



International Rescue Committee

Request for Proposal (RFP)

ChlorAction

Planned Timetable	
Issue Request for Proposal	January 15 th , 2026
Suppliers return signed Intent to Bid forms due date	January 21 st , 2026
Questions from Suppliers due date	January 23 rd , 2026
Answers to Suppliers questions due date	January 25 th , 2026
Bid submission due date	January 30 th , 2026 @11:59 AM EST (GMT-5)
Bid Opening and Evaluation date	February 2 nd , 2026
Supplier Interviews	February 3 rd – 4 th , 2026
Award of Business	February 13 th , 2026
Contract start	March 1 st , 2026

Table of Content

	Pages
I. INTRODUCTION.....	3
1. <i>The International Rescue committee</i>	3
2. <i>The Purpose of this Request for Proposal (RFP)</i>	3
3. <i>Cost of Bidding</i>	3
II. THE BIDDING DOCUMENTS:.....	3
4. <i>The Bidding Documents</i>	3
5. <i>Clarification of Bidding Documents</i>	4
III. PREPARATION OF BIDS:	4
6. <i>Language of Bid</i>	4
7. <i>Documents Comprising the Bid</i>	4
9. <i>Bid Currencies</i>	5
10. <i>Document Establishing Goods Eligibility and Conformity to Bidding Documents</i> ...	5
11. <i>Bid Security</i>	5
12. <i>Period of Validity of Bids</i>	5
13. <i>Format and Signing</i>	5
IV. SUBMISSION OF BIDS.....	6
14. <i>Submission and Marking of Bids:</i>	6
15. <i>Modification and Withdrawal of Bids</i>	6
V. BID OPENING AND EVALUATION	6
16. <i>Preliminary Examination</i>	6
17. <i>Evaluation and Comparison of Bids</i>	6
18. <i>Contacting the Purchaser</i>	7
19. <i>Notification of Award</i>	7
VI. CONTRACTING	7
20. <i>Contract award and notification</i>	7
21. <i>Warranty</i>	7
22. <i>Inspection</i>	8
23. <i>Price Schedules and Location</i>	8
24. <i>Service or consultant agreements</i>	7
25. <i>Disclaimer</i>	7
26. <i>Ethical Operating Standards</i>	8

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 a third-party monitoring Agency(s) for the International Rescue Committee ChlorAction project. The ChlorAction project is a multi-country pilot that aims to expand access to safe drinking water through the deployment of in-line chlorination devices at community water points in Nigeria, Chad, and Somalia. The project assesses the feasibility, effectiveness, and cost-efficiency of delivering consistently chlorinated water at scale in humanitarian settings. A third-party monitoring Agency will be engaged to independently conduct baseline and endline data collection to measure key water quality, service delivery, and user-level outcomes and to support learning for potential scale-up.

The third-party monitoring Agency will collect 2 rounds of surveys in each of the three (3) pilot project countries - Chad, Nigeria, and Somalia - working in close coordination with IRC Country Programs teams, as well as HQ MEAL staff supporting the project. Agencies are strongly encouraged to take a consortium approach, with a Leading Agency plus qualified in-country subcontractor(s), and submit a comprehensive and well-harmonized Survey Implementation Plan, based on IRC’s pre-developed survey tools and methodologies and adapted to the context in each of the three project countries. All qualified and interested Agencies are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Service Agreement (MSA) for twenty-four (24) months and is extendable. Bidders shall be domiciled in and shall comply with all government regulations. Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 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.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document);*
- *Specifications of each item or Scope of Services attached.*
- *Vendor Information Form*
- *Certificate of Compliance*
- *Intent to Bid*
-

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at ChlorActionRFP@rescue.org. The request for clarification must reach the purchaser not later than **January 23rd, 2026**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **January 25th 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.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- *A cover letter explaining the Bidder's interest in supplying the service to the IRC;*
- *Profile of the Agency;*
- *A brief Statement of Work (no more than 5 pages) outlining a harmonized approach to this multi-country assignment;*
- *A budget outlining costs in time, materials and international travel;*
- *Team composition and CVs of key team members;*
- *At least two examples of previous work that demonstrates competency to take on this contract, in both francophone and anglophone contexts;*
- *Three (3) References from current or past clients (at least one in the last one year);*
- *Any other documents which Bidder attaches to support its bid.*

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement.

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 8, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

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

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

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same

tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission of Bids:

Bidders shall submit an Intent to Bid including their company name, telephone number, and date of submission. Bidders shall submit bids to the following email address: ChlorActionRFP@Rescue.org.

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 (%)
Agency's expertise (technical competencies and practical experience)	• Experience conducting monitoring and evaluation for activities for Water, Hygiene, and Sanitation (WASH) projects	20%
	• Additional priority for Agency's with experience with quality-related projects involving chlorination and/or water quality testing	
	• Project team (qualifications and experience)	20%

Strength of bid submission (Statement of Work and accompanying materials)	<ul style="list-style-type: none"> • Demonstrated understanding of project goals and alignment with Scope of Services • Quality of implementation plan/approach - robust and operationally feasible (viable in-country subcontractor leads would be an advantage) across all project countries) 	30%
Financial proposal (price and payment-terms)	<ul style="list-style-type: none"> • Perceived value of proposal in terms of the service offerings provided compared to the costs incurred as a part of their proposed scope. 	30%
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. 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.

22. 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.

Interviews will be held on February 3rd and 4th, 2026. Please be prepared to present on one of those days.

The Purchaser **requires** the Contractor to agree to its Master Services Agreement (which should be included in the materials provided to the vendor) in its entirety with **zero** changes other than to metadata fields.

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.