



IRC SUDAN PROGRAM

Request for Information

Pre-Qualification of Construction Contractors.

Ref: IRC/SDN/RFI/2026/01

Interested service providers are strongly advised to read through the entire Request For information document before submitting their responses

PART 1: INVITATION TO PRE-QUALIFICATION

- Introduction to IRC
- Request for Information (RFI) Objective
- Pre-Qualification Award Criteria
- Instructions & Key Information

PART 2: CORE REQUIREMENTS AND SPECIFICATION

Detailed description of IRC's specific requirements

PART 1 – INVITATION TO PRE-QUALIFICATION

The International Rescue Committee, 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.

The IRC is currently operating in Damazine, Gedarif, Madani, Kosti, Omdurman, Khartoum, Atbara, Shendi and in Port Sudan. The regular sectors in IRC Sudan are Health, Environmental Health, Child Protection, Women Protection & Empowerment, Economic Recovery & Development.

1. Request for Information Objective

The objective of the RFI is to prequalify a list of Construction services Suppliers/ Construction Contractors which will be contacted in case of need for future construction or rehabilitation works, including water system rehabilitation. The output of this activity will be awarding of 'Prequalified' status to a number of Construction services Suppliers / Construction Contractors. Once nominated as a Pre-Qualified Supplier/Contractor you will be invited to bid on specific requirements in the future and future awards may be made. The prequalification will be valid for a maximum period of 2 years

2. Prequalification Award Criteria

The IRC is committed to running a fair and transparent process and ensuring that all bidders are treated and assessed equally during this process. RFI responses will be evaluated against three weighted categories of criteria:

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
Key Staff Capacity	Contractor's Site Supervisor should be a qualified civil Engineer (bachelor's degree) or equivalent to at least five years' project management experience. (Please Attach CV) . Referring to the technical experience of the responsible civil engineers and those individuals who are assigned to this project. The personnel present shall work with the IRC to supervise construction and must be present to deliver the project.	20%
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. Successful completion of at least three projects of similar value and complexity over the past three years. Provide at least three Certificates of Completion or recommendations (specific to construction) from past INGO, Government or UN clients for construction works. Provide IRC Certificate of Completion if available. Attaching contracts/Purchase Orders or photos alone will not earn any score.	25%

Construction machinery capacity	Referring to Bidder's ability to demonstrate that they have construction machinery/equipment: For example. • Dump /Tipper truck, • Concrete mixer, • Compactor. • Poker Vibrator Provide evidence of ownership (Receipt/Vehicle Registration Book) of the construction machinery/equipment. Making a list of the items only will not earn you any score. Provide lease agreement where applicable.	20%
Financial Capacity	Original Bank Statement (signed and stamped by the bank) for the last three (3) months (Oct, Nov and Dec 2025)	35%
TOTAL% SCORE		100%
Pass mark		60

Vendors must provide as much information/evidence as possible in order to fulfill the requirement of the evaluation criteria indicated in the table above.

3. Vetting

Successful bidders must be successfully vetted. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the process is proved to be incorrect during the vetting process (or at any other point), The IRC may rescind their award decision.

Vetting may also involve checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

4. Bidder's Instructions

4.1 Timelines

Planned Timetable	
Issue Request for Information	<i>2 Feb 2026</i>
Questions from Suppliers due date	<i>4 Feb 2026</i>
Answers to Suppliers questions due date	<i>8 Feb 2026</i>
RFI submission due date	<i>16 Feb 2026</i>
RFI Opening and Evaluation date	<i>18 Feb 2026</i>
Suppliers visit	<i>25 Feb 2026</i>
Final Evaluation	<i>28 Feb 2026</i>

The above dates are for indicative purposes only and are subject to change. However, The IRC commits to ensure all Bidders receive notification of changes to timelines in a fair and transparent manner.

4.2 Submission Format & RFI Response Document

Bidders wishing to submit a bid **must use the RFI Response Document template attached**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Sustainability Criteria. In addition to the RFI Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the RFI Response Document can be found below.

Vendors who wish to participate in the RFI should submit the information required to the following Email Address: SU-KhartoumProcurement@rescue.org by **16 February 2026**

Note:

Please quote the category ID# as **IRC/SDN/RFI/2026/01** in the subject of your e-mail and submit required documents responding to this RFI as required.

Site visit to the Construction company business establishment / office to be organized. The supplier will be notified in case of change to the planned visit date.

- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other IRC email addresses into the email when you submit it as this will invalidate your bid.

4.3 Closing Date

RFI submissions must be received, no later than **4:00 PM Central Africa Time. 16 February 2026**

4.4 Key Contacts

All questions relating to this RFI should be sent via email to: SU-KhartoumProcurement@rescue.org

Please allow up to one (1) calendar day for a response. Where the enquiry may have an impact on other bidders within the process, IRC will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

The IRC Sudan Country Program implements a range of construction related activities across its programming areas. These include small-scale rehabilitation projects and medium-scale new infrastructure projects. These projects are delivered through several methods including direct implementation by IRC, working with local partners and through third party Supplier/Contractors. All construction and rehabilitation works must comply with recognized international standards, including but not limited to: Sphere Standards, WHO technical guidance, national building codes, and IRC internal engineering guidelines. Non-compliance may result in contract termination.”

All construction works shall be subject to a minimum defects’ liability period of 3–6 months (to be specified at RFQ/RFP stage), during which the contractor is responsible for correcting defects at no additional cost.”

The type of projects The IRC is involved in vary significantly depending on the nature of the program or response – but can include schools, hospitals / health care facilities, living accommodation, child friendly spaces, sanitation facilities / latrines, community centers etc.

The IRC’s key interests in your response to this Pre-Qualification RFI will be:

- **Safety** – The IRC will only work with Contractors who are able to demonstrate that they follow strict Health & Safety procedures to ensure the wellbeing of its employees, The IRC colleagues, beneficiaries and other third parties always.
- **Risk** – The IRC will only work with those Contractors who have the right to work legally and compliantly.
- **Quality** – The IRC expect Contractors to be able to deliver high quality programming and services, resulting in the construction of buildings and facilities fit for their intended purposes and to a high quality.

2. SPECIFICATIONS

Specification shall be provided during RFQs process on need basis (subject to scope of work/BOQs/Drawings etc.)

3. ADDITIONAL INFORMATION

The IRC may ask for any additional information during RFP/RFQ process or whenever required.

4. WAYS OF WORKING

a. Site safety protocol & Security.

- i. The IRC expects all Contractors to ensure protection of sites, staff and visitors (including community and children) during the time of construction.
- ii. Supplier/Contractors should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises.
- iii. Supplier/Contractors should provide appropriate Protective Personnel Equipment for all laborers
- iv. Controlled access should be implemented at the site of construction
- v. The IRC expects the successful Supplier/Contractor to provide latrine facilities for laborers which should be segregated by gender, but this is not mandated.

[illegible]

6. Method Statement

- i. It is expected that Contractors should provide during any subsequent bids, a Method Statement as part of the their response and should as minimum include the following content:
 - Brief description of the works, task or process
 - Start and completion dates
 - Site contact details including an in an emergency contact
 - Summary of known hazards and control measures to mitigate
 - Personal protective equipment (PPE) that is mandated for laborers to wear for the duration of the project
 - Applicable environmental or quality procedures
 - Statement of actions that must be taken to ensure the tasks can be performed safely
 - Total lead time
 - Mobilization and procurement / sourcing or materials. In particular provide information about Contractor selection, transportation requirements and recognition of site-specific constraints to be overcome e.g. rocky ground).
- ii. Method statement for site safety protocol should include as minimum:
 1. Protection of sites, staff and visitors
 2. Health and safety on site
 3. Signage
 4. Traffic calming
 5. Incident reporting.

7. Drawings, Bill of Quantities and Specifications

- i. Before submission of any future (RFQ/RFP) bids, Contractors should familiarize themselves with all the documentation (drawings and bill quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications

8. Scope of Work – Technical Requirement

All assessed Construction services suppliers are required to respond to the following:

- a. Provide physical location of the company office(s)
- b. Provide the total number of employees.
- c. Show the capacity and expertise of the company to deliver based on past performance supported by 3 past or current clients (INGOs, UN Agencies or Government Institutions), with Certificates of job completion or recommendations. Attaching contracts or photos alone will not earn any score.
- d. Provide key staff with educational background and experience, including engineers (Attach CVs and certificates).
- e. Provide evidence of volume of ongoing contracts
- f. Provide list of construction machinery and equipment with evidence of ownership
- g. Show the company's ability to coordinate the required activities at main office and field level, and to provide logistical support (security, communication, and transport) to its staff on the site.

9. Vendor Submission

Vendors are expected to submit the following documentation:

- Technical proposal detailing the answers to the questions mentioned in PART 2 – CORE REQUIREMENTS & SPECIFICATIONS with a focus on sustainability protocols detailing how Bidder is handling the change to a more sustainable and environmentally friendly business process.
- Profile of the company
- Certified or color copy of trading license.
- Certified or color copy of income tax clearance
- Copy of VAT Registration Certificate
- Registered Power of Attorney (if addressed to IRC should be Original and if general should be certified by Registrar of Companies or be a color copy)
- Certificate of Business registration
- Memorandum and Article of Association (Certificate of incorporation)
- Certified and signed Audited books of accounts for the last 2 years or Bank statement for the last 3 months (**Oct, Nov and Dec 2025**).
- Vendor information form and IRC Conflict of Interest and supplier code of conduct filled, signed & stamped. **ANNEX A**
- Considerations for Health and safety **ANNEX B**
- Company Employees list **ANNEX C**
- General Construction Experience / Past projects successfully carried out **ANNEX D**
- Key staff educational background & experience **ANNEX E**
- Evidence of volume of ongoing contracts **ANNEX F**
- Construction Machinery & Equipment **ANNEX G**
- Company's organizational structure and capacity **ANNEX H**

10. RFI Submission

Vendors who wish to participate in the RFI Process should send the information required to the following Email Address: SU-KhartoumProcurment@rescue.org not later than **16 February 2026**.

Note:

Please quote the category ID# as **IRC/SDN/RFI/2026/01** in the subject of your e-mail and submit required documents responding to this RFI as required

Site visit to the Construction company business establishment / office to be organized. The supplier will be notified in case of change to the planned visit date.

This RFI does not constitute a solicitation. IRC is not requesting any bids or proposals at this stage; IRC is seeking information on your business for internal evaluation and to support in building our tendering documentation.

Your response to this RFI does not automatically ensure that you will be selected to participate in tender or be selected for any procurement with IRC.

Annex A: 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 ____

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/h6dv915b72o1rnapxg3vczbqxjtboyel>.

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 consistently 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.
- Suppliers 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 Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith and belief in improper conduct. An intentionally false report or 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:

TEMPLATES

Annex B: Considerations for Health and safety

IRC SUDAN **Pre-Qualification of** Construction Contractors Ref: # IRC/SDN/RFI/2026/01

Provide explanation on this page on Considerations that are being made for field staff health and safety

Date:

Signature:

Official Seal:

Annex C: Company Employees list

Employee ID	Names	Job Title	Email	Phone Contact	

Total number of employees:Signature:

Date:

Official seal:

Annex D: General Construction Experience / Past projects successfully carried out

Starting Month/Year	Ending Month/Year	Contract Identification name	Name and address of the employee	Brief description of the works	Amount and currency

Total number of employees:

Signature:

Date:

Annex E: Key staff educational background & experience

Profession	Name	Qualification/training	Relevant work experience (years) in the bidder's company
Qualified civil Engineer			
Qualified electric engineer			
Qualified Site foreman			
Qualified quantity surveyors			
Skilled Artisans – Masons			
Skilled Artisans-Carpenter			
Unskilled Artisans			
Other (specify)			

Total number of employees:

Signature:

Date:

Official seal:

Annex F: Evidence of volume of ongoing contracts

IRC SUDAN Pre-Qualification of Construction Contractors Ref: # IRC/SDN/RFI/2026/01

Contract Identification name	Brief Description of the Works	Starting Month/ Year	Ending Month / Year	Name and Address of Employer	Amount & currency

Date:

Signature:

Official Seal:

Annex G: Construction Machinery & Equipment

IRC SUDAN **Pre-Qualification of** Construction Contractors Ref: # IRC/SDN/RFI/2026/01

No	Description of Equipment	Model	Power	Year of manufacturer	Current location	Indicate whether Owned or Rented

Date:

Signature:

Official Seal:

Annex H: Company's organizational structure and capacity

IRC SUDAN **Pre-Qualification of** Construction Contractors Ref: # IRC/SDN/RFI/2026/01

Share the company's organizational structure and show the company's capacity to coordinate between the main office and the field level to provide Security, Communication and transport to its staff on the site

Date:

Signature:

Official Seal: