



International Rescue Committee Sudan

Request for Proposal (RFP) For

REHABILITATION OF LATRINES AND INSTALLATION OF WATER TANKS IN ALKAMLIN LOCALITY

Ref: # IRC/SDN/TENDER/2023/06

Planned Timetable	
Issue Request for Proposal	<i>19 November 2023</i>
Questions from Suppliers due date	<i>20 November 2023</i>
Answers to Suppliers questions due date	<i>21 November 2023</i>
Bid submission due date	<i>3 Dec 2023</i>
Suppliers return signed Intent to Bid forms due date	<i>3 Dec 2023</i>
Bid Opening and Evaluation date	<i>4 Dec 2023</i>
Suppliers visit if applicable	<i>5 Dec 2023</i>
Award of Business	<i>8 December 2023</i>
Contracts start	<i>10 December 2023</i>

Table of Content

	Pages
I. INTRODUCTION.....	3
1. <i>The International Rescue committee</i>	3
2. <i>The Purpose of this Request for Proposal (RFP)</i>	3
3. <i>Cost of Bidding</i>	3
II. THE BIDDING DOCUMENTS:.....	3
4. <i>The Bidding Documents</i>	3
5. <i>Clarification of Bidding Documents</i>	4
III. PREPARATION OF BIDS:.....	4
6. <i>Language of Bid</i>	4
7. <i>Documents Comprising the Bid</i>	4
9. <i>Bid Currencies</i>	5
10. <i>Document Establishing Goods Eligibility and Conformity to Bidding Documents</i>	5
11. <i>Bid Security</i>	6
12. <i>Period of Validity of Bids</i>	6
13. <i>Format and Signing</i>	6
IV. SUBMISSION OF BIDS.....	6
14. <i>Submission and Marking of Bids:</i>	<i>Error! Bookmark not defined.</i>
15. <i>Modification and Withdrawal of Bids</i>	7
V. BID OPENING AND EVALUATION.....	7
16. <i>Preliminary Examination</i>	7
17. <i>Evaluation and Comparison of Bids</i>	7
18. <i>Contacting the Purchaser</i>	8
19. <i>Notification of Award</i>	8
VI. CONTRACTING.....	9
20. <i>Contract award and notification</i>	9
21. <i>Warranty</i>	9
22. <i>Inspection</i>	9
23. <i>Price Schedules and Location</i>	9
24. <i>Service or consultant agreements</i>	9
25. <i>Disclaimer</i>	9
26. <i>Ethical Operating Standards</i>	Error! Bookmark not defined.

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 Contractor(s) for the International Rescue committee, Sudan Country Program to do Rehabilitation Works at various sites as listed in the table below.

Item No.	DESCRIPTION
Lot A	Installation of 4 Water Tanks in the Gathering Points in Alkamleen Locality.
Lot B	Rehabilitation of ten (10) Latrines in two IDPs Gathering Points and two Health facilities in Alkamleen Locality.

Bidders can apply for one or all Lots. **The evaluation for the two lots will not be done separately.** All qualified and interested Suppliers are invited to submit their proposals for one or all Lots.

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 2022/23. 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 a qualified contractor. 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 (SU-KhartoumProcurement SU-KhartoumProcurement@rescue.org). The request for clarification must reach the purchaser not later than **20 November 2023**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **21 November 2023**. 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. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English 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.

Eligibility documents that will be checked before technical evaluation (Preliminary Evaluation)

- Profile of the company
- Certified or color copy of trading license.
- Certified or color copy of income tax clearance
- Copy of VAT Registration Certificate (If applicable)
- Registered Power of Attorney (if addressed to IRC should be Original and if general should be certified by Register of Companies or be a color copy)
- Certificate of Business registration
- Memorandum and Article of Association
- Intent to Bid filled, signed & stamped Annex E
- Vendor information form filled, signed & stamped Annex C
- IRC Conflict of Interest and supplier code of conduct filled, signed & stamped – Annex D

Technical (Envelop/Folder)

- Annex F: Proposed work and activity Schedule
- Tenderer's Key Personnel with CVs and academic documents (Bidders' format)
- Tenderer's machinery with evidence of ownership or lease agreement with the owner of the machinery. (Bidders' format)
- Evidence of experience i.e recommendation letter or Certificate of Completion, 5 certificate of completions shall be provided as mentioned in clause 17,
- Certificate of Site Inspection Annex G (and this document RFP) – duly endorsed (signed and stamped) by IRC representative at the respective sites (IRC Field Coordinator for Base camp construction site or Health Center In-charge at Health Center construction

sites or WASH Engineer.)

- Tenderer's Financial Offer Priced Bills of Quantities signed & stamped. Annex A
- **Annex F: Proposed work and activity Scheduled filled, signed & stamped.**

Financial Envelop

- Annex A: - Tenderer's Financial Offer Priced Bills of Quantities.
- A letter confirming 100% completion of work using contractor's own resources, stamp and sign it or Any bidder who wishes to get 30% advance payment will have to provide, an advance payment guarantees equivalent to 30% of the contract value after award of contract and reasonable mobilization at site.
- Signed and stamped letter to IRC (Purchaser) by the contractor that 100% or more of the work shall be completed using contractor's own resources.
- Provide 4 months Bank statement – July, August, September, and October 2023
- Other important documents bidder feels need to be attached to support his/her bid.

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the items in the Bill of Quantities (BoQ). All unit prices shall be clearly indicated in the space provided in the BoQ, 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 and stamp the Bill of Quantities (BoQ)/price schedule with the Bidding Company's seal where feasible.

9. Bid Currencies

All financial rates and amounts entered in the Bid Form and Bill of Quantities/Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **Sudanese Pounds**.

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, if 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

The bidder shall provide the following bonds.

- Bid Bond: **The bidder shall provide an equivalent of 10% of the Bid value. Enclose the bid bond in your proposal.**
- Performance bond, as a security from a reputable insurance company or bank to guarantee satisfactory completion of a project by the bidder. The performance bond shall be equivalent to 10% of the contract value. This will be issued to IRC by the selected supplier before signing the contract. The performance bond will replace the bid bond when the bid is acknowledged, and a contractor is selected to execute the work.
- The bidder will provide Retention bond equivalent to 10% of the contract value from a reputable insurance company in case the bidder wants 100% payment. This will be provided after completion of work.
- Any bidder who wishes to get 30% advance payment will have to provide, an advance payment guarantees equivalent to 30% of the contract value after award of contract and reasonable mobilization at site.

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,

Building 119, Plot 290, Almatar area, Madani, Aljazeera State, Sudan

All bids shall be submitted before 4:00pm on the 3rd of Dec 2023 (Sudan Time). All bids are to be put into the box by the Provider provided for the purpose. **NOTE: Bids submitted after the deadline will not be accepted. NO submission of bids online will 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. This is only if the bidder fails to submit through e-mail.

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. Please make sure the platform you use for uploading your proposal does not expire.

Format

The Bidder’s proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes/Folders. *Indicate the reference number and description on the folder as IRC/SDN/TENDER/2023/06 and **REHABILITATION OF LATRINES AND INSTALLATION OF WATER TANKS IN ALKAMLIN LOCALITY.*** The eligibility documents requested in the “Bid opening and evaluation” section below should be submitted together with the technical proposal envelop/Folder should be properly labeled as “Technical Proposal”. The financial proposals should also be properly labeled as “Financial Proposal”.

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 (%)
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Eligibility	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate, and all registration documents 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 Technical and Financial evaluation.	Preliminary to pass to the next stage
Key Staff Capacity	Contractor's Site Supervisor should be a qualified civil Engineer (bachelor's degree) or equivalent with at least five years project management experience. (Attach CV). Refers to the technical experience of the responsible civil engineers and those individuals who are assigned to this project. The presented personnel shall work with the IRC to supervise the construction and must be present to deliver the project.	10%
Contractor's Past experience	Refers to bidders' ability to demonstrate relevant experience and technical knowledge of the services required, experience working with IRC, other INGOs, UN Agencies, and Government Institutions. At least five projects of similar value and complexity over the past three years. Provide at least five Certificates of Completion or recommendations from past INGO, Government or UN clients for construction works. Provide IRC Certificate of Completion if available. Attaching contracts or photos alone will not earn any score	20%
Program of Work	Refers to Bidder providing most advantageous tender 'program of work' in terms of weeks (7days/Week). Please specify in weeks for each structure in case you are bidding for more than one structure	20%
Construction machinery	Refers to Bidder's ability to demonstrate that they have the following construction machinery/equipment: <ul style="list-style-type: none"> • Dump /Tipper truck, • Water Tanker • Utility Heavy Truck (at least 10tons) • Light Vehicle (at least 2 tons) Concrete mixer, • Compactor. • Poker Vibrator Provide evidence of ownership (Receipt/Vehicle Registration Book) of all the above machines. Making a list of the items only will not earn you any score. Provide lease agreement where applicable.	10%
Ability to complete most of the work. on its own finances	100% of work completed by contractor's own resources. Please make this in form of a letter, stamp and sign it and provide 4 months Bank statement.	5%
Payment Terms	Refers to bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of services and receipt of invoice.	5%
Financial Proposal	<i>Financial Offer Priced Bills of Quantities.</i>	30%
TOTAL% SCORE		100%

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 Contractor 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 the construction works. 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 contract and perform its obligations satisfactorily.

21. Warranty

The Contractor 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 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 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

The construction works will take place in the respective locations indicated in the table Under section 2. **The Purpose of this Request for Proposal (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/h6dv915b72o1rnapxg3vczbqxjtboyel>. 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 contractor

- (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 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.

H. Annexes

- Annex A: Bidders must submit their financial offers in accordance with the BOQs provided under ANNEX A *Tenderer's Financial Offer Priced Bills of Quantities*. of this RFP document. Bidders who wish to use their own format must ensure that they include the minimum information given in Annex A. *Tenderer's Financial Offer Priced Bills of Quantities*.
- Annex B Scope of service required.
- Annex C Vendor Information form
- Annex D IRC Conflict of Interest and Supplier Code of Conduct form
- Annex E Intent to Bid Form
- Annex F Proposed work and activity schedule.
- Annex G Certificate of Pre-Tender Site Inspection

ANNEX: A TENDERER'S FINANCIAL OFFER PRICED BILLS OF QUANTITIES.

**(REHABILITATION OF LATRINES IN ALAMAL SCHOOL GATHERING POINT AND
INSTALLATION OF WATER TANKS IN ALKAMLIN LOCALITY)**

LOT: A**INSTALLATION OF 4 WATER TANKS IN THE GATHERING POINTS IN ALKAMLEEN LOCALITY.**

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 Water Points - IDP sites نقطة مياه - تجمعات النازحين							
البند No.	Item البند	التفاصيل Description	الوحدة Unit	الكمية Quantity	سعر الوحدة Unit price SDG	السعر الكلي Total price SDG (Inclusive of VAT and/or other taxes)	الملاحظات Remarks
1	Basin for the water point	Supply and installation of basin for the water point consists of wall to fix on in 4 water taps copper type size 3/4 inch, the basin must built from cement blocks, plastering all its surfaces, maintain inclination into the basin for drainage of water, water trap and connecting it to the soak pit by plastic water pipes. As shown in attached drawings.	No.	1			
	حوض لنقطة مياه	توريد وتركيب حوض لنقطة المياه يتكون من جدار تثبت فيه عدد 4 حنفيات نوع نحاس قياس 2/1 انش على أن يتم بناء الحوض من البلوك الأسمنتي و تلبس جميع اسطحه و عمل ميول و صفاية و تركيب ماسورة تصريف و توصيلها بحفرة التصريف المجاورة. كما هو موضح في الرسومات					
2	Soak pit for water point	Executing a pit for waste water from the water points next to the water point, the work consists of: - Digging with circular shape diameter of 1.5 m and depth of 3 m. - Filling the pit with graded stones as shown in the attached drawings. - Applying the drainage pipe at lower level than ground level with elbow as shown in the attached drawings. - Applying concrete slab on the pit with thickness of 10 cm and diameter of 1.4 m.	No.	1			

		As shown in attached drawings.				
	حفرة امتصاصية لمياه الصرف من نقطة المياه	تنفيذ حفرة لتصريف الماء الفائض من نقطة المياه بجانب نقطة المياه و يتكون العمل من: - الحفر بشكل دائري بقطر 1.7 متر و عمق 3 متر. - ملئ الحفرة بالأحجار بأحجام متدرجة كما هو موضح بالرسومات. - وضع ماسورة التصريف على مستوى منخفض من سطح الأرض بكوع مع سده تريت للتنظيف للأسفل. - تنفيذ صبة خرسانية اعلى الحفرة بسماكة 10 سم و قطر 1.4 متر. كما هو موضح في الرسومات				
3	Water tank 3000 liter	Supply and installation of plastic tank size 3000 liter ,three layers, the work including fixing it well, connecting it by the inlet and outlet pipes with all related accessories. Applying IRC and SHF logo on the tank.	No.	1		
	خزان مياه 3000 لتر	توريد و تركيب خزان بلاستيك ثلاث طبقات سعة 3000 لتر و العمل يشمل التثبيت جيدا في المكان المطلوب و توصيله بخط الدخول بعمل فتحة قياس 3 انش و تركيب ماسورة قياس 3 انش بشكل كوع و له غطاء (سده) ليتم التعبئة عبره من خرطوم التتكر و خط الخروج للحنفيات مع كافة التوصيلات المطلوبة. - تنفيذ شعار المنظمة و الجهة المانحة على سطح القاعدة.				

4	Base for water tank 3000 liter	Supply and installation of base for the tank size 3000 liter with area of 1.9 m * 1.9 m and height of 1.2 m, consists of:- Digging under the base location by 30 cm and applying plain concrete.- Building of external wall for the base by solid cement blocks and applying internal partitions by the solid blocks as intersection lines.- Filling the internal volume of the base by soil from the valley and compacting it well.- Applying plain concrete above the base with thickness of 10 cm.- Building surrounding blocks around the base with height of 20 cm.- Plastering the external area of the base with cement plaster, and plastering the surface which the tank will fixing on to be smooth.-Paint the external surface by emulsion white color.- Applying IRC and SHF logo on the tank.As shown in attached drawings.	No.	1			
	قاعدة لخزان مياه سعة 3000 لتر	توريد و تنفيذ قاعدة لخزان سعة 3000 لتر بمساحة 2 متر في 2 متر و ارتفاع 1.2 متر تتكون من: - حفر أسفل الجدران بعمق 20 سم و عمل جمع مع خلطة خرسانية. - بناء الجدار الخارجي للقاعدة من البلوك الأسمنتي و عمل قاطع داخلي من البلوك الأسمنتي. - كيس الفراغ الداخلي بين حوائط للقاعدة بالتربة و الرش و الدك جيدا. - تنفيذ صبة أعلى القاعدة بسماكة 10 سم. - رفع البناء حول القاعدة بارتفاع 20 سم. -تلييس كامل مساحة القاعدة من الخارج باللياسة الأسمنتية و تلييس السطح الذي سيوضع عليه الخزان ليكون ناعم دون اي بروز. - دهان السطح الخارجي بدهان مائي لون أبيض. - تنفيذ شعار المنظمة و الجهة المانحة على سطح القاعدة. كما هو موضح في الرسومات المرفقة.					
5	Water valve size 3/4 inch	Supply and installation of water valve copper type size 1 inch, the work includes all related accessories for fixing it.	No.	1			
	محبس ماء قياس 4/3 انش	توريد و تركيب محبس ماء نوع نحاس قياس 1 انش و العمل يشمل كافة الاكسسوارات لتركيبه و ضمان عدم تسرب الماء.					

6	water pipes size 3/4 inch	Supply and installation of plastic water pipes UPVC size 3/4 inch ,with all related accessories including fixing it under the soil or on the walls by pipe clips.	m	18			
	أنابيب ماء قياس 4/3 انش	قياس UPVC توريد و تركيب أنابيب ماء بلاستيك 4/3 انش (من الخزان الى الحنفيات في الحوض) و العمل يشمل كافة التوصيلات من أنواع وتحويلات و خلافه و تركيبها في قاعدة الخزان و التحويلات للحنفيات قياس 2/1 انش.					
7	Sewer pipes size 4 inch	Supply and installation of plastic pipes for sewer water PVC size 4 inch, the work include all related connections to fix it under soil or on the walls by using pipe clips. 10 bar pressure.	m	12			
	أنابيب صرف قياس 4 انش	توريد و تركيب انابيب بلاستيك صرف صحي قياس 4 انش والعمل يشمل كافة التوصيلات PVC من أنواع و تحويلات و خلافه لتركيبها بالدفن أسفل التربة (من حوض الحنفيات الى حفرة التصريف و العمل يشمل توريد و تركيب شبك استانسيتيل غير قابل للصدأ عند فتحة تصريف الماء في الحوض لمنع دخول الأتربة و الأوساخ لداخل الأنابيب لكي لا تسبب انسدادها).					
8	Water pump	Supplying and installing water pump, 2 hp capacity, Italian made top qualitywith all accessories and connecting to the electric network (2*2.5mm) with circuit breaker (6A) top quality and all the needed accessories	No.	1			
	موتور مياه	توريد و تركيب مضخة ماء 2 حصان. ايطالي الصنع الاكسسوارات اللازمة لوصلها بشبكة المياه و العمل يشمل كل التوصيلات و المواسير.					
Total المجموع							

LOT B: REHABILITATION OF TEN LATRINES IN TWO IDPS GATHERING POINTS AND TWO HEALTH FACILITIES IN ALKAMLEEN LOCALITY

البند No.	التفاصيل Description	الوحدة Unit	الكمية التقديرية Estimated Quantity	سعر الوحدة Unit Cost USD	السعر الكلي Total Cost USD (Inclusive of VAT and/or other taxes)	الملاحظات Remarks
1-1	Landscaping	LS	1.00			
	تنسيق					
1-2	Plain concrete	m ³	3.60			
	خرسانة التسوية					
1-3	Paint for walls	m ²	110.0			

		according to the site Engineer instruction.				
	دهان للجدران	توريد و تركيب طلاء بوماستيك للحوائط (2 وجه) و من ثم عمل بوهية زيتية حسب المواصفات الاوروبية ، العمل يشمل عمل نظافة للحوائط باستخدام فرشاة سلك و ورق سنفرة ، اللون يتم تحديده بواسطة المهندس المشرف				
1-4	Doors Work	Maintanace (and replace if needed) of metal door for the toilets with dimensions (0.90 m * 2.0 m) with the same specification as the existing doors. The price includes all the installations necessary to complete the works according to the engineer's instructions.	No	3.0		
	أعمال الأبواب	صيانة ابواب للحمامات ببنفس مواصفات الابواب الموجودة في المركز ، السعر يشمل جميع الملحقات اللازمة لتركيب الابواب حسب توجيهات المهندس المشرف				
1-5	Latrine Squat	Supply and install high quality squat toilet, The price includes all the required fittings, equipment's, tools and materials to perform the work.	No	3.0		
	مقعد المراض	توريد و تركيب مقاعد حمامات ارضية بجودة عالية شاملا جميع الملحقات و المعدات و المواد لإكمال العمل				
1-6	Electrical Work	Supply and installation of electrical network in the latrine, the work inludes connecting from the main line and the generator including wires,sokets,...etc	NO.	3.0		
	اعمال الكهرباء	توريد و تركيب شبكة كهرباء في المراض ويشمل العمل التوصيل من الخط الرئيسي والمولد بما في ذلك الاسلاك والسوكيتات ... الخ.				

1-7	Power saving light bulbs	Supplying, installing and connecting power saving light bulbs, 30 watts, first quality with socket, switch and the needed accessories for installation and fixing.	No	6.0		
	لمبات موفرة للطاقة	تقديم وتركيب لمبات موفرة للطاقة 30 واط مع مفتاح وتوصيلها بالكهرباء نوع اول مع كافة الاكسسوارات اللازمة للتركيب والتثبيت.				
Sub-Total USD						
Grand Total العام الاجمالي						



إعادة تأهيل الحمامات بالمركز الصحي مربع واحد - محلية الكاملين
Squire one Health Facility - Alkamline Locality Rehabilitation of 2 Latrines in

البند No.	التفاصيل Description	الوحدة Unit	الكمية التقديرية Estimated Quantity	سعر الوحدة Unit Cost SDG	السعر الكلي Total Cost SDG (Inclusive of VAT and/or other taxes)	الملاحظات Remarks
1-1	Supplying and executing plain concrete mix thickness 20cm , cement dosage 200 kg/m ³ with all the needed works and accessories. accordance to the engineer's instructions. accordance to the engineer's instructions.	m ³	1.60			
	توريد وتنفيذ خلطة اسمنتية سماكة 20سم، عيار الاسمنت 200 كغ /م ³ مع كافة الاعمال والاكسسوارات اللازمة، وبحسب تعليمات المهندس المشرف.					
1-2	Supply and apply painting 2 layers of asmatic paint (2 coats) for the walls and apply oil paint quality according to European standards, the work includes Scrape walls with metal brush/string brush/heavy duty emery papers as applicable and prepare necessary surface before applying new coatings.	m ²	85.0			
	Paint for walls					

		Final color & type should be according to the site Engineer instruction.				
	دهان للجدران	توريد وتركيب طلاء بوماستيك للحوائط (2 وجه) و من ثم عمل بوهية زيتية حسب المواصفات الاوروبية ، العمل يشمل عمل نظافة للحوائط باستخدام فرشاة سلك و ورق سنفرة ، اللون يتم تحديده بواسطة المهندس المشرف				
1-3	PVC water tank	Maintanace of the existed water tank network including pipes and valves and connect it to the water pump and to the latrine network and insure the tank is clean and there is no leaking in the connections the work includes all the required accessories	No	1.0		
	خزان بلاستيكي	صيانة شبكة خزانات المياه الموجودة بما في ذلك الأنابيب والصمامات وتوصيلها بمضخة المياه وشبكة المراحيض والتأكد من نظافة الخزان وعدم وجود تسرب في التوصيلات ويشمل العمل جميع الملحقات المطلوبة				
1-4	Toilet seat	Supplying and installing porcelain toilet, top quality with discharge nozzle 4" with neck and sprinkle and the required installation and fixing works	No	1.0		
	كرسي افرنجي	توريد وتركيب مقعد افرنجي بورسلين.. فوهة التصريف 4" مع رقبة ورشاش و كافة أعمال التركيب والتثبيت اللازمة				
1-5	Toilet siphon	Supply and install high quality flushing cistern for the toilets and sprinkle. The price includes all the required fittings, connections, hoses, angle valves ... etc to operate the flushing cistern.	No	1.0		
	كرسي بلدي	توريد وتركيب سيفون جودة عالية للمرحاض ورشاش. والسعر يشمل كل مايلزم من توصيلات, محابس زاوية, ليات وغيرها لتشغيل السيفون واتمام العمل.				
1-6	Doors Work	Maintanace (and replace if needed) of metal door for the toilets with dimensions (0.90 m * 2.0 m) with the same	No	2.0		

		specification as the existing doors. The price includes all the installations necessary to complete the works according to the engineer's instructions.					
	أعمال الأبواب	صيانة ابواب الحمامات ببنفس مواصفات الابواب الموجودة في المركز ، السعر يشمل جميع الملحقات اللازمة لتركيب الابواب حسب توجيهات المهندس المشرف					
1-7	Disludging of Latrines شفط الحمامات	Disludging of latrines and cleaning, and coverage of manholes and ensuring that water spills inside them without any hindrance and linking them to the main sewage room. شفط السبنتك تانك وتنظيف وتغطية غرف التفتيش والتأكد من انسياب المياه بداخلها دون أي عائق وربطها بغرفة الصرف الصحي الرئيسية.	LS	1.0			
1-8	Electrical Work اعمال الكهرباء	Supply and installation of electrical network in the latrine, the work includes connecting from the main line and the generator including wires,sokets,...etc توريد وتركيب شبكة كهرباء في المراض ويشمل العمل التوصيل من الخط الرئيسي والمولد بما في ذلك الاسلاك والسوكيتات ... الخ.	NO.	2.0			
1-9	Power saving light bulbs لمبات موفرة للطاقة	Supplying,installing and connecting power saving light bulbs, 30 watts, first quality with socket, switch and the needed accessories for installation and fixing. تقديم وتركيب لمبات موفرة للطاقة 30 واط مع مفتاح وتوصيلها بالكهرباء نوع اول مع كافة الاكسسوارات اللازمة للتركيب والتثبيت.	No	3.0			
Sub-Total USD							
Grand Total الاجمالي العام							



إعادة تأهيل الحمامات بمركز إيواء المدرسة الشرقية - محلية الكاملين

Eastern School Gathering point - Alkamline Locality Rehabilitation of 2 Latrines in

البند No.	التفاصيل Description	الوحدة Unit	الكمية التقديرية Estimated Quantity	سعر الوحدة Unit Cost SDG	السعر الكلي Total Cost SDG(Inclusive of VAT and/or other taxes)	الملاحظات Remarks
1-1	Plain concrete	m ³	2.50			
	توريد وتنفيذ خلطة اسمنتية سماكة 20سم، عيار الاسمنت 200 كغ /م ³ مع كافة الاعمال والاكسسوارات اللازمة، وبحسب تعليمات المهندس المشرف.					
1-2	خرسانة التسوية	m ²	112.0			
	دهان للجدران					

		العمل يشمل كشط الجدران باستخدام فرشاة معدنية / فرشاة خيطية / أوراق صنغرة شديدة التحمل حسب الاقتضاء وإعداد السطح اللازم بالمعجون . يجب أن يكون اللون والنوع النهائي وفقًا لتعليمات مهندس الموقع.				
1-3	PVC water tank	Supply and installation of 1500 liter water tank including pipes and valves and connect it to the water pump and to the latrine network and insure there is no leaking in the connections the work includes all the required accessories	No	1.0		
	خزان بلاستيكي	توريد وتركيب خزان مياه سعة 1500 لتر شامل المواسير والصمامات وتوصيله بمضخة المياه وشبكة المراحيض والتأكد من عدم وجود تسرب في التوصيلات يشمل العمل جميع الملحقات المطلوبة				
1-4	Toilet siphon	Supply and install high quality flushing cistern for the toilets and sprinkle. The price includes all the required fittings, connections, hoses, angle valves ... etc to operate the flushing cistern.	No	3.0		
	كرسي بلدي	توريد وتركيب سيفون جودة عالية للمرحاض ورشاش. والسعر يشمل كل مايلزم من توصيلات, محابس زاوية, ليات وغيرها لتشغيل السيفون واثمام العمل.				
1-5	Doors Work	Maintanace (and replace if needed) of metal door for the toilets with dimensions (0.90 m * 2.0 m) with the same specification as the existing doors. The price includes all the installations necessary to complete the works according to the engineer's instructions.	No	3.0		

	أعمال الأبواب	صيانة ابواب للحمامات ببنفس مواصفات الابواب الموجودة في المركز ، السعر يشمل جميع الملحقات اللازمة لتركيب الابواب حسب توجيهات المهندس المشرف					
1-6	Disludging of Latrines	Disludging of latrines and cleaning, and coverage of manholes and ensuring that water spills inside them without any hindrance and linking them to the main sewage room.	LS	1.0			
	شفط الحمامات	شفط السبتنك تانك وتنظيف وتغطية غرف التفتيش والتأكد من انسياب المياه بداخلها دون أي عائق وربطها بغرفة الصرف الصحي الرئيسية.					
1-7	Electrical Work	Supply and installation of electrical network in the latrine, the work includes connecting from the main line and the generator including wires,sokets,...etc	NO.	3.0			
	اعمال الكهرباء	توريد وتركيب شبكة كهرباء في المراض ويشمل العمل التوصيل من الخط الرئيسي والمولد بما في ذلك الاسلاك والسوكيتات ... الخ.					
1-8	Power saving light bulbs	Supplying,installing and connecting power saving light bulbs, 30 watts, first quality with socket, switch and the needed accessories for installation and fixing.	No	4.0			
	لمبات موفرة للطاقة	تقديم وتركيب لمبات موفرة للطاقة 30 واط مع مفتاح وتوصيلها بالكهرباء نوع اول مع كافة الاكسسوارات اللازمة للتركيب والتثبيت.					
Sub-Total USD							
Grand Total الاجمالي العام							



إعادة تأهيل الحمامات بمركز إيواء مدرسة الامل لذوي الاعاقة - محلية الكاملين
Alaml School Gathering point - Alkamline Locality Rehabilitation of 3 Latrines in

البند No.	التفاصيل Description	الوحدة Unit	الكمية التقديرية Estimated Quantity	سعر الوحدة Unit Cost SDG	السعر الكلي Total Cost SDG(Inclusive of VAT and/or other taxes)	الملاحظات Remarks
1-1	Plain concrete	m ³	2.50			
	خرسانة التسوية					
1-2	Paint for walls	m ²	112.0			
	دهان للجدران					

1-3	PVC water tank	Supply and installation of 1500 liter water tank including pipes and valves and connect it to the water pump and to the latrine network and insure there is no leaking in the connections the work includes all the required accessories	No	1.0		
	خزان بلاستيكي	توريد وتركيب خزان مياه سعة 1500 لتر شامل المواسير والصمامات وتوصيله بمضخة المياه وشبكة المراحيض والتأكد من عدم وجود تسرب في التوصيلات يشمل العمل جميع الملحقات المطلوبة				
1-4	Toilet siphon	Supply and install high quality flushing cistern for the toilets and sprinkle. The price includes all the required fittings, connections, hoses, angle valves ... etc to operate the flushing cistern.	No	3.0		
	كرسي بلدي	توريد وتركيب سيفون جودة عالية للمرحاض ورشاش. والسعر يشمل كل مايلزم من توصيلات, محابس زاوية, ليات وغيرها لتشغيل السيفون واتمام العمل.				
1-5	Doors Work	Maintanace (and replace if needed) of metal door for the toilets with dimensions (0.90 m * 2.0 m) with the same specification as the existing doors. The price includes all the installations necessary to complete the works according to the engineer's instructions.	No	3.0		
	أعمال الأبواب	صيانة ابواب للحمامات ببنفس مواصفات الابواب الموجودة في المركز، السعر يشمل جميع الملحقات اللازمة لتركيب الابواب حسب توجيهات المهندس المشرف				
1-6	Disludging of Latrines	Disludging of latrines and cleaning, and coverage of manholes and ensuring that water spills inside them without any hindrance and linking them to the main sewage room. شفت السبتنك تانك وتنظيف وتغطية غرف التفتيش والتأكد من انسباب المياه بداخلها دون أي عائق وربطها بغرفة الصرف الصحي الرئيسية.	LS	1.0		

1-7	Electrical Work	Supply and installation of electrical network in the latrine, the work includes connecting from the main line and the generator including wires, sockets,...etc	NO.	3.0			
	اعمال الكهرباء	توريد وتركيب شبكة كهرباء في المراحيض ويشمل العمل التوصيل من الخط الرئيسي والمولد بما في ذلك الاسلاك والسوكيتات ... الخ.					
1-8	Power saving light bulbs	Supplying,installing and connecting power saving light bulbs, 30 watts, first quality with socket, switch and the needed accessories for installation and fixing.	No	4.0			
	لمبات موفرة للطاقة	تقديم وتركيب لمبات موفرة للطاقة 30 واط مع مفتاح وتوصيلها بالكهرباء نوع اول مع كافة الاكسسوارات اللازمة للتركيب والتثبيت.					
Sub-Total USD							
Grand Total الاجمالي العام							

Annex B: Scope Service Required

SCOPE OF SERVICES REQUIRED

The following technical statement of work is designed to set an appropriate standard and the technical attributes for Construction and Rehabilitation works required in the above-mentioned Health facilities and gathering points.

The statement of work below should be read in parallel with the BoQ attached in the Annex A. *Tenderer's Financial Offer Priced Bills of Quantities*

The statement is designed for all key works of infrastructure in the BoQs Annex A: *Tenderer's Financial Offer Priced Bills of Quantities*

All design elements, distances, levels, heights, specifications must be confirmed by the contractor to achieve the standards required by the IRC.

Below are the important and summary of the required rehabilitation works, for more detail refer to BOQ, the work shall include but not limited to the following:

- A. Demolishing, Dismantling and Preparing
- B. Excavation work
- C. Plastering Works
- D. Water Storage tank supply and installation.
- E. Door's maintenance.
- F. Plumbing & Sanitary Works.
- G. Electrical Works

Period of Performance

rehabilitation of latrines and installation of water tanks in alkamline locality considered to take a period of 4 weeks to complete the work and 6 months of retention period.

Place of Performance

Th rehabilitation of latrines and installation of water tanks in alkamline locality latrine will take place in Alkamline with 3 latriens and Squire 1 Health centers with 2 latrines and two gathering points Alshargia school and 3 latrines in Alaml school in Alkamleen loacity, and eastern school with 2 latrines Al Jazeera state Sudan.

Work Requirements

The Contractor shall, at his own expense, visit the project site for inspection and study all the circumstances surrounding the implementation before submitting its prices.

The price provided for the repair, replace or maintenance of any item including all required works, supplies, installation, and replacement of the damaged works, as well as repair and maintenance of all that may be affected by other works as a result of the work of restoration and maintenance of that item and all necessary for this, the work required is complete.

The contractor shall use cement resistant to salts and sulphates in all concrete works, works attached to the soil and exposed works exposed to the influence of external factors.

Schedule/Milestones

Milestone	Description of Works	Amount Payable	Completion timeline
Milestone 1	<ul style="list-style-type: none"> • Mobilizing and setup on site. • Excavation and base work. For the water storage tanks. • Plumping work for the latrines 	30%	1 weeks
Milestone 2	<ul style="list-style-type: none"> • Start the installation of storage tanks. • Plastering of walls. • Building of wall for the distribution point. • Plumping works for the distribution points and manufacturing of hand washing station. 	30%	2 weeks
Milestone 3	<ul style="list-style-type: none"> • Installation of lights for the latrines and water pumps. • Fixing of doors for the latrines • General site clearance and hand over. 	30%	1 weeks
Milestone 4	<ul style="list-style-type: none"> • Retention period 	10%	6 months

Acceptance Criteria

The Contractor shall submit samples of all materials to the IRC site engineer before implementation and installation conforming to the specifications. IRC have the right to reject any unauthorized or irregular samples.

The Contractor shall bear the consequences of any removal of the infringing works. IRC have the right to reject any quantities executed before approval.

Other Requirements

The Contractor agrees to give retention period of six months after the work completion date and any defects happening during the six-month period, the Contcator to be held responsible for it.

Annex C: Vendor 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 ____
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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.

Annex D: 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 E: 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) _____

IRC/SDN/TENDER/2023/06

Fax _____

Email _____

Annex F: Proposed work and activity Schedule

IRC/SDN/TENDER/2023/06

This is to Certify that Mr/Mrs/Ms/Eng.
of.....(Firm) on
..... (Date) carried out an inspection of the proposed site(s) of the Works to be
undertaken for Contract No.

This further certifies that the Tenderer is fully conversant with all Site conditions and information necessary for preparing the Tender and entering into a Contract for the completion of all Works according to the Specifications and the Programme for Work.

(Name):.....

(Signature):.....

(Designation):.....

duly authorized to sign Tenders on behalf of
.....

Date:.....

Note: This form should be competed and submitted with the Tender.