



International Rescue Committee SUDAN COUNTRY PROGRAM

Request for Proposal (RFP) For

Stationery Supplies and Office Equipment

Ref: #: IRC/SDN/MPA/2022/01

Planned Timetable	
Issue Request for Proposal	<i>14 February 2022</i>
Questions from Suppliers due date	<i>20 February 2022</i>
Answers to Suppliers questions due date	<i>21 February 2022</i>
Bid submission due date	<i>27 February 2022</i>
Suppliers return signed Intent to Bid forms due date	<i>27 February 2022</i>
Bid Opening and Evaluation date	<i>28 February 2022</i>
Suppliers visit if applicable	<i>3 March 2022</i>
Award of Business	<i>16 March 2022</i>
Contracts start	<i>31 March 2022</i>

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A. 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 Supplier(s) for the International Rescue committee Sudan, Khartoum Office to supply Stationery Supplies and Office Equipment to or at the following locations Khartoum Office, Gedarif and Damazine(Blue Nile). All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA) for two (2) year. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Sudan. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2022. 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.

5. *Clarification of Bidding Documents*

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at Tender.IRCSDN@rescue.org. The request for clarification must reach the purchaser not later than 20 February 2022. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 21 February 2022. 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.

- *A Bid detailing the unit price only in the sheet given for the purpose.*
- *Valid: - Certificate of Business registration, Operator's License, Memorandum and Article of Association with names of the owner's shareholders/directors of the company, and Valid Sudan Chamber of commerce membership certificate.*
- *Profile of the company*
- *Tax Registration Certificate and Valid Tax Clearance Certificate, in Sudan*
- *Financial capabilities- Last audit report or bank statement – 2 months*
- *Price schedule as per the format provided (do not change the format)- Annex A*
- *Three (3) References from current or past clients (at least in the last one year)*
- *Intent to bid form, completed and signed. Annex C*
- *Vendor Information form completed and signed. Annex B*
- *A cover letter explaining the Bidder's interest in supplying the good to the IRC.*
- *Explanations of delivery lead-times, warranties, transport, storage, and handling requirements, and other important information.*
- *Other important documents which Bidder attaches to support its bid.*

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 (USD) ONLY.**

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' and services' 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' and services' 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 initialed 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 characteristic 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
Plot 43, block 22, Graif West Badr Street
Khartoum, Sudan,**

All bids shall be submitted before 4:00pm on the 27th of February 2022 (Sudan Time). All bids are to be put into the tender box by the Provider provided for the purpose. **NOTE: Bids submitted after the deadline will not be accepted.**

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.

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

Format

The Bidder's proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes.

ENVELOPE	CONTENT
Technical/ Administrative Proposal Envelope	<ul style="list-style-type: none"> • Completed Vendor Information Form (Annex B) • Certificate of Incorporation • Memorandum & Articles of Association with names of the owners' shareholders/directors of the company. • Valid Sudan Chamber of commerce membership certificate • Copies of National I.D or Passport Bio-page of company owners/directors • Operation License • Tax Registration Certificate and Valid Tax clearance certificate • Profile of the Company minimum 4 pages ONLY • Bank Details / Financial Capability Docs (Bank Statement/last audit report) for the last 2 months- Dec and Jan 2022 • Cover Letter Expressing Interest to be a contracted Supplier. • 3 references from current or past clients - preferably INGOs and UN Agencies (at least in the last one year).
Financial Proposal Envelope	Completed Price offer sheet (Annex A). Duly Signed and Stamped.
Submission Envelope	Shall Contain both Sealed Financial Proposal and Technical/Administrative proposal. – This Envelope shall only be marked

	with the tender reference as described below
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No markings identifying the bidder shall appear on the outside envelope. The only writing on the outside envelope shall be “**Category Reference Number**”. **Ref#:** **IRC/SDN/MPA/2022/02**

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 evaluated by the IRC Procurement Committee, with the below scoring criteria.

Evaluation Criteria	Description	Weight (%)
Eligibility	Refers to Bidder’s ability to demonstrate that they have valid business registration, tax certificate, and all registration as required by the laws of Sudan. Eligibility criteria will be scored YES / NO. Yes will proceed to full technical evaluation and NO will be excluded from the next step.	Preliminary to pass to the next stage
Delivery lead-time and availability	Refers to Bidder providing the most advantageous delivery schedule. Refers to ability to deliver goods within the shortest lead time (Less than 2-week lead time) as demonstrated from a physical visit by IRC staff members/ Procurement Committee.	15%
Supplier organization and capacity is appropriate	Refers to the Supplier’s capability to fulfill the IRC’s requirements demonstrated by availability of goods in stock, goods that IRC needs to procure. Organization refers to availability of well set-up office located at the same address as provided in bid documents or on letter head. The bidder office and the bidder warehouse may be in different locations	20%
Warranty	Bidder provides the most favorable warranty terms for the goods supplied.	15

Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	5%
Past experience	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the goods and services required, experience working with IRC and other INGOs.	5%
Financial proposal	Financial proposal Offer as per Price list/ Quote to be clearly indicated.	40%

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 of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by **Sudan** Law.

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 reputed 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 provision of Stationery Supplies and Office Equipment to IRC Country offices should NOTE that all categories apply to all IRC Offices in Sudan.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

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 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 submitting 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

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Qty	UNIT Of MEASURE	UNIT PRICE (\$USD) VAT INCLUSIVE	COMMENT (if any)
1	Ball point pens		1	Piece		
2	Ball point Pens	(50Piece/box)	1	Box		
3	Shorthand books	A5 size Spiral Top	1	Piece		

4	Shorthand books	A5 size Spiral Top	1	Dozen		
5	Notebook	A4 size Spiral Top	1	Piece		
6	Notebook	A4 size Spiral Top	1	Dozen		
7	Masking tape	1"	1	Roll		
8	Masking tape	big size 2"	1	Rolls		
9	Black and White HP Printer Cartridge	64A HP Genuine	1	Piece		
10	Black and White HP Printer Cartridge	78A Genuine	1	Piece		
11	Black and White HP Printer Cartridge	85A Genuine	1	Piece		
12	Black and White HP Printer Cartridge	05A Genuine	1	Piece		
13	Black and White HP Printer Cartridge	83A Genuine	1	Piece		
14	Black and White HP Printer Cartridge	17A Genuine	1	Piece		
15	Black and White HP Printer Cartridge	410A Genuine	1	Piece		
16	Black and White HP Printer Cartridge	80A Genuine	1	Piece		
17	Black and White HP Printer Cartridge	26A Genuine	1	Piece		
18	Black and white Kyocera 3601i printer cartridge	CK-7510/3060/3061i Genuine	1	Piece		
19	LaserJet Color 126A	CE313A Genuine	1	Piece		
20	Black & white LaserJet 126A	CE313A Genuine	1	Piece		
21	Printing papers	A4 size - Double A Premium	1	Ream		
22	Color printing paper	A4 size	1	Ream		
23	Certificate papers	A4 size (100 sheets x 1 ream)	1	Ream		
24	Highlighter pens	(packet of 4Piece)	1	Packet		
25	Highlighter pens	(packet of	1	Packet		

		10Piece)				
26	Highlighter pens		1	Piece		
27	Permanent marker pens	Snowman or similar	1	Piece		
28	Stamp pads No 2 Standard size ink pad		1	Piece		
29	Diary Executive	A5 size	1	Piece		
30	Diary Executive	A4 size	1	Piece		
31	Staple wires 24/6	(of 12 Packets each)-Kangaroo	1	Box		
32	Staple wires 24/6	(of 12 Packets each)-Kangaroo	1	Packet		
33	Staple Machine	medium size for 24/6 wires Kangaroo	1	Piece		
34	Envelope peel & seal	A4 (Packet of 50Piece) 90gms	1	Packet		
35	Envelope peel & seal	A4 size	1	Piece		
36	Envelope peel & seal	A5 (Packet of 50Piece)	1	Packet		
37	Envelope peel & seal	A5 size	1	Piece		
38	Envelope peel & seal	small size White (Packet of 50Piece)	1	Packet		
39	Envelope peel & seal	small size Brown	1	Piece		
40	Envelope peel & seal	A2 (Packet of 50Piece) Big Approx size:406 x 305 Note: A2 size is N/A	1	Packet		
41	Envelope peel & seal	small size A2 Big Approx size:406 x 305 Note: A2 size is N/A	1	Piece		
42	Envelope peel & seal	A3 (Packet of 50Piece)	1	Packet		
43	Envelope peel & seal	small size A3	1	Piece		
44	Clip board	A4 size-plastic	1	Piece		
45	Staple Remover	24/6 26/6 staples	1	Piece		
46	Office Punch 20sheet	capacity of 80gms paper Kangaroo DP520	1	Piece		

47	Giant punch machine Kangaroo	DP 900	1	Piece		
48	Heavy duty office punch Kangaroo	80mm DP900	1	Piece		
49	Electronic calculators 14digits-Citizen	SDC-554S Citizen or Casio DJ 120 or similar	1	Piece		
50	Casio/Sharp Calculator or Equivalent	DR-120 / DR-140TM	1	Piece		
51	Stickers note pads	small size 3x 3	1	Piece		
52	Stickers note pads	Big size 3x 5	1	Piece		
53	File wallet-Plastic	My clear Bag	1	Piece		
54	Plastic dust bin-office waste basket	(small size)	1	Piece		
55	Office tray-Metal mesh	3 trays	1	Piece		
56	Office tray-plastic	2 trays	1	Piece		
57	Office tray-plastic	3 trays	1	Piece		
58	Whitewash		1	Pair		
59	Counter Books	2Quires	1	Piece		
60	Counter Books	3Quires	1	Piece		
61	Counter Books	4Quires	1	Piece		
62	Correcting pen		1	Piece		
63	Transparent rulers	30cm	1	Piece		
64	Office glue pen	50ml	1	Tube		
65	White board maker pens		1	Packet		
66	White board eraser		1	Piece		
67	Lead pencils with rubber	Standard pencil	1	Piece		
68	Rubbers (Erasers)	big size	1	Piece		
69	Rubbers (Erasers)	small size	1	Piece		
70	Stick glue	15g Net/0.53 oz	1	Piece		

71	Stick glue	big size	1	Piece		
72	Suspension files		1	Piece		
73	Plastic files		1	Piece		
74	Box files	18X28 STANDARD A4 SIZE	1	Piece		
75	Box files big size	A4 (NORMAL) (plastic type)	1	Piece		
76	Box files small size	(paper type)	1	Piece		
77	Box files small size	(plastic type)	1	Piece		
78	ID lanyards	(with plastic holder)	1	Piece		
79	White board	90X60	1	Piece		
80	Flip chart stand		1	Piece		
81	Flip chart 50sheets		1	Piece		
82	Flipcharts 25sheets	20 SHEETS TO 30 SHEETS	1	Piece		
83	Flip Chart Marker Pens	(9 black, 9 blue, 1red, 1 green) (10 Piece X 1 BOX)	1	Box		
84	Plastic folder		1	Piece		
85	Cello tapes	Big size	1	Piece		
86	White board	Large Size 90X120cm	1	Piece		
87	White board marker	(3blue, 3 black, 1 red, 1 green) (10 Piece X 1 BOX)	1	Box		
88	Transparent rulers	30cm	1	Piece		
89	Calculator 1	2 digits	1	Piece		
90	Giant Stapler	DS-900	1	Piece		
91	Gain Stapler pins	(Wires)	1	Piece		
92	Post it (colored) 3	X 3	1	Piece		
93	Brown Envelopes	A4	1	Packets		
94	Packing tape	ig size	1	Piece		
95	Hp printer 3 in 1 (1536)	M225dn	1	Piece		
96	HP cartridge for 3 in 1	1536	1	Piece		
97	Spiral notebooks	(A5)	1	Piece		

98	White board	Medium size 90X60cm	1	Piece		
99	Paper Punch	medium KANGARO DP520	1	Piece		
100	Hard cover notebooks	(A4)	1	Piece		
101	Memory card	16gb	1	p		
102	Desk organizer	(Plastic)	1	Piece		
103	Desk organizer	(glass)	1	Piece		
104	Desk organizer	(METAL)	1	Piece		
105	Office tray	(Plastic)	1	Piece		
106	Office tray	(Glass)	1	Piece		
107	Office tray	(METAL)	1	Piece		
108	Black & white HP printer cartridge	64A HP (Compatible)	1	Piece		
109	Black and white HP printer cartridge	78A (Compatible)	1	Piece		
110	Black and white HP printer cartridge	85A (Compatible)	1	Piece		
111	Black and white HP printer cartridge	05A (compatible)	1	Piece		
112	Color LaserJet 126A	CE313A (Compatible)	1	Piece		
113	Black & white LaserJet	126A CE313A (Compatible)	1	Piece		
114	Binder Clips	3/4"(19mm)	1	Packet		
115	Binder Clips	medium size	1	Packet		
116	Binder Clips	big size	1	Packet		
117	Paper clips	Small size	1	Packet		
118	Paper clips	Medium size	1	Packet		
119	Paper clips	Big size	1	Packet		
120	Color laser toner cartridge CE411A 305A	(Four in a set- Yello, Magenta, Cyan and Black)	1	Set		
121	HP Laser Jet P1005	(CB435A) cartridge 35A	1	Piece		
122	Unbranded Diaries	A4	1	Piece		
123	Unbranded Diaries	A5	1	Piece		
124	Laminating	Size A5, A4, A3	1	Piece		

	Machine					
125	Laminating Paper	Size A5	1	Ream		
126	Laminating Paper	Size A4	1	Ream		
127	Laminating Paper	Size A3	1	Ream		
128	Kyocera Ecoysys Printer black and white	M2640 1dw	1	Piece		
129	Toner Ecoysys Cartridge	M2640 1dw		Piece		
130	Batteries	AA	1	Pair		
131	Batteries	AAA	1	Pair		
132	Batteries	AA	1	Dozen		
133	Batteries	AAA	1	Dozen		
134	Strong Lenovo Wireless Mouse		1	Piece		
135	Spring files		1	Piece		
136	Hard drive	1000 GB	1	Piece		
137	Hard drive	500 GB	1	Piece		
138	Soft Board	600x45MM	1	Piece		
139	File divider		1	Set		
140	Flash Disc	8 GB	1	Piece		
141	Flash Disc	12GB	1	Piece		
142	Flash Disc	16GB	1	Piece		
143	Flash Disc	18GB	1	Piece		
144	Flash Disc	30GB	1	Piece		
145	Flash Disc	32GB	1	Piece		
146	HP Color LaserJet M479fdn Cartridge 415A	(Four in a set- Black, Cyan, Magenta and yellow)	1	set		
147	HP color LaserJet M281fdw Cartridge 203A	(Four in a set- Black, Cyan, Magenta and yellow)	1	set		
148	Kyocera TASKalfa 2553ci TONER KIT (TK-8345K, TK-8345C, TK-8345M and TK-	(Four in a set- Black, Cyan, Magenta and yellow)	1	set		

	8345Y)					
149	HP Color LaserJet M26nw	HP 79A toner cartridges	1	Piece		
150	LaserJet Pro M428fdw	HP 59A Black Original LaserJet Toner Cartridge	1	Piece		
151	HP LaserJet Pro M28a	HP 48A Black Original LaserJet Toner Cartridge	1	Piece		
152	HP Laser Jet Pro M12A	HP 79A Black Original LaserJet Toner Cartridge	1	Piece		
153	Scissor	Medium size	1	Piece		
154	Scissor	Big size	1	Piece		
155	Soft Board	600x45MM	1	Piece		
156	File divider		1	Set		
157	Extension cable	With multiple outlets	1	Piece		
158	Paper cutter	Small size	1	Piece		
159	Paper cutter	Big size	1	Piece		
160	Hanger files	Paper files	1	Piece		

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

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 into 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/h6dv915b72o1rnapxg3vczbqxjtboye1>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. 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 of 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

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 Ethicspoint, irc.ethicspoint.com or call Ethicspoint 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 obligates 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 _____