



International Rescue Committee (Sudan Country Program)

Request for Proposal (RFP)

Office Stationeries to various Field Offices

IRC/SDN/MPA/2026/01

Planned Timetable	
Issue Request for Proposal	16 th July 2026
Suppliers return signed Intent to Bid forms due date	30 th July 2026
Questions from Suppliers due date	21 st July 2026
Answers to Suppliers questions due date	23 rd July 2026
Bid submission due date	30 th July 2026 4pm CAT
Bid Opening and Evaluation date	2 nd August 2026
Suppliers visit if applicable	6 th August 2026
Award of Business	30 th August 2026
Contract start	1 st September 2026

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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 Country Program) to provide (Office Stationeries) to IRC offices listed below. All qualified and interested Suppliers are invited to submit their proposals

ITEM DESCRIPTION	LOCATION	ADDRESS
LOT A	Port Sudan Office	IRC Office, Plot (450), Block (4), Al-Matar Area, Alsluk St, West Almarkhniya Tower, Red Sea, Port Sudan, Sudan
LOT B	Khartoum Office	IRC Office Plot 43, Block 22, Graif West Badr Street, Khartoum, Sudan
LOT C	Omdurman	IRC Office, Plot (1097), Alrawda Neighborhood, Omdurman, Khartoum State, Sudan
LOT D	Atbara Office	IRC Office, Plot 8, Block 3, Alshergi Extension Area, Atbara, River Nile State, Sudan
LOT E	Madani office	IRC Office, Plot 119 / Block 290 / Al Matar Area Madani - Al Jazeera – Madani Office,
LOT F	Gaderef Office	IRC Office, Plot No. 124, Block 1, Al Sikka Hadid area,
LOT G	Kosti Office	plot (452) Block (35) Al Andlus Area Kosti city White Nile state
LOT H	Damazine Office	IRC Office, Plot# 20 I Block 15 I 1st Floor I Aldaraja area Damazine Blue Nile Region

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA). 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 (2025/2026). 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 SU-KhartoumProcurement@rescue.org. The request for clarification must reach the purchaser not later than (21st July 2026). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (23rd July 2026). 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 a (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)

- Certificate of Business registration.
- Copy of VAT Registration Certificate / Certified or color copy of income tax clearance
- Memorandum and Article of Association (if applicable)
- Company owner ID
- Financial capabilities-The last 3 Months bank statement (**April – June 2026**)
- Vendor information form filled, signed & stamped **Annex B**
- IRC Conflict of Interest and supplier code of conduct filled, signed & stamped – **Annex C**
- Intent to Bid filled, signed & stamped **Annex D**

Technical (Envelop)

- **Past-experience-** submitting at least three (3) recommendation letters or certificates of completion demonstrating prior work with INGOs and/or UN agencies)
- **Delivery Timeline-** Referring to the ability of bidders to deliver Stationery to the IRC offices within the shortest lead- **Annex E**
- **Payment Terms** – provide an official letter confirming acceptance of payment within 30 calendar days after delivery and receipt of invoice.

Financial Envelop

- Financial Offer (Signed and Stamped) - **Annex A**
- 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 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 **(USD)**.

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

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

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

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit sealed bids to the location of interest below

The Bid should be addressed to the:

**Procurement Committee,
International Rescue Committee,**

Plot 272 & 271, Block 5, Almatar Area, Port Sudan

All bids shall be submitted before the 30th of July 2026 by 4:00PM CAT

All bids are to be put into the tender box by the Provider provided for the purpose.

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. **Clearly indicate the Lot Number and Lot Title you are bidding for.**

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	<i>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</i>	Yes Or No
Delivery Time	<i>Referring to the ability of bidders to deliver goods to the IRC offices within the shortest lead- Annex E</i>	15%
Payment terms	<i>Refers to the Bidder's providing the most favorable terms of payment. The Purchaser payment terms are to be paid within 30 calendar days of goods delivery and receipt of invoice</i>	10%
Experience	<i>Refers to Bidders ability to demonstrate relevant experience and technical knowledge working with IRC and other INGOs. Three recommendation letters of Satisfactory Performance /certificate of completion that states and confirms good track record specifying the contract amounts of three executed similar services, not older than 2025.</i>	20%
Financial proposal	<i>Referring to the offer price, including taxes, duties, delivery charges, and payment terms as per price scheduled – Annex A</i>	55%
Total		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 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 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 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 **Office Stationeries** to the IRC Sudan Country Program should note that this category is applicable to the listed IRC office; Port Sudan, Gederif, Al-Jazera, Atbara, Omdurman/Khartoum, Kosti and Damazine and any other identified office.

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.

List of Services for Master Service Agreement as per Categories is attached in - *Annex A*

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.

IRC is not obligated to compel any bank in Sudan to process payments to vendors in USD. The Sudanese bank may retain the discretion to disburse the contract equivalent in Sudanese Pounds (SDG), utilizing the official exchange rate set by the Bank of Khartoum or Blue Nile Mashreq Bank

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.

List of annexes

- ***Annex A – Price Schedule***
- ***Annex B - Vendor Information form (VIF)***
- ***Annex C - IRC Conflict of Interest and Supplier Code of Conduct***
- ***Annex D - Intent to Bid form***
- ***Annex E- Delivery timeline***

Annex A – Price Schedule



OFFICE STATIONERIES

LOT NUMBER: _____

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Qty	UNIT Of MEASURE	UNIT PRICE Inclusive VAT(\$USD)
1	Ball Point Pen (Blue)	Pen-tonic or equivalent, blue ink, smooth writing, retractable/cap type, supplied individually.	1	Piece	
2	Ball Point Pen (Blue)	Pen-tonic or equivalent, box of 50 pieces.	1	Box	
3	Shorthand Book	A5 size, spiral bound (top), good quality writing paper.	1	Piece	
4	Notebook	A4 size, spiral bound (top), minimum 70–80 gsm paper.	1	Dozen	
5	Soft Board	Approx. 600 × 450 mm, aluminum/plastic frame with mounting accessories.	1	Piece	
6	File Divider	A4 size, multi-color index divider with tabs, durable card/plastic.	1	Piece	
7	Extension Cable	Minimum 4 power outlets, 10-meter heavy-duty cable, surge protection preferred.	1	Set	
8	Paper Cutter (Small)	Portable paper trimmer suitable for office use.	1	Piece	
9	Paper Cutter (Large)	Heavy-duty office paper cutter with safety guard.	1	Piece	
10	Hanging Files	Standard A4 suspension paper files with metal hanging rails.	1	Piece	
11	Masking Tape (1")	1-inch width, easy peel, good adhesive quality.	1	Piece	
12	Masking Tape (2")	2-inch width, high-quality adhesive.	1	Dozen	
13	Certificate Paper	A4 size, premium quality, 100 sheets per ream, suitable for certificate printing.	1	Roll	
14	Stamp Pad No. 2	Standard No.2 ink pad, long-lasting ink, suitable for office stamps.	1	Rolls	
15	Certificate papers	A4 size (100 sheets x 1 ream)	1	Ream	
16	Stamp pads No 2 Standard size ink pad	Stamp pads No 2 Standard size ink pad	1	Piece	
17	Executive Diary	A5 size, hard cover, dated or undated, quality paper.	1	Piece	
18	Executive Diary	A4 size, hard cover, quality paper.	1	Piece	
19	Staple Wires 24/6	Kangaroo or equivalent, box containing 12 packets.	1	Box	
20	Stapling Machine	Medium size, compatible with 24/6 staples, Kangaroo or equivalent.	1	Piece	
21	Staple Machine	medium size for 24/6 wires Kangaroo	1	Piece	

22	Peel & Seal Envelope	A4 size, 90 gsm, packet of 50 pieces.	1	Pack	
23	Peel & Seal Envelope	A5 size, packet of 50 pieces.	1	Pack	
24	Peel & Seal Envelope	Small white size, packet of 50 pieces.	1	Pack	
25	Peel & Seal Envelope	Large size (Approx. 406 × 305 mm or nearest available equivalent), packet of 50 pieces.	1	Pack	
26	Envelope peel & seal	small size A2 Big Approx size:406 x 305 Note: A2 size is N/A	1	Pack	
27	Clipboard	A4 size, durable plastic with strong metal clip.	1	Piece	
28	Office Punch	Kangaroo DP-520 or equivalent, punches up to 20 sheets (80 gsm).	1	Piece	
29	Giant Punch Machine	Kangaroo DP-900 or equivalent, heavy-duty office punch.	1	Piece	
30	Heavy Duty Office Punch	Kangaroo DP-900 or equivalent, punch spacing 80 mm.	1	Piece	
31	Electronic Calculator	14-digit display, Citizen SDC-554S, Casio DJ-120, or equivalent.	1	Piece	
32	Printing Calculator	Casio DR-120, DR-140TM, Sharp equivalent, or similar.	1	Piece	
33	Plastic File Wallet	Transparent plastic file wallet (Clear Bag type).	1	Piece	
34	Metal Office Tray	Metal mesh, 3-tier document tray.	1	Piece	
35	Plastic Office Tray	2-tier document tray.	1	Piece	
36	Plastic Office Tray	3-tier document tray.	1	Piece	
37	Whitewash	High-quality correction fluid or correction paint for office use.	1	Pair	
38	Counter Book	2-quire, hard cover.	1	Piece	
39	Counter Book	3-quire, hard cover.	1	Piece	
40	Counter Book	4-quire, hard cover.	1	Piece	
41	Transparent Ruler	30 cm, clear plastic, graduated in centimeters and millimeters.	1	Piece	
42	Suspension File	Standard A4 hanging file with metal rail.	1	Piece	
43	Plastic File	Durable A4 plastic document file.	1	Piece	
44	Box File	Standard A4 size (Approx. 18 × 28 cm), durable board/plastic.	1	Piece	
45	Box File (Large)	A4 size, plastic type.	1	Piece	
46	Box File (Small)	Plastic type.	1	Piece	
47	ID Lanyard	Polyester lanyard with transparent plastic ID holder. 	1	Piece	
48	White Board	90 × 60 cm, magnetic or non-magnetic, complete with wall mounting kit.	1	Piece	
49	Flip Chart Stand	Adjustable stand suitable for standard flip charts.	1	Piece	
50	Flip Chart Pad	50 sheets, standard size.	1	Piece	
51	Flip Chart Pad	20–30 sheets, standard size.	1	Piece	

52	Flip Chart Marker Pens	Box of 10 markers consisting of 9 black, 9 blue, 1 red, and 1 green, or equivalent assorted pack as specified.	1	Box	
53	Plastic Folder	Durable A4 plastic document folder. 	1	Piece	
54	White Board	Large size, 90 × 120 cm.	1	Piece	
55	Giant Stapler	Kangaroo DS-900 or equivalent.	1	Piece	
56	Giant Stapler Pins	Compatible with DS-900 stapler or equivalent.	1	Piece	
57	Packing Tape	Heavy-duty transparent packing tape, large size.	1	Piece	
58	Spiral Notebook	A5 size, spiral bound.	1	Piece	
59	Desk Organizer	Plastic desk organizer with multiple compartments. 	1	Piece	
60	Desk Organizer	Glass desk organizer.	1	Piece	
61	Desk Organizer	Metal desk organizer.	1	Piece	
62	Office Tray	Plastic document tray.	1	Piece	
63	Office Tray	Glass document tray.	1	Piece	
64	Office Tray	Metal document tray. 	1	Piece	
65	Hard Cover Notebook	A4 size, hard cover, quality writing paper.	1	Piece	
66	Office tray	(METAL)	1	Piece	
67	Hard cover notebooks	(A4)	1	Piece	
68	Binder Clips	19 mm (3/4"), black steel clips.	1	Packet	
69	Binder Clips	Medium size.	1	Packet	
70	Binder Clips	Large size.	1	Packet	
71	Unbranded Diary	A4 size, plain cover.	1	Piece	
72	Unbranded Diary	A5 size, plain cover.	1	Piece	
73	Laminating Machine	Compatible with A5, A4, and A3 laminating pouches.	1	Piece	
74	Laminating Pouches	A5 size, standard thickness (80–125 microns).	1	Ream	
75	Laminating Pouches	A4 size, standard thickness (80–125 microns).	1	Ream	

76	Laminating Pouches	A3 size, standard thickness (80–125 microns).	1	Ream	
77	Spring File	A4 spring file with metal clip mechanism.	1	Piece	
78	Extension Cable	Minimum 4 outlets, 5-meter heavy-duty cable with overload protection preferred. 	1	Piece	
79	Extension cable	4 or more outlets, 5 Meter	1	Piece	
80	Ballpoint Pens — Blue (medium)	Retractable ballpoint pen, 1.0 mm medium tip, blue ink, smooth write; BIC Cristal or equivalent; box of 50	1	Box (50)	
81	Ballpoint Pens — Black (medium)	Same as above but black ink; box of 50	1	Box (50)	
82	Ballpoint Pens — Red (medium)	Same as above but red ink; box of 50	1	Box (50)	
83	Gel Pens — Blue / Black	0.7 mm gel ink pen, smooth flow, quick-dry; box of 12	1	Box (12)	
84	Highlighters — Assorted (4 colors)	Chisel-tip fluorescent highlighters; yellow, green, orange, pink; pack of 10	1	Pack (10)	
85	Highlighters — Assorted (4 colors)	Chisel-tip fluorescent highlighters; yellow, green, orange, pink; pack of 4	1	Pack (4)	
86	Permanent Markers — Black	Bullet-tip permanent marker, waterproof, fast-dry; Sharpie or equivalent; pack of 12	1	Pack (12)	
87	Whiteboard Markers — Assorted	Dry-erase whiteboard markers, chisel tip, 4 colors; pack of 4	1	Pack (12)	
88	Whiteboard Eraser / Felt	Magnetic whiteboard eraser with felt pad; replaceable felt included	1	Piece	
89	Liquid Paper / Correction Fluid	Water-based correction fluid, white, 20 ml bottle with brush applicator	1	Piece	
90	Pencils — HB	HB graphite pencil, pre-sharpened, hexagonal barrel; box of 12	1	Box (12)	
91	Pencil Sharpener	Dual-hole metal blade pencil sharpener with shavings container	1	Piece	
92	Eraser — White (vinyl)	Non-smear white vinyl eraser, 60 × 22 mm; pack of 10	1	pack	
93	A4 Printing Paper (80 gsm)	Bright white A4 multi-purpose paper, 80 gsm, 500 sheets/ream; Double A or equivalent	1	Ream (500)	
94	A4 Printing Paper (75 gsm)	Standard A4 copy paper, 75 gsm, 500 sheets/ream; budget option	1	Ream (500)	
95	A3 Printing Paper (80 gsm)	A3 bright white paper, 80 gsm, 250 sheets/ream	1	Ream (250)	
96	Notepad / Writing Pad (A4, ruled)	A4 ruled notepad, 50 sheets, glue-bound top; FSC paper	1	Pad	

97	Notepad / Writing Pad (A5, ruled)	A5 ruled notepad, 50 sheets, wire-o or glue bound	1	Pad	
98	Sticky Notes (75 × 75 mm)	Self-adhesive repositionable sticky notes, 75 × 75 mm, 100 sheets/pad; assorted neon colors	1	Pack (4 pads)	
99	Sticky Notes (38 × 51 mm — mini)	Mini sticky notes, 38 × 51 mm, 100 sheets/pad, canary yellow	1	Pack (4 pads)	
100	Index Cards (A6, lined)	Ruled index/flash cards, 148 × 105 mm (A6), 100 cards/pack	1	Pack (100)	
101	Flip Chart / Easel Pad (A1)	50 sheets plain white flip-chart paper pad, 70 gsm; hole-punched for easel	1	Pad (50 sheets)	
102	Envelopes — DL (110 × 220 mm)	White self-seal DL envelopes, peel & seal, 80 gsm; box of 500	1	pack	
103	Envelopes — C4 (229 × 324 mm)	White C4 envelopes (fits A4 unfolded), self-seal; box of 250	1	pack	
104	Envelopes — C5 (162 × 229 mm)	White C5 envelopes, self-seal; box of 250	1	pack	
105	Lever Arch File (A4, 75 mm)	A4 lever arch file, 75 mm spine, PVC cover, metal mechanism; assorted colors	1	Piece	
106	Ring Binder (A4, 4-ring, 40 mm)	A4 4-ring binder, 40 mm capacity, PP cover; matte finish	1	Piece	
107	File Dividers (A4, 10-part)	Color-coded A4 dividers with tabs, 10-part; polypropylene; pack of 10 sets	1	Pack (10 sets)	
108	Hanging Files (A4)	Suspension/hanging files, A4, 80-sheet capacity, green; box of 25	1	Box (25)	
109	Document Tray (desktop, 3-tier)	Mesh or plastic 3-tier desktop document/paper tray; A4 portrait	1	Piece	
110	Box Files / Archive Boxes	Rigid cardboard archive box with lid, A4 format, 100 mm spine	1	Piece	
111	Stapler (half-strip, 26/6)	Half-strip desktop stapler, 26/6 staples, 25-sheet capacity; Rapid or Rexel equivalent	1	Piece	
112	Staples (26/6, 1000-pack)	Standard 26/6 staples, galvanized; box of 1,000 (approx. 5,000 staples)	1	Box (5 000)	
113	Staple Remover (claw type)	Ergonomic claw-type staple remover; pack of 2	1	Piece	
114	Heavy-Duty Stapler (23/15, 60-sheet)	Long-reach heavy-duty stapler, 60-sheet capacity, 23/15 staples; Rapid or equivalent	1	Piece	
115	Paper Punch (2-hole, 30-sheet)	Two-hole punch, 30-sheet capacity, adjustable guide; metal body	1	Piece	
116	Paper Punch (4-hole, 20-sheet)	Four-hole punch, 20-sheet capacity; for lever arch filing	1	Piece	
117	Scissors — Office (21 cm)	Stainless steel blade office scissors, 21 cm, soft-grip handle	1	Piece	

118	A4 Paper Cutter / Guillotine	15-sheet capacity A4 rotary/guillotine paper trimmer; safety guard included 	1	Piece	
119	Comb Binder Rings (assorted, box)	Plastic comb binding rings, assorted sizes (8–22 mm); box of 100	1	Box (100)	
120	Spiral Binder Coils (A4, assorted)	Plastic spiral coils for binding, A4, 6–22 mm; box of 100	1	Box (100)	
121	Scotch / Cellotape (19 mm × 33 m)	Clear adhesive cellophane tape, 19 mm × 33 m; pack of 6 rolls	1	Piece	
122	Glue Stick (40 g)	Non-toxic washable glue stick, 40 g; Pritt or equivalent	1	Piece	
123	Binder Clips — Large (51 mm)	Black metal binder clips, 51 mm jaw, box of 12	1	Box (12)	
124	Binder Clips — Medium (32 mm)	Black metal binder clips, 32 mm jaw, box of 12	1	Box (12)	
125	Binder Clips — Small (19 mm)	Black metal binder clips, 19 mm jaw, box of 12	1	Box (12)	
126	Paper Clips — Jumbo (50 mm)	Smooth metal jumbo paper clips, 50 mm; box of 100	1	Box (100)	
127	Paper Clips — Standard (33 mm)	Smooth metal paper clips, 33 mm; box of 100	1	Box (100)	
128	Push Pins / Drawing Pins	Steel push pins with colored heads; box of 100 assorted	1	Box (100)	
129	Ruler (30 cm, plastic)	Clear plastic ruler, 30 cm with metric and imperial scales	1	Piece	
130	Ruler (50 cm, aluminum)	Anodized aluminum ruler, 50 cm, metric scale; for design/cutting	1	Piece	
131	Calculator — Scientific (12-digit)	12-digit scientific calculator; Casio FX series or equivalent; solar battery	1	Piece	
132	Calculator — Basic Desk (12-digit)	12-digit desktop calculator, large display, dual power; Casio or equivalent	1	Piece	
133	Mouse Pad (standard, non-slip)	Standard fabric mouse pad, 230 × 190 mm, 3 mm foam base, non-slip rubber bottom	1	Piece	
134	Whiteboard (magnetic, 60 × 90 cm)	Dry-erase magnetic whiteboard, 60 × 90 cm, aluminum frame; for office/meeting room	1	Piece	
135	Notice Board (cork, 60 × 90 cm)	Natural cork bulletin/notice board, 60 × 90 cm, wooden frame	1	Piece	
136	AA Alkaline Batteries	AA LR6 1.5 V alkaline batteries; Duracell or Energizer; pack of 20	1	Pair	

137	AAA Alkaline Batteries	AAA LR03 1.5 V alkaline batteries; Duracell or Energizer; pack of 20	1	pair	
138	HDMI Cable (2 m)	Standard HDMI 2.0 cable, 2 m, 4K-compatible, gold-plated connectors	1	Piece	
139	USB-C to USB-A Cable (1 m)	USB-C to USB-A charging & data cable, 1 m, 3 A rated	1	Piece	
140	Screen Cleaning Kit	LCD/LED screen cleaning kit: microfiber cloth + 100 ml spray solution	1	Kit	
141	Keyboard / Surface Cleaning Brush	Multi-purpose cleaning brush with soft bristles for keyboard, vents, and crevices	1	Piece	
142	Flipchart Easel (adjustable)	Telescopic aluminum flipchart easel; adjustable height 90–180 cm; folding legs	1	Piece	
143	Laser Pointer (red dot, Class II)	Red-dot laser pointer, 650 nm, 1 mW Class II; AAA battery; with clip	1	Piece	
144	Whiteboard Cleaning Spray (500 ml)	Purpose-made whiteboard cleaning and restoration spray; non-toxic solvent formula	1	Bottle (500 ml)	
145	Projector Screen Cloth / Pointer	65-inch portable pull-up projection screen; matte white; tripod included	1	Piece	

The Cost should include delivery to the office

Name: _____

Title/Position: _____

Signature/Stamp: _____

Date: _____

Annex B - Vendor information form (VIF)



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 consultants, 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:
*Email address of Accounts Receivable person or team		
*Email address to which Purchase orders should be sent		
*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		

Vendor's Initials

Financial Information

*Bank Name and Address	Please include the full bank address, must include the country			
*Name under which company is registered at bank	Also called Account Title. Example: International Rescue Committee (IRC)			
*Specify Standard Payment Terms (Net, 15, 30 days etc)				
*Payment Method (select all that applies)	Payment by:	Check: Yes ☐ No ☐	Wire Transfer: Yes ☐ No ☐	Cash: Yes ☐ No ☐
Vendor preferred Currency				
*Bank account number	This field is to be completed upon notification of awarding of order\contract			
*Routing Number (Branch code/ Sort code if applicable)	This field is to be completed upon notification of awarding of order\contract			
IBAN number (if applicable)	This field is mandatory if payment requires an international wire transfer			
BIC/Swift code (if applicable)	This field is mandatory if payment requires an international wire transfer			

Intermediary Banking Information (to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)

*Bank Name and Address	Please include the full bank address, must include the country
*Bank Branch code	This field is mandatory if international wire transfer transits through an intermediary bank
*Bank account number	This field is mandatory if international wire transfer transits through an intermediary bank
BIC/Swift code (if applicable)	This field is mandatory if international wire transfer transits through an intermediary bank

Product/Service Information

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

Vendor's Initials

Documentations as applicable:

*Registration	Provided: ☐	Reasons:
	Not provided: ☐	
*Tax ID (US W9, tax exempt certificate, etc.) or country specific required tax forms	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>

Financial definitions:

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

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.

Vendor's Initials | _____

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

Vendor hereby agrees that Vendor and Vendor'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. Vendor 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.

Vendor's Initials | _____

- 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

- Vendor 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 Vendor's business activities.
- Vendor 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 vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor 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.

Vendor's Initials | _____

Vendor 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 vendor 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 vendor 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.

Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

Annex C: IRC Conflict of Interest and Supplier Code of Conduct

IRC Conflict of Interest and Supplier 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>.

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- 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.

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- 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 D - Intent to Bid form



International Rescue Committee, Inc.
Intent to Bid
IRC Reference: IRC/SDN/MPA/2026/01

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 _____

Annex E - Delivery timeline

ANNEX E	
Tender reference:	IRC/SDN/ MPA/2026/01: Office Stationery
Delivery of Office Stationery-Estimated Quantity	In Days
Gedarif	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
White Nile (Kosti)	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
Port Sudan (Red Sea)	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
River Nile (Atbara and Shendi)	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
Damazine (Blue Nile)	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
Khartoum/Omdurman	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	
Madani (El Gezira State)	
0 - 500	
501 - 1000	
1001 - 2000	
2001 - 3500	