



**International Rescue Committee**

**SOUTH SUDAN COUNTRY PROGRAM**

**Request for Proposal (RFP)**

**for**

**Provision of IT Equipment and Accessories**

**Juba Office**

**Ref: #: IRC/SS/JU/MSA/2024/13**

<b>Planned Timetable</b>	
<b>Issue Request for Proposal</b>	<i>30<sup>th</sup> December 2024</i>
<b>Suppliers return signed Intent to Bid forms due date</b>	<i>2<sup>nd</sup> January 2025</i>
<b>Questions from Suppliers due date</b>	<i>3<sup>rd</sup> January 2025</i>
<b>Answers to Suppliers questions due date</b>	<i>6<sup>th</sup> January 2025</i>
<b>Bid submission due date</b>	<i>14<sup>th</sup> January 2025 @ 16:30hrs South Sudan Local time.</i>
<b>Bid Opening and Evaluation date</b>	<i>20<sup>th</sup> of January 2025</i>
<b>Suppliers visit if applicable</b>	<i>21<sup>st</sup> – 22<sup>nd</sup> January 2025</i>
<b>Award of Business</b>	<i>31<sup>st</sup> January 2025</i>
<b>Contract start</b>	<i>3<sup>rd</sup> February 2025</i>

**A. Table of Contents**

B.	INTRODUCTION.....	3
1.	The International Rescue committee.....	3
2.	The Purpose of this Request for Proposal (RFP).....	3
3.	Cost of Bidding.....	3
C.	THE BIDDING DOCUMENTS:.....	3
4.	The Bidding Documents.....	3
5.	Clarification of Bidding Documents.....	3
D.	PREPARATION OF BIDS:.....	4
6.	Language of Bid.....	4
7.	Documents Comprising the Bid.....	4
9.	Bid Currencies.....	5
10.	Document Establishing Goods Eligibility and Conformity to Bidding Documents.....	5
11.	Bid Security.....	5
12.	Period of Validity of Bids.....	5
13.	Format and Signing.....	6
E.	SUBMISSION OF BIDS.....	6
14.	Submission and Marking of Bids:.....	6
15.	Modification and Withdrawal of Bids.....	7
F.	BID OPENING AND EVALUATION.....	7
16.	Preliminary Examination.....	7
17.	Evaluation and Comparison of Bids.....	7
18.	Contacting the Purchaser.....	8
19.	Notification of Award.....	8
G.	CONTRACTING.....	8
20.	Contract award and notification.....	8
21.	Warranty.....	8
22.	Inspection.....	9
23.	Price Schedules and Location.....	9
24.	Service or consultant agreements.....	9
25.	Disclaimer.....	9
H.	ETHICAL OPERATING STANDARDS.....	9
1.	Compliance to the IRC Way.....	9
2.	Bidder Non-Collusion Statement.....	10

**Pages**

## INTRODUCTION

### **1. The International Rescue committee**

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

### **2. The Purpose of this Request for Proposal (RFP)**

It is the intent of this RFP to secure competitive proposals to select Vendor(s) for the International Rescue committee South Sudan Country Program –IRC Juba Office to supply **IT Equipment and Accessories** for programming in all IRC offices. All qualified and interested Vendors are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Contract Agreement for twenty-four months/2 years with a possible extension of twelve months/12 months for the supply of these assets. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in South Sudan. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2024. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

### **3. Cost of Bidding**

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **B. THE BIDDING DOCUMENTS:**

### **4. The Bidding Documents**

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder’s risk and may result in bid rejection.

*The Bidding documents shall include the following documents:*

- *The Request for Proposal – RFP (this document).*
- *Price Schedule (space provided on the list) **Annex A***
- *Vendor Information Form and IRC Conflict of Interest & Code of Conduct: **Annex B***
- *Intent to Bid: **Annex C***

### **5. Clarification of Bidding Documents**

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at [SS-Procurement@rescue.org](mailto:SS-Procurement@rescue.org). The request for clarification must reach the purchaser not later than **3<sup>rd</sup> January 2025**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **6<sup>th</sup> January 2025**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

### **C. PREPARATION OF BIDS:**

#### **6. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **(English Language)**. Any printed literature furnished by the Bidder and written in another language shall be accompanied by a **(English Language)** translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the **(English Language)** version shall prevail.

#### **7. Documents Comprising the Bid**

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

**1. Intent to bid form Annex C**– submitted by email to [SS-Procurement@rescue.org](mailto:SS-Procurement@rescue.org) on or by **2<sup>nd</sup> January 2025**

#### **2. Eligibility documents**

*The Bidding documents shall include the following documents:*

- Profile of the Company – Maximum 4 Pages
- Certificate of Incorporation / Trade License
- Memorandum & Articles of Association with names of the owner's shareholders/directors of the company.
- Copies of National I.D or Passport Bio-page of company owners/directors
- Operation License
- Valid Tax clearance certificate
- Bank Details / Financial Capability Docs Last (3 months Bank Statement or 2023/24 audit report)
- List of at least three (3) Contracted clients (preferably INGOs or UN agencies) who executed similar assignments in last one or two years, stating the client's name and contact details and description of the supplies delivered (the same clients should appear in the Vendor information Form, Conflict of interest and Supplier Code of Conduct (Annex B), Reference section).
- Vendor Information Form and Conflict of Interest and Supplier Code of Conduct (**Annex B**)
- Intent to Bid: (**Annex C**)

#### **3. Financial Offer**

- A Completed Price Schedule as outlined in this RFP (**Annex A**)
- Provide preferred payment terms

- *Any other documents deemed necessary by the Bidder.*

**8. Bid Prices.**

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

**9. Bid Currencies**

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **United States Dollars**.

**10. Document Establishing Goods Eligibility and Conformity to Bidding Documents**

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

**11. Bid Security**

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

**12. Period of Validity of Bids**

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

### **13. Format and Signing**

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initiated by the person or persons signing the bid.

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.*

## **D. SUBMISSION OF BIDS**

### **14. Submission and Marking of Bids:**

Bidder shall submit sealed bids addressed to

**The Procurement Committee,  
International Rescue Committee  
IRC Aptech Africa Building 3rd and 4th Floor, Plot Number 63  
Block AXIII, 3rd Class Hai Malakal  
Juba, Republic of South Sudan**

**All bids shall be submitted before 4:30pm on 14<sup>th</sup> January 2025 @ 16:30hrs South Sudan Local time).** All bids shall be submitted physically at the IRC Aptech Africa Building 3rd, and 4th Floor, Plot Number 63, Block AXIII, 3rd Class Hai Malakal, Juba, Republic of South. **NOTE: Bids submitted after the deadline will not be accepted**

***Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission***

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

**Format**

The Bidder's proposal shall include:

- 1. Eligibility documents as per Clause 7**
- 2. Financial proposal.**

The bids shall be submitted, to the above address, clearly indicate the tender reference number **Ref: #: IRC/SS/JU/MSA/2024/13**

**15. Modification and Withdrawal of Bids**

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

**E. BID OPENING AND EVALUATION**

**16. Preliminary Examination**

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

**17. Evaluation and Comparison of Bids**

Bids determined to be substantially responsive as per section 7 above will be considered and evaluated by the IRC Procurement Committee, with the below scoring criteria.

<b>EVALUATION CRITERIA</b>	<b>Description</b>	<b>Weight (%)</b>
<b>Eligibility</b>	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate, and all registration and legal/valid ownership or lease documents. Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical evaluation and NO will be excluded from the next step.	<b>Preliminary to pass to the next stage</b>
<b>Payment Terms</b>	Refers to bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of service or goods and receipt of invoice. Payment Terms = $\frac{\text{Individual Supplier Payment Term}}{\text{IRC's Preferred Payment Term of 30 Days}} \times 4$	5%
<b>Supplier organization and capacity is appropriate</b>	Organization refers to availability of a well-set-up business office located at the same address as provided in the submitted bid documents. Demonstrate capacity to fulfil our requirement which will be determine by	10%

	the Procurement Committee during the site visit based on availability of stock in the bidder's warehouse	
<b>Past- experience</b>	Refers to bidders' ability to demonstrate relevant experience and technical knowledge of the goods required. Evidence that the Bidder has executed at least 3 direct assignments of similar nature in the last one or two years in South Sudan to IRC and other (INGOs or UN Agencies.)	15%
<b>Warranty</b>	Refers to bidder providing a written guarantee, issued to the purchaser of an article by its manufacturer, promising to repair or replace it, if necessary, within a specified period. Warranty = $\frac{\text{Warranty Offered by Bidder} \times 4}{\text{Longest Warranty Period}}$	15%
<b>Delivery lead-time and availability</b>	Refers to the Bidder providing the most advantageous delivery lead time. Refers to the ability of Bidder to deliver goods within the shortest possible time less than 14 days (2- weeks from date of Purchase Order/ Contract issue) as demonstrated from a physical visit by IRC staff members/Procurement Committee. Delivery Leadtime = $\frac{\text{Lowest Leadtime} \times 4}{\text{Bidder's Leadtime}}$	15%
<b>Financial proposal (price)</b>	Refers to the offer price, including taxes, duties, delivery charges. Financial Proposal = $\frac{\text{Lowest Price} \times 4}{\text{Bidders Price}}$	40%
<b>Total % Score</b>		<b>100%</b>

**18. Contacting the Purchaser**

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

**19. Notification of Award**

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

**F. CONTRACTING**

**20. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

**21. Warranty**

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.



The warranty shall remain valid for a period as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bids advantages and shall in no case be less than that which is provided for by (South Sudan Law if any).

**22. Inspection**

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputable relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

**23. Price Schedules and Location**

Vendors interested in the supply of **IT Equipment and Accessories** to the IRC Country Program Office should submit the list of goods as per attached price schedule Annex A in this RFP.

**24. Service or consultant agreements**

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

**25. Disclaimer**

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

**G. ETHICAL OPERATING STANDARDS**

**1. Compliance to the IRC Way**

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and

- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at [www.ethicspoint.com](http://www.ethicspoint.com) or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

## **2. Bidder Non-Collusion Statement**

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender.
- b) Separate companies owned by the same person submit separate bids for the same tender.
- c) Employees of a bidding company submit separate bids through companies they own for the same tender.
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender.

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

**Annex: A Price schedule: IT Equipment and Accessories**

No		Item Description	Brand Name or Equivalent	Units	Quantity	Unit Price US\$ (Tax inclusive)	Additional Information (if any)
1	Backpack	Fits 15.6" (39.6cm), Laptop, Polyester Laptop Compartment, Nickel-Free Hardware, Water-Bottle Holder / Key Clip, MP3 Player, Business Card Holder, Pen Loops, Accessory Compartments, Green Interior for Easier Viewing, Padded Adjustable Backpack Straps	Targus or Equivalent	Pc	1		
2	Printer	Multifunction B&W Printer, Two-Sided Printing, Scan Resolution: 1200x600dpi min, Print speed: 35 ppm minimum, Input Paper Capacity: 100 sheets, Copier Speed: 35 CPM minimum	Kyocera or Equivalent	Pc	1		
3	Printer	Multifunction B&W Printer, Two-Sided Printing, Scan Resolution: 1200x600dpi min, Print speed: 35 ppm minimum, Input Paper Capacity: 100 sheets, Copier	HP or Equivalent	Pc	1		

		Speed: 35 CPM minimum					
4	Printer	Color Printer with Print Speed: 40 ppm minimum, Black Printer Resolution: Up to 1200 x1200 dpi, Input Paper Capacity: up to 500 sheets, Type of Interface: USB, Two-Sided Printer: Yes, Networking Capabilities: Yes	Kyocera or Equivalent	Pc	1		
5	Printer	Color Printer with Print Speed: 40 ppm minimum, Black Printer Resolution: Up to 1200 x1200 dpi, Input Paper Capacity: up to 500 sheets, Type of Interface: USB, Two-Sided Printer: Yes, Networking Capabilities: Yes	HP or Equivalent	Pc	1		
6	Cartridge	Ink Cartridges for Multi-Function Printer B&W, for proposed printer under line item #2	Kyocera or Equivalent	Pc	1		
7	Cartridge	Ink Cartridges for Multi-Function Printer B&W, for proposed printer under line item #3	HP or Equivalent	Pc	1		
8	Cartridge	Ink Cartridges for All-in-One Printer, for proposed printer under line items #4	Kyocera or Equivalent	set	1		
9	Cartridge	Ink Cartridges for All-in-One Printer, for proposed printer under line items #5	HP or Equivalent	set	1		

10	Surge Arrestor	APC Essential Surge Arrest 5 outlets 230V UK - Protection Against Lightning & Power Surges for Computers and Electronics		Pc	1		
11	Screen Replacement	Lenovo ThinkPad X13 Laptop screen	Lenovo	Pc	1		
12	Screen Replacement	Lenovo ThinkPad E14 Laptop screen	Lenovo	Pc	1		
13	Screen Replacement	Lenovo ThinkPad E14 Laptop screen	Lenovo	Pc	1		
14	Screen Replacement	Lenovo ThinkPad X390 Laptop screen	Lenovo	Pc	1		
15	Screen Replacement	Lenovo ThinkPad L490 Laptop screen	Lenovo	Pc	1		
16	Screen Replacement	Lenovo ThinkPad L14 Laptop screen	Lenovo	Pc	1		
17	Battery replacement	Battery for X13 laptop	Lenovo	Pc	1		
18	Battery replacement	Battery for X390 laptop	Lenovo	Pc	1		

19	Battery replacement	Battery for L490 laptop	Lenovo	Pc	1		
20	Battery replacement	Battery for L14 laptop	Lenovo	Pc	1		
21	Battery replacement	Battery for E14 laptop	Lenovo	Pc	1		
22	Laptop Charger Replacement	Laptop Charger Replacement for Lenovo laptops	Lenovo	Pc	1		
23	Keyboard Replacement	Keyboard for X13 Laptop	Lenovo	Pc	1		
24	Keyboard Replacement	Keyboard for X390 Laptop	Lenovo	Pc	1		
25	Keyboard Replacement	Keyboard for L14 Laptop	Lenovo	Pc	1		
26	Keyboard Replacement	Keyboard for L490 Laptop	Lenovo	Pc	1		
27	Keyboard and Mouse	Essential Wireless Mouse	Lenovo or Equivalent	Pc	1		

	Combo						
28	Keyboard and Mouse Combo	ThinkPad Essential Wired Mouse	Lenovo or Equivalent	Pc	1		
29	Access Point	Indoor 802.11n U7 Pro Access, capable of speeds up to 1750 Mbps with a range of up to 122 meters. Features: Simultaneous Dual-Band 3x3 MIMO. 5 GHz Band with Speeds of up to 1300 Mbps.	Unifi or Equivalent	Pc	1		
30	Access Point	Unifi U6 Mesh Outdoor+ High-Density Wi-Fi System (UAP-Outdoor+ US) 802.11 b/g/n, 2.4 GHz speed, speed upto 300 Mbps	Unifi or Equivalent	Pc	1		
31	External Speaker	Wireless Bluetooth Speaker, omni directional, Portable Speaker, Output power, 6 W, Microphone, Connectivity: USB/Bluetooth/3.5 mm jack, Wireless range up to 30m/100ft, Bluetooth.		Pc	1		
32	Monitor	32" LED Curved Monitor, Aspect Ratio: 16:9, Native Resolution: Full HD (1080p) or higher at 60 Hz, with stand, LED-backlit LCD monitor	DELL or Equivalent	Pc	1		

33	Uninterruptable Power Supply	UPS, Backup Power Supply, 700 VA minimum, Input 220, 50Hz, 3 Output Port		Pc	1		
34	Uninterruptable Power Supply	UPS, Backup Power Supply, 1500 VA minimum, Input 220, 50Hz, 3 Output Port		Pc	1		
35	Power Extension Cord	Power Extension Cord with Surge Protector, 6 to 8 Ports, Universal ports		Pc	1		
36	Mouse	Logitech M310 Wireless Mouse	Logitech or Equivalent	Pc	1		
37	Mouse and Keyboard combo	Logitech MK520 Wireless Keyboard and Mouse	Logitech or Equivalent	Pc	1		
38	External SSD	SanDisk extreme Pro Portable SDSSDE81-1T00 1TB	SanDisk or Equivalent	Pc	1		
39	External SSD	SEAGATE Expansion hard drives 1TB	Seagate or Equivalent	Pc	1		
40	Flash Drive	SanDisk 128GB Ultra Fit USB 3.1 Flash Drive - SDCZ430-128G-G46	SanDisk or Equivalent	Pc	1		
41	Internet Cable	CAT 6e Ethernet Cable, 305 meter - outdoor		Box	1		
42	Internet Cable	CAT 6 Ethernet Cable, 305 meter - indoor		Box	1		



43	Connectors	RJ45		Packet	1		
44	Cable ties	Cable Ties, 200mm, 100 pcs pack		Packet	1		
45	Smart Phone	Smart Phone, Dual sim, 2GHz Processor, 8GB RAM, 64 GB inbuilt, Support Memory Card up to 128GB, Triple Camera 13 MP + 2 MP Triple Rear & 15- 25 MP Front Camera, 5000 mAh Battery	Samsung or Equivalent	Pc	1		
46	Smart Phone	Smart Phone, Dual sim, 4GHz Processor, 16GB RAM, 128GB inbuilt, Support Memory Card up to 128GB, Triple Camera 64 MP + 2 MP Triple Rear & 30 - 48 MP Front Camera, 5000 mAh Battery	Samsung or Equivalent	Pc	1		
47	Screen	14-inch LCD Screen ThinkPad X13 Carbon Laptop	Lenovo	Pc	1		
48	Screen Replacement	14-inch LCD Screen ThinkPad X390 Carbon Laptop	Lenovo	Pc	1		
49	Monitor Replacement	14-inch LCD Screen ThinkPad L14 Carbon Laptop	Lenovo	Pc	1		
50	Monitor Replacement	14-inch LCD Screen ThinkPad L490 Carbon Laptop	Lenovo	Pc	1		
51	Toner	Toner TK 7235 for TASK alfa 4000i	Kyocera	Pc	1		

52	Toner	Toner TK 7125 for TASK alfa 3212i	Kyocera		1		
53	Toner	Toner for Kyocera M 5521 Full Set	Kyocera	Set	1		
54	Toner	HP Color LaserJet MFP M181fDW Order 205A (CF530A), (CF531A), (CF532A),(CF533A)	HP	Set	1		
55	Toner	HP Color LaserJet MFP M177fDW Order 130A (CF353A), (CF351A), (CF352A),(CF350A)	HP	Set	1		
56	Laptop power Adaptor	65W Lenovo ThinkPad power adaptor, Power supply type: Indoor, Input voltage: 100-240 V, Input frequency: 50/60 Hz, Output power: 65 W, Power plug type: Type C	Lenovo	Pc	1		
57	Digital Camera	Digital Camera with Minimum specs; image device 7.76cm CCD, Primary color filter, Pixel 20.4 Megapixels	Sony or Equivalent	Pc	1		
58	Internal Solid-State Disk	internal 2.5-Inch solid state drive 500 GB, STATA		Pc	1		
59	Portable Speaker	Jabra Speak 510 MS Conference Phone	Jabra	Pc	1		
60	AC Adapter	Lenovo 65W Standard AC Adapter (Type USB-C)	Lenovo	Pc	1		

61	Mouse	Logitech M310 Wireless Mouse	Logitech	Pc	1		
62	Screen Cleaning Kit	International Professional Clean Pro 3 in 1 Multi-Purpose LCD Cleaning Kit with Cloth, Brush, Liquid Solution for Cameras, Binoculars, Laptops		Pc	1		
63	Cable	HDMI cable 1.5 meter		Pc	1		
64	Cable	HDMI cable 3 meter		Pc	1		
65	Cable	HDMI cable 15 meter			1		
66	Toner	Ck-7510 toner kit	Kyocera	Set	1		
67	Maintenance kit (Kyocera Ecosys 4000i)	Genuine Kyocera Part Kit Includes; Drum Unit, Developer Unit, Transfer Roller Unit , Fuser Unit	Kyocera	Pc	1		
68	Maintenance kit (Kyocera Ecosys 3212i)	Genuine Kyocera Part Kit Includes Drum Unit, Developer Unit, Transfer Roller Unit, Fuser Unit		Pc	1		
69	Network Rack Mount	6U, wall mount		Set	1		
70	Extension Cable	Surge protected extension 4 Meter		Pc	1		
71	Dust	Cordless Makita blower	Makita	Pc	1		

	Blower						
72	Voice Recorder	Digital voice recoder, 4GB built-in memory, data uotp 535 LP mode, with digital voice editor		Pc	1		
73	Headset/Headphones	Logitech H540 Wired USB Headset	Lenovo	Pc	1		
74	Replacement Battery	Lenovo ThinkPad X390 Laptop Battery	Lenovo	Pc	1		
75	Replacement Battery	Lenovo ThinkPad X13 Laptop Battery	Lenovo	Pc	1		
76	Replacement Battery	Lenovo ThinkPad L490 Laptop Battery	Lenovo	Pc	1		
77	Replacement Battery	Lenovo ThinkPad L14 Laptop Battery	Lenovo		1		
78	Sound system	Rechargeable Portable PA Speaker System 3500W, Bluetooth compatible, outdoor sound speakers w/USB SD MP3, AUX-35mm and wireless microphone	JBL or Equivalent	Piece	1		

79	Sound system	Rechargeable Portable PA Speaker System - 2500W High Powered Bluetooth Compatible Active + Passive Pair Outdoor Sound Speakers w/ USB SD MP3 AUX - 35mm Mount, Stand, 2 Wireless Microphone, Remote, with inbuild pre-amp	JBL or Equivalent	Pc	1		
80	Voltage stabilizer	1.5 KVA Automatic Voltage Stabilizer – 220 Volts, 120 Volts		Pc	1		
81	Voltage stabilizer	3 KVA Automatic Voltage Stabilizer – 220 Volts, 120 Volts		Pc	1		
82	Tablet	Samsung Galaxy A7 Lite	Samsung or Equivalent	Pc	1		
83	AVS	Automatic Voltage Switcher		Pc	1		
84	CMOS Battery	Lenovo ThinkPad L14 (type 20U5, 20U6) RTC CMOS Battery 5B10W13978	Lenovo	Pc	1		
85	CMOS Battery	Lenovo ThinkPad X13 (Type 20XH, 20XJ)	Rome Tech	Pc	1		

NB. Bidders must submit their financial offers in accordance with the price schedule provided above. Bidders who wish to use their own format must ensure that they include the minimum information given in the format above



**Annex B: Supplier Information form**

**INTERNATIONAL RESCUE COMMITTEE  
Vendor Information Form**

*The information provided will be used to evaluate the Company before contracting with the IRC.  
Please complete all fields.*

**Fields marked (\*) are mandatory.**

**Vendor Information**

*Company\Organization Name	
*For individual vendors, provide legal first and last name	
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any	
*Previous names of the company	
*Address	
*Website	
*Phone/Fax Numbers	Phone: _____ Fax: _____
*Primary Contact	First Name: _____ Last Name: _____ Phone Number: _____ Email Address: _____
*Number of Staff	
Number of Locations	
Avg. \$ Value of Stock on Hand	
*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies if any	
*Subsidiary or affiliate companies if any	

**Financial Information**

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

**Product/Service Information**

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

**Documentations as applicable:**

*Registration	Provided _____ Not provided: _____ Reasons: _____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided _____
US Vendors only *Do you require a Form 1099?	Yes _____ No _____

**References (optional)**

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

<b>Client Name:</b>	<b>Contact Name, Phone, Email Address:</b>
---------------------	--

**Vendor Self-Certification of Eligibility**

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
  - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC’s beneficiaries.
  - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
  - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
  - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.
8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Company’s business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company’s Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias’s that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.



By signing the Vendor Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

### **IRC Conflict of Interest and Vendor Code of Conduct**

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtbovel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. The supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

**Integrity - At IRC, we are open, honest, and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.**

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation to care for all IRC staff and assumes their loyalty and cooperation.

**Service - At IRC, our primary responsibility is to the people we serve.**

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability, and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

**Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions, and results.**

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

**Conflict of Interest and Legal Compliance**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Supplier hereby agrees to maintain high ethical and social standards:**

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

---

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: [GSCQA@rescue.org](mailto:GSCQA@rescue.org)

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

---

If you believe that any IRC employee, volunteer, or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:

**Annex C: Intent to Bid Form**



**International Rescue Committee, Inc.  
Intent to Bid**

IRC Reference #: \_\_\_\_\_

Company Name \_\_\_\_\_

*(Please indicate #1 or #2 below)*

1.  It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Signature (If faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

We realize that this is an intent to bid and in no way obliges this company to participate in this process.

2.  This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) \_\_\_\_\_

Title of Person signing \_\_\_\_\_

Date \_\_\_\_\_

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_