



**International Rescue Committee
Global Supply Chain / Headquarters**

Request for Proposal (RFP)

**Request for Proposal for Global Freight Forwarding and Third-Party Logistics (3PL)
Services — Framework Agreement**

Planned Timetable	
Issue Request for Proposal	<i>28 September 2026</i>
Suppliers return signed Intent to Bid forms due date	<i>05 October 2026</i>
Questions from Suppliers due date	<i>12 October 2026</i>
Answers to Suppliers questions due date	<i>16 October 2026</i>
Bid submission due date	<i>13 November 2026</i>
Bid Opening and Evaluation date	<i>16 November 2026</i>
Supplier visit if applicable	<i>N/A</i>
Award of Business	<i>13 December 2026</i>
Contract start	<i>04 January 2027</i>

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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 emergency relief, rehabilitation and development support to populations affected by crises worldwide.

IRC operates in multiple regions including Africa, the Middle East, Asia, Central and Latin America delivering life-saving assistance such as pharmaceuticals and medical supplies, nutrition therapeutic commodities, NFIs, WASH, emergency shelter and essential relief items.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Service provider(s) for the International Rescue committee (in the regions/country offices where IRC is present to support global supply chain operations and to be able to provide freight forwarding and logistic services to or at the following locations, or any future country IRC will have programs in:

- MENA: Lebanon, Jordan, Libya, Syria, Occupied Palestine territories and Yemen
- Central Africa: Democratic Republic of Congo, Central African Republic, Chad and Cote d'Ivoire.
- East Africa: Kenya, Somalia, South Sudan, Sudan (Khartoum, Port Sudan, South Kordofan and West Darfur), Ethiopia and Uganda
- West Africa: Mali, Nigeria, Niger, Burkina Faso.
- Asia: Myanmar, Bangladesh, Thailand, Pakistan and Afghanistan
- Latin and Central America: Mexico, El Salvador, Colombia, Venezuela and Haiti
- Ukraine

All qualified and interested Service provider(s) are invited to submit their proposals.

The winning Bidder(s) will enter into a Framework Master Service Agreement (MSA) for Three **(3) years**, with the possibility of extension for a further Two (2) years based on performance. Bidders shall be domiciled in and shall comply with all Government Regulations in the countries where they operate. Bidders shall be regular tax-payers, and shall furnish a copy of their VALID operating license/certificate of registration valid. 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);*
- *The categories of services*
- *Specifications of the Scope of Work attached.*
- *Price offering sheet (space provided on the list)*

5. **Clarification of Bidding Documents**

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at GFFclarification@rescue.org and copy (Amal.chamoun@rescue.org) . The request for clarification must reach the purchaser not later than **(October 12, 2026)**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **(October 16, 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 an (English) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English) version shall prevail.

7. Documents Comprising the Bid

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

Eligibility documents - Preliminary Evaluation

- o **Intent to Bid Form**, duly completed, signed and stamped (Annex 1)
- o **Vendor Information Form**, duly completed, signed and stamped (Annex 2)
- o **IRC Conflict of Interest and Supplier Code of Conduct**, signed and stamped (Annex 3)
- o **Company profile**, including organizational structure / organogram
- o **Valid business registration certificate or trading license**
- o **Valid tax clearance certificate** issued by the competent authority in the country of registration
- o **Relevant freight forwarding license**, such as IATA accreditation or equivalent authorization, & a relevant GDP/GSDP certificate if handling pharmaceuticals.
- o **Complete bid response package**, including all required technical and financial documents

Technical documents

- o **Completed Technical Questionnaire**, duly filled, signed and stamped. Including:
 - 1- Company certifications
 - 2- Documented procedures
 - 3- Local Presence and Capabilities
 - 4- Operational Capability
 - 5- Environmental criteria

Financial Proposal

- o **Financial quotation for each shipment scenario**, including full cost breakdown
- o **Breakdown of charges**, including freight costs, origin handling, destination handling, customs clearance and inland transport
- o **Proposed transit time for each scenario**
- o **Any assumptions or exclusions applied in pricing**
- o **Confirmation of price validity period**

Business Continuity and Agility Case

- o Completed Business Continuity and Agility Case (Annex 8), describing one real shipment disruption from the last three years and how it was managed*
- o Supporting evidence of the actions taken, arrangements used, outcome, and improvements implemented afterwards*

Gift/Service In Kind section (OPTIONAL)

- o Completed Gift/Service In Kind section (Annex 9), only if the bidder wishes to be considered for a voluntary partnership contribution — optional, and does not affect the commercial or technical scoring of the bid*

8. 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 **United States Dollars (USD)**

9. Bid Security

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

10. Period of Validity of Bids

Bids shall remain valid for 60 calendar 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.

11. 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

12. Submission and Marking of Bids:

Bids must be submitted electronically to GFFprocurement@rescue.org with a subject line **IRC RFP – GFF20260928 – GSC – 02– [Supplier Name]** by 13 November 2026 – 17:00 GMT.

The submission shall include:

- Annex 1 – P17 Intent To Bid Template
- Annex 2 – P42 – Vendor Information Form
- Annex 3 – P16 IRC Conflict of Interest and Vendor Code of Conduct
- Annex 4 – Scope of Work
- Annex 5 – Watchlist Countries
- Annex 6 – 3PL Tender Technical Assessment file
- Annex 7 - 3PL Tender Financial Proposal file
- Annex 8 – Business Continuity and Agility case
- Annex 9 – Gift/Service In Kind section (optional)

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.

Format

The Bidder's proposal shall include a technical proposal and a financial proposal, in separate documents.

13. 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

14. 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.

15. 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 (%)
Technical Evaluation (Total 65%)		
1. Company Certifications	Relevant freight forwarding accreditations and compliance certifications, including air cargo accreditation, GDP/GSDP certificate, and dangerous goods handling capability.	10%
2. Documented Procedures	Capacity and Availability of 24/7 emergency operational support; cargo insurance arrangements; subcontractor vetting processes; access to humanitarian freight agreements; shipment tracking and temperature monitoring capability.	12%
3. Business	Demonstrated ability to maintain service continuity during an actual	5%

Continuity & Agility Case	disruption, assessed through the Business Continuity and Agility Case (Annex 8) — a real shipment example, the response taken, and improvements implemented afterwards.	
3. Local Presence and Capabilities	Physical presence or reliable operational partners in IRC countries; customs clearance capability; warehouse arrangements; last-mile delivery capacity.	19%
4. Operational Capability	Experience handling pharmaceutical cargo and temperature-sensitive shipments; cold-chain management to final destination; charter sourcing capability; experience on complex humanitarian corridors; Incoterms delivery capability.	19%
Environmental criteria (Total 10%)		
Environmental Considerations	Ability to monitor and lower transport emissions; environmentally responsible logistics practices; environmental certifications and reporting	10%
Financial Evaluation (Total 25%)		
1. Financial Proposal – Scenario-Based Pricing	Price competitiveness across defined freight scenarios; clarity and completeness of cost structure; realism of routing assumptions and inclusion of inland transport and clearance costs.	22%
2. Payment terms	IRC standard payment term is within 30 calendar days after completion of services and receipt of invoice	3%
Total		100%

16. 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.

17. 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 Service Agreement for the specific services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

18. 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 Service Agreement and perform its obligations satisfactorily.

19. 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 (US) Law if any.

20. 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.

21. Price Schedules and Location

Vendors interested in the provision of Services to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Services for Master Service Agreement as per below Categories is attached.

22. 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.

23. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/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.

3. Commitment to Environmental Sustainability

IRC is actively advancing its climate goals in alignment with our core humanitarian values. As part of this commitment, supplier approaches to emissions reduction and low-carbon innovation are reflected in our evaluation criteria. Engagement on these priorities will influence overall scoring and reflect alignment with IRC's strategic goals

List of Annexes

Annex 1 – P17 Intent To Bid Template

Annex 2 – P42 – Vendor Information Form

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