

| <b>Description of the content in one(1) kit</b> |                            |                 |             |   |
|---|----------------------------|-----------------|-------------|---|
| <b>S/no</b>                                     | <b>Description of item</b> | <b>quantity</b> | <b>Unit</b> | <b>Specific description</b>   |
| <b>i</b>  | Sanitary pads - disposable | 06              | Packets     | <ul style="list-style-type: none"><li>- Packets of 10 pcs each</li><li>- 3 packets size large</li><li>- 3 packets size medium</li></ul> (comfort maxi thick or always ) |
|   |                            |                 |             |   |

|            |                      |    |        |   |
|------------|----------------------|----|--------|---|
| <b>ii</b>  | Women under wear     | 04 | Pieces | - 2 pcs size large , all black<br>- 2 pcs size medium , all brown |
| <b>iii</b> | Bathing soap         | 03 | pieces | Geisha soap 250 grams   |
| <b>iv</b>  | Washing Soap – White | 03 | bar    | Washing Soap 800 gm – popco or Mukwano products                   |

**Terms of reference:**

- All items shall be of good quality, standard and genuine.
- Samples of items shall be provided for verification.
- All items will be delivered to Tonj East county – Warrap state ( approximate distance from Wau town to Tonj east county is 140 kms and distance from Juba to Tonj east is approximately 776 kms)
- All items to be packed in a carry bag (one carry bag represent one kit) branded with IR and SIDA logo on either side of the carry bag as specified. The carry bag should not just be an ordinary nylon bag , but rather a bag made of cotton material and be approximately 30 cm width x 40cm height
- All quotations should include cost of the items, transportation, handling and any other related costs up to the point of delivery.

Sample logo for branding the bag



Size of each logo  
Height : 17 cm  
Width : 12 cm

**REQUIREMENTS NEEDED FOR BIDDING**

**The Supplier is required to provide the following:**

- i. Proven capacity and experience on borehole drilling for similar sectors in South Sudan.
- ii. Recent bank statement of proven financial capacity
- iii. Certificate of business registration from the government.
- iv. Second party will be responsible for any damage incurred during this process.
- v. Appropriate timelines to perform the assignment
- vi. Financial proposal indicating the cost rates and other charges applicable.
- vii. Availability to perform the assignment at the earliest possible time.
- viii. The above descriptions shall be strictly taken.

## **Mandatory Documents**

**The shall submit the bid with the following documents:-**

- i. Company's profile
- ii. Company's technical capacity
- iii. Certificate of incorporation
- iv. PIN
- v. Recommendation from partners
- vi. Tax Clearance
- vii. Trade license
- viii. Bank statement

## **Language of the Bid**

The bid, all correspondence & documents relating to the bid shall be in English language.

## **Cost of Bidding**

The bidder/s shall bear all costs associated with preparation and submission of its bid. IRSS will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

## **Amendment of Bidding Document**

At any time prior to the deadline for submission of bids IRSS may for any reason whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing or by email or letter to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, IRSS may, at the discretion, extend the deadline for the submission of the bids.

## **Bid Currencies**

The bids prices shall be quoted in US Dollar (USD).

## **Bids Prices**

- Prices quoted by the bidder shall be fixed for a period of four months i.e. during evaluation, award and implementation.

## **Award Criteria**

The contract shall be awarded to the most economically advantageous bidder that meets quality, specification, delivery, price and good terms of payment.

IRSS is not bound to accept the highest, lowest or any other tender or bid, and is not bound to give any reasons thereof.

IRSS's right to vary quantities at the time of the award

IRSS reserves the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification.

IRSS's right to accept any bid and reject any or all bids

IRSS reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

| <b>Tender Schedule</b> |                                |
|------------------------|--------------------------------|
| <b>Task</b>            | <b>Date</b>                    |
| Advertising of Tender  | 29 <sup>th</sup> November 2019 |
| Closing of Tender      | 5 <sup>th</sup> Dec 2019       |
| Opening of Tender      | 6 <sup>th</sup> Dec 2019       |
| Evaluation             | 6 <sup>th</sup> Dec 2019       |
| Award                  | 7 <sup>th</sup> Dec 2019       |