



International Rescue Committee (Sudan Country Program)

Request for Proposal (RFP)

IT and Electronics Equipment

IRC/SDN/MPA/2026/02

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 (IT Equipment and Electronics) to the listed IRC offices. *The delivery locations are Port Sudan (Red Sea), Damazine (Blue Nile), Khartoum/Omdurman, River Nile State (Atbara and Shendi), White Nile (Kosti), Madani (El Gezira State) and Al Gedarif.* All qualified and interested Suppliers are invited to submit their proposals

ITEM DESCRIPTION	LOCATION	ADDRESS
LOT A (Laptops)	Port Sudan Office	IRC Office, Plot (450), Block (4), Al-Matar Area, Alslik St, West Almarkhniya Tower, Red Sea, Port Sudan, Sudan
LOT B	Port Sudan Office	IRC Office, Plot (43) block (22), Badr Street, Altaif, Khartoum, Sudan
LOT C	Khartoum Office	IRC Office
LOT D	Omdurman	IRC Office, Plot (1097), Alrawda Neighborhood, Omdurman, Khartoum State, Sudan
LOT E	Atbara Office	IRC Office, Plot 8, Block 3, Alshergi Extension Area, Atbara, River Nile State, Sudan
LOT F	Madani office	IRC Office, Plot 119 / Block 290 / Al Matar Area Madani - Al Jazeera – Madani Office,
LOT G	Gaderef Office	IRC Office, Plot No. 124, Block 1, Al Sikka Hadid area,
LOT H	Kosti Office	Plot (452) Block (35) Al Andlus Area Kosti city White Nile state
LOT I	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)
- **Warranty-** Provide an official letter confirming a laptop warranty period of not less than 2–5 years
- **Delivery Timeline-** Refers to the ability of bidders to deliver IT and Electronic Equipment within the shortest lead time – **Annex E. The delivery locations are Port Sudan (Red Sea), Damazine (Blue Nile), Khartoum/Omdurman, River Nile State (Atbara and Shendi), White Nile (Kosti), Madani (El Gezira State) and Al Gedarif.,**
- **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 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 initialized 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 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>Refers to the ability of bidders to deliver IT and Electronic Equipment within the shortest lead time – Annex E. The delivery locations are Port Sudan (Red Sea), Damazine (Blue Nile), Khartoum/Omdurman, River Nile State (Atbara and Shendi), White Nile (Kosti), Madani (El Gezira State) and Al Gedarif.,</i>	10%
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 2024 - /2026.</i>	10%
Warranty	<i>Refers to Bidders ability to give longer Warranty period of 2 – 5 years warranty on the laptops – Longer warranty period received higher marks</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>	50%
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 Security Service to the IRC Sudan Country Program should note that this category is applicable to all IRC office Port Sudan (Red Sea), Damazine (Blue Nile), Khartoum/Omdurman, River Nile State (Atbara and Shendi), White Nile (Kosti), Madani (El Gezira State) and Al Gedarif.,

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 Mashreg 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



IT AND ELECTRONICS EQUIPMENT

Lot A: Laptops (Price to include delivery to Port Sudan/Khartoum)

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Qty	UNIT Of MEASURE	UNIT PRICE, Inclusive VAT (\$USD)
01	Laptops	ThinkPad E14 Gen 7 (14" Intel)-Black color, Copilot+ PC, Processor: Intel(R) Core (TM) Intel Core Ultra 7 265U, Windows 11 Enterprise 64, RAM 16.0 GB, Storage: M.2 SSD 512 GB.	1	Piece	

Schedule 2: IT and Electronic Equipment**Lot Number and Office Location:** _____

(Price to include delivery to the corresponding Office Location)

LOT B - Port Sudan Office
LOT C- Khartoum Office
LOT D- Omdurman
LOT E- Atbara Office
LOT F- Madani office
LOT G -Gaderef Office
LOT H- Kosti Office
LOT I- Damazine Office

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Qty	UNIT Of MEASURE	UNIT PRICE, Inclusive VAT (\$USD)
1	Black and White HP Printer Cartridge	64A HP Genuine	1	Piece	
2	Black and White HP Printer Cartridge	78A Genuine	1	Piece	
3	Black and White HP Printer Cartridge	85A Genuine	1	Piece	
4	Black and White HP Printer Cartridge	05A Genuine	1	Piece	
5	Black and White HP Printer Cartridge	83A Genuine	1	Piece	
6	Black and White HP Printer Cartridge	17A Genuine	1	Piece	
7	Black and White HP Printer Cartridge	410A Genuine	1	Piece	
8	Black and White HP Printer Cartridge	80A Genuine	1	Piece	
9	Black and White HP Printer Cartridge	26A Genuine	1	Piece	
10	Black and white Kyocera 3601i printer cartridge	CK-7510/3060/3061i Genuine	1	Piece	
11	LaserJet Color 126A	CE313A Genuine	1	Piece	
12	Black & white LaserJet 126A	CE313A Genuine	1	Piece	
13	Kyocera Ecoysys Printer black and white	M2640 1dw	1	Piece	
14	Toner Ecoysys Cartridge	M2640 1dw	1	Piece	
15	Strong Lenovo Wireless Mouse		1	Piece	
16	Hard drive	1000 GB	1	Piece	
17	Hard drive	500 GB	1	Piece	
18	Flash Disc	8 GB	1	Piece	
19	Flash Disc	16GB	1	Piece	
20	Flash Disc	32GB	1	Piece	

21	Flash Disc	128GB	1	Piece	
22	HP Color LaserJet M479fdn,	Cartridge 415A (Four in a set-Black, Cyan, Magenta and yellow)	1	set	
23	HP color LaserJet-M281fdw	Cartridge 203A-(Four in a set-Black, Cyan, Magenta and yellow)	1	set	
24	Kyocera TASKalfa 2553ci	TONER KIT (TK-8345K, TK-8345C, TK-8345M and TK-8345Y) (Four in a set-Black, Cyan, Magenta and yellow)	1	set	
25	HP Color LaserJet M26nw	HP 79A toner cartridges	1	Piece	
26	LaserJet Pro M428fdw	Original LaserJet-HP 59A Black toner Cartridge	1	Piece	
27	HP LaserJet Pro M28a	Original LaserJet-HP 48A Black toner Cartridge	1	Piece	
28	HP Laser Jet Pro M12A	Original LaserJet-HP 79A Black toner Cartridge	1	Piece	
29	Memory card	16 GB	1	Piece	
30	Memory card	32 GB	1	Piece	
31	Memory card	64 GB	1	Piece	
32	Memory card	128 GB	1	Piece	
33	Black & white HP printer cartridge	64A HP (Compatible)	1	Piece	
34	Black and white HP printer cartridge	78A (Compatible)	1	Piece	
35	Black and white HP printer cartridge	85A (Compatible)	1	Piece	
36	Black and white HP printer cartridge	05A (compatible)	1	Piece	
37	Color LaserJet 126A	CE313A (Compatible)	1	Piece	
38	Black & white LaserJet	126A CE313A (Compatible)	1	Piece	
39	Color laser toner cartridge CE411A 305A	(Four in a set-Yello, Magenta, Cyan and Black)	1	Set	
40	HP Laser Jet P1005	(CB435A) cartridge 35A	1	Piece	
42	Laptop Bag	BAG TARGUS TBB013EU 15.6 BACKPACK BLACK	1	Piece	
43	Wireless Mouse	LENOVO 4X30M56887 KB MICE_BO THINKPAD WIRELESS MOUSE	1	Piece	
44	Wireless Headset	LOGITECH WIRELESS HEADSET ZONE VIBE 100	1	Piece	
45	UniFi Access Point	UniFi U6 Pro PoE access point	1	Piece	
46	Cisco Switch	Cisco Switch Catalyst 1300 series PoE 24 Ports 4G manageable	1	Piece	
47	HP Color Printer	HP Color LaserJet Pro MFP 3303 fdw	1	Piece	

48	Ricoh Black & White Printer	RICOH IM 2702-All-in-one printer, 1x 500-sheet paper tray, 2x 500-sheet paper tray, One-bin tray with single cabinet	1	Piece	
49	Internet Dongle	D-Link 4G-LTE mobile router-dwr 930m	1	Piece	
50	Monitor Screen	Think Vision T22i-30 21.5" FHD Monitor, 21.5", FHD 1920 x 1080, IPS, 16:9, WLED, 4ms (GtG), 60Hz, VGA + HDMI 1.4 + DP 1.2, USB Hub	1	Piece	
51	External Drive	SanDisk Portable External SSD 2TB USB 3.2 Gen 2	1	Piece	
52	USB Flash Drive	SanDisk Extreme PRO USB-A USB-C – 256GB	1	Piece	
53	Tablets	Tablets Samsung Galaxy Tab S9 FE or equivalent -(RAM 6GB Internal storage 128	1	Piece	
54	Mobile Phone	Mobile Phone Samsung Galaxy-Galaxy A25 5G RAM 6 GB and internal storage 128 GB	1	Piece	
55	Keyboard	Keyboard Logitech/HP-Performance MK850	1	Piece	
56	Camera (photographic)	Camera Photographic Canon EOS/Sony	1	Piece	
57	Power Bank	Power bank Anker 20,000Mpa	1	Piece	
58	Power Bank	Power bank Anker 50,000Mpa	1	Piece	
59	Tablets	Tablets Samsung Galaxy Tab S9 FE or equivalent -(RAM 8GB Internal storage 256	1	Piece	
60	Laptop Bag	Hk Laptop Backpack for Men with USB Charging Port Water-Resistant for 15.6 Inch Computer Bag Durable High-Tech Daypack Casual Backpack for Business Work College	1	Piece	
61	Laptop Bag	Hk Laptop Backpack for Men with USB Charging Port Water-Resistant for 15.6 Inch Computer Bag Durable High-Tech Daypack Casual Backpack for Business Work College, with LOGO	1	Piece	

62	Laptop Bag	Targus Travel Laptop backpack, Lightweight 20L Work plus school Bag, Commuters rucksack, Anti-Theft multi-pocket, Waterproof back packs for Men and Women, Fits 15.4-16-inch Laptop, Black / CN600 / CN600 Targus	1	Piece	
63	Laptop Bag	Targus Travel Laptop backpack, Lightweight 20L Work plus school Bag, Commuters rucksack, Anti Theft multi-pocket, Waterproof back packs for Men and Women, Fits 15.4-16 inch Laptop, Black / CN600 / CN600 Targus, with LOGO	1	Piece	
64	Mobile Phone	Mobile Phone Samsung Galaxy-Galaxy A56 5G RAM 6 GB and internal storage 128 GB	1	Piece	
65	Mobile Phone	Mobile Phone Samsung Galaxy-Galaxy A56 5G RAM 8 GB and internal storage 256 GB	1	Piece	
66	Tablets	Tablets Samsung Galaxy Tab S9 FE or equivalent -(RAM 8GB Internal storage 256	1	Piece	
67	Mobile Phone	Mobile Phone Samsung Galaxy-Galaxy A25 5G RAM 8 GB and internal storage 256 GB	1	Piece	
68	Laptop charger	Lenovo 65W Standard USB-C AC Adapter Gen 2	1	Piece	
69	Tablets	Tablets Samsung Galaxy Tab A9 or equivalent -(RAM 8GB Internal storage 256	1	Piece	
70	Tablets	Tablets Samsung Galaxy Tab A9 or equivalent -(RAM 6GB Internal storage 128	1	Piece	
71	Tablets	Tablets Samsung Galaxy Tab A9+ or equivalent -(RAM 6GB Internal storage 128	1	Piece	
72	Tablets	Tablets Samsung Galaxy Tab A9+ or equivalent -(RAM 8GB Internal storage 256	1	Piece	

73	Tablet Keyboard	detachable Bluetooth keyboard case, for Tablets Samsung Galaxy Tab A9+ or equivalent	1	Piece	
74	Tablet Keyboard	detachable Bluetooth keyboard case, for Tablets Samsung Galaxy Tab A9 or equivalent	1	Piece	
75	Hp printer 3 in 1 (1536)	M225dn	1	Piece	
76	HP cartridge for 3 in 1	1536-M225dn	1	Piece	

(Price to include delivery)

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: Phone Number:	Last Name: 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	<u>Please include the full bank address, must include the country</u>			
*Name under which company is registered at bank	<u>Also called Account Title. Example: International Rescue Committee (IRC)</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 ☐
Vendor preferred Currency				
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>			
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>			
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>			
BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>			

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

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/h6dv915b72o1mapxg3vczbqxjtboyel>.

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>.

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.

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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.
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- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

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- 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/2026/02

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/2026/02: IT and Electronic Equipment
Delivery of IT and Electronic Equipment	Day
The below numbers are the estimated Range of the quantity.	
Gedarif	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
White Nile (Kosti)	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
Port Sudan (Red Sea)	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
River Nile (Atbara and Shendi)	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
Damazine (Blue Nile)	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
Khartoum/Omdurman	
0 - 10	
10 - 20	
20 - 40	
40 – 80	
Madani (El Gezira State)	
0 - 10	
10 - 20	
20 - 40	
40 – 80	