International Rescue Committee
(SOUTH SUDAN COUNTRY PROGRAM)

Request for Proposal (RFP)

IRC/SS/JUB/MSA/2026/18

(Provision of Staff Accommodation Rental Services)

Planned Timetable	
Issue Request for Proposal	*22nd September 2026*
Suppliers return signed Intent to Bid forms due date	*25th September 2026*
Questions from Suppliers due date	*28th September 2026*
Answers to Suppliers questions due date	*30th September 2026*
Bid submission due date	*13th October 2026*
Bid Opening and Evaluation date	*22nd October 2026*
Suppliers visit if applicable	*27th – 29th October 2026*
Award of Business	*1st April 2027*
Contract start	*1st April 2027*

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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 (South Sudan Country Program / Juba office for the provision of Staff Accommodation Rental Services to or at the following locations Juba, South Sudan. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA/MSA) for three (3) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (South Sudan). Bidders shall be regular taxpayers 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).*
- *The Price offering sheet (space provided on the list- Annex A*
- *TOR (Terms of Reference) Annex B*
- *Vendor information form and IRC Conflict of interest & code of conduct**: Annex C***
- *Intent to Bid: **Annex D***

5. ***Clarification of Bidding Documents***

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at SS-Procurement@rescue.org. The request for clarification must reach the purchaser not later than **25th of September 2026.** The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **28th of September 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 Language)**.** Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (English Language) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English Language) 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.

1. Eligibility

- *A cover letter explaining Bidder's interest in supplying the good or service to the IRC.*
- *Completed the Intent to Bid. Annex D*
- *Completed Vendor Information Form and IRC Conflict of Interest and Supplier Code of Conduct form Annex C*
- *Certificate of Incorporation*
- *Memorandum & Articles of Association with names of the owner's shareholders/directors of the company.*
- *Copies of National I.D or Passport Bio-page of company owners/directors*
- *Operation License*
- *Any other legal document in South Sudan*
- *Proof of property ownership*
- *Profile of the Company – Maximum 4 Pages*
- *Bank Details / Financial Capability Docs (Bank Statement for the last three (3) months /last audit report 2024/25*
- *A Certificate of Business Registration or Trading License in (South Sudan)*
- *Taxpayers' documents in (South Sudan) including a valid Tax Clearance*
- *3 references from current or past clients - preferably NGOs (at least in the last one year. Same Clients should in the Vendor Information form Annex C)*

2. Technical Proposal

- *Clear colored photographs / pictorials of the inner and outer surfaces/spaces of the property*
- *Indicate availability of the building and other important information.*

- *Provide a floor plan and the square meters covered by the property.*
- *For incomplete buildings provide the work schedule indicating completion dates.*
- *Share certificate of occupation (showing that the building was inspected and approved Ministry of Housing)*
- *Proof of Property Ownership Documents*
- *For Agents provide letter of Authority to Market the property on behalf of the Landlord.*
- *Technical offer (technical components of the offer as per the TOR)*

3. Financial Proposal

- *Prices Schedule detailing the services and their unit prices with separation of rent and Services in the sheet given for the purpose. Duly Signed and Stamped. Annex A*
- *Preferred cycle payment terms*
- *Other important 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. 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 (United States Dollars)

10. Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause ~~8~~7, 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 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 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 and Marking of Bids:*

Bidder shall submit sealed bids addressed to

The Procurement Committee,
International Rescue Committee
Aptech Building 3rd and 4th Floor
Konyokonyo Road
Juba, South Sudan

All bids shall be submitted before 4:30pm on the 13th of October 2026 (South Sudan local Time). All bids shall be submitted physically at the IRC head office in Juba, South Sudan. **NOTE: 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.

1. **Eligibility documents as per Clause 7**
2. **Technical Proposal**
3. **Financial proposal.**

The bids shall be submitted, in separate sealed envelopes to the above address, clearly indicate the tender reference number **Ref: #: IRC/SS/JUB/MSA/2026/18**

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.
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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.

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Evaluation Criteria	Description	Weight (%)
Eligibility	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate, and all registration and legal/valid ownership or lease documents. Eligibility criteria will be scored YES / NO. Yes, will proceed to full technical evaluation and NO will be excluded from the next step.	**Preliminary to pass to the next stage**
Delivery / Availability lead-time	Refers to Bidder providing the most advantageous property delivery / availability schedule.	**5%**
Service Coverage	Refers to the vendor's capacity to provide full-service coverage as required in the TOR. Annex B	**30%**
Location / Accessibility and Physical Security	Refers to the security suitability of the property's location and the physical security outdoor and indoor features of the property.	**20%**
Payment Circle & Terms	Refers to the Bidder providing the most favorable payment circle and term. The Purchaser payment circle and terms are Circle (every six (6) months); term (within 30 calendar days of acceptance and receipt of pre-payment invoice).	**10%**
Financial proposal	Competitive Offer in the Financial proposal Offer as per Price schedule/ Annex A/ Quote to be clearly indicated.	**35%**
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 bids advantages and shall in no case be less than that which is provided for by (South 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 Accommodation rental services to IRC Country offices should NOTE that all categories apply to Juba, South Sudan Office.

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

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.

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.

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/h6dv915b72o1rnapxg3vczbqxjtboyel. 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.

Annex: A Price schedules

S/N:	ITEMS DESCRIPTION	SPECIFICATION	Qty	Monthly Unit Rent / Per Apartment	Monthly Unit Services rate / Per Apartment	Monthly Total Cost
1	Property	As per full TOR requirements	25			

NB. If the space and information provided above is not adequate, please feel free to attach your commercial proposal ONLY.

TERMS OF REFERENCE- ANNEX B

Provision of Staff Accommodation Rental Services

Juba, Republic of South Sudan

This document sets out the technical requirements only. The procurement process — instructions to bidders, submission requirements, evaluation criteria, lease terms, tax and withholding, and agent fee provisions — is dealt with in the RFP body and is deliberately not repeated here.

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1. Introduction and Background

The International Rescue Committee (IRC) is conducting a market survey to identify property owners and letting agencies able to provide furnished staff accommodation in Juba, South Sudan. The accommodation will house 25 IRC national and international staff on a single-occupancy basis, and must meet the organization's minimum standards for safety, security, health and habitability.

This Terms of Reference (ToR) sets out the minimum requirements that any proposed property must meet. It is issued for market survey purposes and does not constitute a contract, an offer, or a commitment by IRC to lease any property.

● 2. Purpose and Objectives

The purpose of this exercise is to engage property owners and agencies for the provision of accommodation rental services. Specifically, IRC seeks to:

- Secure accommodation in a safe and secure location that meets all the physical security requirements set out in Section 5.
- Lease a minimum of 25 (1+1) fully furnished apartments — one bedroom plus a combined dining room, living room and kitchen — occupied on a single-occupancy basis, one resident per apartment.
- Obtain internet, laundry and cleaning services as part of the accommodation package.
- Establish a landlord relationship in which all required repairs and maintenance are carried out promptly for the duration of the lease.

● 3. Definitions and Abbreviations

The following terms are used throughout this document:

Term	Meaning
1+1	An apartment consisting of one separate bedroom plus one combined living, dining and kitchen space, with its own bathroom.
CCTV	Closed-circuit television — a fixed camera surveillance system.
DVR	Digital Video Recorder — the unit that records and stores CCTV footage.
DSTV	Digital Satellite Television — the subscription satellite television service.
PA system	Public address system — a building-wide loudspeaker system used for emergency announcements and evacuation instructions.
PSEA	Protection from Sexual Exploitation and Abuse.
Respondent	A property owner or letting agency submitting a response to this ToR.

Term	Meaning
Landlord	The property owner or agency that is ultimately awarded a lease.
Agent	A person or firm acting for the owner under written authority to let the property.
Commission	Any agent fee, brokerage, finder's fee or introduction fee connected to the property or lease.

- **4. Scope of Services**

The landlord will provide at least 25 (1+1) fully furnished apartments with all the physical security requirements, laundry services and internet, and will undertake all required repairs on time. The accommodation package comprises the following.

4.1 Design capacity and occupancy basis

The accommodation is to comprise not less than 25 (1+1) apartments, occupied on a single-occupancy basis of one resident per apartment, giving a design capacity of 25 residents. This is the basis on which every capacity-linked requirement in this ToR is set, and the basis on which respondents must price.

Parameter	Design basis	Requirement in this ToR
Residents	25 residents	Single occupancy — one resident per apartment
Apartments	Minimum 25 x (1+1) units	1 resident per unit — 25 bed spaces
Beds	1 per apartment	25 beds with mattresses (Appendix 1, item 1)
Bathrooms	1 per apartment	Sole use by one resident
Drinking water	Approx. 2.8 litres per resident per day	1 x 20-litre bottle per apartment per week
Stored water	Approx. 100 litres per resident per day	10,000-litre minimum storage — approx. 4 days' reserve for 25 residents
Power	25 units at full load	24-hour supply with generator back-up covering all AC units
Internet	25 concurrent users	Minimum 25 Mbps
Parking	Minimum 8 vehicles	1 space per 3 residents

Parameter	Design basis	Requirement in this ToR
Gym	5-6 concurrent users at peak	10 equipment types, 11 machines minimum (Appendix 2)
Reception	1 controlled entry point	Visitor seating for 4, staffed registration desk
Common lounge	15 seats	Approx. 60% of residents at one time
Common dining	15 seats	One sitting; shared kitchen adjoining
Rooftop terrace	15 shaded seats	Parapet or railing not less than 1.1 m
Laundry	25 residents	Laundry service plus a resident-accessible laundry room

4.2 Apartment specifications (each unit)

- Solid main door with at least two locks.
- Internal doors to be solid metal, preferably of two layers.
- All exterior windows and balcony doors have a mesh layer (see also Section 5.4).
- Each apartment is for single occupancy and must be furnished for one resident.
- One mosquito net per bed — one per apartment.
- Good quality furniture and equipment as specified in Appendix 1.
- Proper natural and artificial lighting in each room, in addition to emergency lighting.
- Fire, smoke and heat sensors (see also Section 6.2).
- A water dispenser in every apartment, with regular supply of drinking water (see Section 4.3).
- DSTV connection — Premium or Compact bouquet.

4.3 Utilities

- 24-hour power supply, including generator back-up sized to carry the full accommodation load for 25 apartments at full occupancy, including all air conditioning units.
- Constant water supply, with on-site storage capacity of not less than 10,000 litres — approximately four days' reserve for 25 residents at 100 litres per person per day.
- Provision for a constant supply of clean water fit for domestic use.
- Drinking water: a water dispenser plus 1 x 20-litre bottle per apartment per week, meeting acceptable potable water standards.

- All utility running costs — generator fuel and servicing, electricity, and water supply including trucking where required — are borne by the landlord and must be included in the quoted monthly rent. IRC will not be billed separately for this.
- The landlord is responsible for maintaining supply throughout the lease. Rent is not abated for the landlord's own consumption costs, and shortfalls in fuel or water supply do not relieve the landlord of the 24-hour supply obligation.

4.4 Connectivity

- High-speed internet connectivity and Wi-Fi coverage across the site and inside every apartment, using the most suitable mode of connectivity available on the market, delivering a minimum of 25 Mbps for 25 concurrent users — not less than 1 Mbps per resident at peak use.
- Power back-up for the internet equipment so that connectivity is uninterrupted during power switch-over.
- The monthly internet subscription is borne by the landlord and must be included in the quoted monthly rent, together with the cost of the router, access points and any equipment replacement.
- Intercom system (optional but preferred).

4.5 Facility and housekeeping services

- Daily housekeeping, including full cleaning of apartments and common areas.
- Laundry service sized for 25 residents, plus a laundry room accessible to residents for personal or special garments, with not less than 2 washing machines and covered drying space.
- Garbage and sewage disposal.
- Routine fumigation and pest and rodent control (see also Section 6.3).
- Provision of 24/7 facility maintenance services, with all required repairs carried out promptly.

4.6 Parking

- Secure on-site parking for not less than 8 vehicles.

4.7 Reception and entrance area

A reception area at the main pedestrian entrance, distinct from the security guard post required under Section 5.5, forming the single controlled point of entry for residents and visitors.

- Reception desk with seating for the attendant, positioned with clear sight of the entrance and the visitor waiting area.
- Visitor waiting area with seating for not less than 4 people, within the reception area and not giving direct access to the residential floors.

- Visitor registration point where all non-residents are logged in and out. Visitors are not permitted beyond reception without registration and, where required, escort.
- Notice board for security, fire evacuation and safety information.
- Lighting, ventilation or air conditioning, generator-backed power and Wi-Fi coverage.
- Space for the CCTV monitoring screens required under Section 5.3, positioned so that screens are not visible to visitors.

4.8 Common lounge and entertainment space

An enclosed indoor common room for residents' use, separated from the dining area and available at all hours.

- Seating for not less than 15 people at one time — approximately 60 per cent of residents.
- Television screen of not less than 55 inches with a DSTV Premium or Compact connection.
- Air conditioning, adequate lighting, and curtains or blinds.
- Generator-backed power outlets sufficient for charging personal devices, and full Wi-Fi coverage.
- Furnished as set out in Appendix 1, Part 2.

4.9 Common dining area and shared kitchen

A common dining area with an adjoining shared kitchen or pantry, for use by residents and for staff gatherings.

- Dining tables and chairs seating not less than 15 people at one sitting.
- Shared kitchen or pantry with a sink and running water, a serving counter, a large fridge-freezer of not less than 500 liters, a microwave and a water dispenser.
- Handwashing point with soap, and covered waste bins with daily emptying.
- Crockery, cutlery and glassware for 25 people, as set out in Appendix 1, Part 2.
- Ventilation or air conditioning, adequate lighting, and washable floor and wall surfaces.
- Insect screening on all windows and external doors serve the kitchen and dining area.

4.10 Rooftop terrace and outdoor space

A rooftop terrace or equivalent outdoor recreation area for residents' use.

- Shaded seating for not less than 15 people, under a permanent canopy, pergola or equivalent weather protection.
- A perimeter parapet wall or railing of not less than 1.1 meters in height around all open edges, in sound condition.
- Non-slip flooring and adequate rainwater drainage.
- Outdoor lighting and weatherproof, generator-backed power outlets.

- A lockable access door, controlled under the access control system required at Section 5.2.
- Screening or parapet height sufficient to prevent overlooking of the terrace from neighboring buildings, and CCTV coverage of the rooftop as required under Section 5.3.
- Where the rooftop is used as an assembly point during evacuation, it must be signed as such and reachable by the emergency staircase required at Section 5.4.

4.11 Gym and recreation

- A gym containing not less than 10 different types of equipment, in the minimum quantities set out in Appendix 2, sized for 25 residents.
- A shaded outdoor courtyard or garden area with seating, where the site layout allows.

5. Physical Security Requirements

5.1 Perimeter and boundary

- Brick boundary walls at least 4 meters in height, topped with razor wire and/or an electric fence.
- Concertina wire fencing of at least two layers on top of the boundary wall, or electric fencing.
- Clearly marked and visible premise borders.
- Adequate perimeter lighting — floodlights and/or motion-sensor lighting, solar powered where possible.
- Adequately lit premises throughout, including common areas and access routes.

5.2 Gates and access control

- Reinforced gates — galvanized metal sliding gate with a document window and cat's eye viewer.
- Double locking mechanism on the main gate.
- Convex mirrors are installed at the gate.
- Access control system covering entry to the premises.
- Ground floor access windows and doors to be fitted with grills.

5.3 Surveillance, alarm and communication systems

- CCTV system with cameras covering the surrounding perimeter, the rooftop and all common areas on the site.
- DVR with standard functionality and storage for not less than 2 weeks of recording.
- 2 TV screens for CCTV monitoring.
- Alarm system, together with fire, smoke and heat detection and alarm systems installed.

- PA system covering the premises.

5.4 multi-story buildings

Where the property has more than one floor, the following additional requirements apply:

- A main lockable door for each floor, openable from the inside, with a proper access control system.
- An emergency staircase with proper accessibility.
- All exterior windows and balcony doors on every floor have a mesh layer.

5.5 Facilities for guards and support staff

- Security guard post / reception / guard space, with changing room and toilet facilities.
- At least one room for drivers, as working room/ Office.

6. Health, Safety and Fire Requirements

6.1 Compliance and building condition

- The building must comply with applicable building, safety and emergency legislation, and the landlord must hold all necessary permits from the relevant government authorities.
- Good ventilation and natural lighting throughout.
- A ventilated, shaded and dry place for fuel storage.

6.2 Fire safety

- Sufficient fire extinguishers throughout the premises — at least one serviced extinguisher per apartment and one per common area or floor landing — including servicing and maintenance.
- Fire, smoke and heat sensors installed in apartments and common areas, linked to the alarm system referred to in Section 5.3.
- A maximum of two entrances, and a maximum of three exits in total, of which at least one must be a dedicated fire exit.

6.3 Hygiene and pest control

- Routine fumigation and pest and rodent control, carried out on a scheduled basis at the landlord's cost.
- Provision for a constant supply of clean water, as set out in Section 4.3.

7. Location and Site Requirements

- The property must not be located on a main road, or near high-risk or commercial premises including but not limited to hospitals and clinics, local authority offices, military installations, fueling stations and markets.

- The property should offer safe access to the airport from the eastern side of the town.
- Proximity to other recreation facilities such as hotels, gyms and swimming pools is an advantage.

Properties in the following neighborhoods are preferred:

- Hai Cinema
- Hai Malakal
- Hai Malakia
- Nimra Talata
- Hai Koita
- Hai Neem

Properties in other locations may be considered where they meet all security and safety requirements in Sections 5 and 6.

- **8. Responsibilities of the Parties**

The following allocation applies unless otherwise agreed in the lease. All utility and internet running costs sit with the landlord and must be built into the quoted rent.

Item	Landlord	IRC / Tenant
Provision and replacement of furniture and equipment (Appendix 1)	Yes	—
Structural repairs and building maintenance	Yes	—
Security infrastructure (walls, gates, CCTV, alarms) installation and upkeep	Yes	—
Housekeeping, laundry, waste removal, pest control	Yes	—
Generator fuel and servicing, electricity and water running costs	Yes — included in rent	—
Internet subscription and equipment	Yes — included in rent	—
Drinking water supply (1 x 20L per apartment per week)	Yes	—
Building and public liability insurance	Yes	—

Item	Landlord	IRC / Tenant
Damage caused by the tenant beyond fair wear and tear	—	Yes
Statutory taxes and levies on rental income (withheld at source by IRC where applicable)	Yes	—
Agent, broker or commission fees of any kind	Yes — included in rent	—

- **Appendix 1 to Annex A: Minimum Furniture and Equipment**

Part 1 — Apartments

Each of the 25 apartments must be furnished with the following as a minimum, based on single occupancy — one resident per apartment. Items marked mandatory are a condition of acceptance.

#	Item	Description	Status
1	Bed and mattress	One bed per apartment, double size preferred, with a new medium-firm mattress and mattress protector — 25 beds in total across the 25 units	Mandatory
2	Fridge	One large unit, not less than 400 liters	Mandatory
3	Microwave	One microwave, not less than 16 liters	Mandatory
4	Stove	Upper-side cooking with at least 3 cooking plates and an oven; electrical; standard safety measures	Mandatory
5	Utensils and kitchen cookware set	Non-stick, toxin-free cookware set: at least one frying pan (10" or 12"), cooking pots in three sizes, kitchen nylon tools set, table service set for at least 3 people, and a knife set	Mandatory
6	Sofa and couches	At least one large sofa and 2 couches	Mandatory
7	TV screen	At least 45 inches	Mandatory
8	Air conditioning	At least one wall AC unit in each room	Mandatory
9	Linens	At least two sets of sheets and pillowcases per bed, and towels in 2 sizes per apartment	Mandatory
10	Wardrobe / clothes closet	At least one large two-door closet per apartment for clothes and personal effects; solid and durable	Mandatory
11	Safe	One small safe for valuables in each apartment	Mandatory
12	Water dispenser	One water dispenser (cold and hot)	Mandatory
13	Multifunction furniture	Kitchen and bedroom closets, bedside table with or without drawers, lockable closet, dining table, chairs for at least 3 people and a coffee table	Mandatory
14	Desk	Standard work desk	Optional
15	Other appliances	Coffee machine, mixer and similar small	Optional

#	Item	Description	Status
		appliances	

Part 2 — Common areas

The following are provided once for the property, unless a quantity is stated otherwise.

Area	Item	Min. qty	Notes
Reception	Reception desk and chair	1	Sightline to entrance and waiting area
Reception	Visitor seating	4	Bench or individual chairs
Reception	Visitors register and stand	1	Bound register or electronic log
Reception	Notice board	1	Security, fire and safety information
Lounge	Sofa, 3-seater	2	Good quality, washable covers
Lounge	Armchairs	6	Seating for 15 in total with the sofas
Lounge	Coffee tables	3	—
Lounge	Television, 55 inches or larger	1	With stand and DSTV connection
Lounge	Air conditioning unit	2	Sized to the room volume
Dining	Dining tables	3	Seating 5 to 6 each
Dining	Dining chairs	18	Stackable preferred
Dining	Fridge-freezer	1	Not less than 500 liters
Dining	Microwave and water dispenser	1 each	Water dispenser cold and hot
Dining	Serving counter or worktop	1	Washable surface
Dining	Crockery, cutlery and glassware	25 sets	Plus serving dishes and utensils
Dining	Covered waste bins	3	Daily emptying under Section 4.5

Area	Item	Min. qty	Notes
Rooftop	Shade canopy or pergola	1	Permanent, weather resistant
Rooftop	Outdoor seating	15	Weather-resistant material
Rooftop	Outdoor tables	4	Weather-resistant material
General	Fire extinguisher, serviced	1 per area	Reception, lounge, dining, rooftop and gym
General	First aid kit	2	Reception and gym, restocked quarterly

- **Appendix 2 to Annex B: Minimum Gym Equipment**

The gym must contain not less than 10 different types of equipment, in the minimum quantities set out below. Quantities are sized based on 25 residents with an assumed peak concurrent use of approximately 5 to 6 people — typically early morning and evening — so that no residents are turned away from the most-used cardio stations. A single unit of any cardio machine is not acceptable.

Respondents must state, for each line, the quantity already installed and the quantity that would be provided before handover, together with the make and model.

#	Equipment	Min. qty	Specification / notes
1	Treadmill	2	Motorized, with emergency safety stop and voltage stabilizer
2	Static or spinning bicycle	2	Adjustable resistance and adjustable seat
3	Elliptical cross-trainer	1	Adjustable resistance
4	Rowing machine	1	Adjustable resistance, with performance monitor
5	Multi-station weight machine	1	Not less than 3 stations — chest press, lat pulldown and leg extension
6	Adjustable dumbbell set with rack	1 set	Pairs from 2 kg to 20 kg, on a floor rack
7	Barbell and weight plate set	1 set	Bar with collars, not less than 100 kg of plates, on a rack
8	Adjustable weight bench	2	Flat, incline and decline positions
9	Exercise mats	6	Non-slip, wipe-clean
10	Accessories	1 set	4 skipping ropes, 6 resistance bands, 3 exercise balls, and a full-height wall mirror

Facility conditions applying to the gym:

- A ventilated or air-conditioned room with adequate lighting, sized to hold the above equipment with safe clearance around each station.
- Rubberized or otherwise impact-resistant flooring beneath the free weight and machine areas.
- A documented service schedule for all powered equipment, with repairs or replacement of any faulty unit within 14 days at the landlord's cost.

- Drinking water point and a first aid kit within the gym.

Annex C: Supplier Information form

INTERNATIONAL RESCUE COMMITTEE

Vendor Information Form

The information provided will be used to evaluate the Company before contracting with the IRC.
Please complete all fields.
Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual vendors, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name: Phone Number:	Last Name: Email Address:
*Number of Staff		
Number of Locations		
Avg. $ Value of Stock on Hand		

*Name(s) of Company Owner(s) or Board of Directors or CEO	
*Parent companies, if any	
*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	This field is mandatory if Wire Transfer is the selected payment method
*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
*Name under which company is registered at bank	
*Bank account number	This field is to be completed upon notification of awarding of order\contract
Routing Number	This field is to be completed upon notification of awarding of order\contract
Swift code (if applicable)	This field is to be completed upon notification of awarding of order\contract

Product/Service Information

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

Documentations as applicable:

*Registration	Provided ____ Not provided: _____ Reasons: _____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes____ No____

References (optional)

Client Name:	Contact Name, Phone, Email Address:
Client Name:	Contact Name, Phone, Email Address:
Client Name:	Contact Name, Phone, Email Address:

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., European Union, European and United States Government, United Nations) competitive bid opportunities.

2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

3. They have not been convicted of an offense concerning their professional conduct.

4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:
   - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
   - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
   - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
   - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Vendor herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: https://www.rescue.org/page/our-code-conduct and IRC's Combating Trafficking in Persons Policy, which can be found here: https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights 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 using performance evaluations.
- We utilize the resources available to our organization 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:

1 Annex D: Intent to Bid Form

International Rescue Committee, Inc. Intent to Bid

IRC Reference #: _____

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 _____