



International Rescue Committee

South Sudan Country Program

Request for information (RFI) for Borehole Drilling and repairs works. (Readvertisement)

Reference: IRC/SS/RFI/BORE/2025

Publish date: July 22nd, 2025

Deadline to Respond: August 4th, 2025

Interested Borehole Drilling contractors are strongly advised to read through the entire Request for information document before submitting their responses

Background

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.

The IRC has been operating in South Sudan since 1989 to assist in Humanitarian interventions; it is registered and obtained a Certificate of NGO operation from Relief & Rehabilitation Commission (RRS) under serial No: 020. In South Sudan, IRC currently operates in the field sites of; Rumbek, Nyal, Ganyiel, Bentiu, Ajoung Thok, Maluakon, Panthou, Koch, Maban and Mayendit. The Country head office is based in Juba and is supported by the following donors: UNHCR, OFDA, DFID, HPF, UNDP, SV, Irish Aid, Europe Aid, SIDA, BPRM, UNICEF, GFFO, SSHF, GAC, BHA and World Bank. The regular sectors in IRC South Sudan are Health, Nutrition, Child Protection, Women Protection & Empowerment, Governance, Protection Mainstreaming, and Economic Recovery & Development.

Request for Information Objective

The objective of the RFI is to prequalify Borehole Drilling and Maintenance contractors who have experience in conducting borehole drilling, fishing of submersible pumps and general bore maintenance in South Sudan. The IRC intends to have a database in place from which further selection will be made depending on the type of work required. The database will be operational for two years, after which the same process can be conducted.

Scope of Work – Technical Requirement/Evaluation Criteria

EVALUATION CRITERIA	DESCRIPTION	WEIGHT (%)
Eligibility	Refers to Company ability to demonstrate that they have: I. Certificate of Registration as a contractor with the South Sudan Government II. Evidence of Paying Tax, where applicable III. Supplier Information form, completed and signed and stamped clearly stating the contact address	PASS Or FALL Pass: proceed to the next evaluation process

		Fall: Not to proceed with the next evaluation step.
Key Staff Capacity	Key personnel include level of education and number of years served in their profession including but not limited to; Hydrogeologist or geologist, chief driller, assistant driller)	25%
Contractor's Past experience	Refers to bidders' ability to demonstrate relevant experience and technical knowledge of the services required, experience working with IRC, other INGOs, UN Agencies, and Government Institutions. Successful completion of at least three projects of similar value and complexity over the past three years. Provide at least three Certificates of Completion or recommendations (specific to Borehole drilling and repairs/maintenance) from past INGO, Government or UN clients for drilling and repair works in remote and flood-impacted regions of South Sudan. Provide the IRC Certificate of Completion if available. Attaching contracts/Purchase Orders or photos alone will not earn any score.	25%
Drilling and borehole repairs machinery capacity	<ul style="list-style-type: none"> • Number of drilling machines owned or rented with details ownership credentials. • Detail specifications drilling rig and their drilling depth capacities that are planned to be used for the work • Drilling methodology (DTH /Mud drilling) • Compressor capacity, make and model • Number of Heavy trucks and light vehicle, • Number of Submersible pumps with Capacity (Kw, discharge against head capacity of the pump, diameter of the submersible pump that will be used for pump tests) • Deiseal generator of appropriate capacity that can run the pumps • Submersible fishing equipment. 	25%
Financial Capacity	Original Bank Statement (signed and stamped by the bank) for the last three (3) months (February, March, and April 2025)	25%
TOTAL% SCORE		100%
Pass mark		70%

Vendors must provide as much information/evidence as possible to fulfill the requirement of the evaluation criteria indicated in the table above .

Vendor Submission

Vendors are expected to submit the following documentation.

- Company Profile
- Completed Vendor Information Form (VIF)
- Certificate of business registration
- Certificate of incorporation, business license, or similar document
- Copy of tax registration, tax clearance certificates, or similar documents
- Detailed ownership structure (Memorandum of Association) - (Name of directors of the company / Owners)
- Government Identification Documents of the directors and owners
- Previous two years of audited financial statements or tax filing, or similar documents
- Original Bank Statement (signed and stamped by the bank) for the last three (3) months (April, May and June 2025)

- Proof of experience in providing construction works in the last 3 years.
- References from previous customers / Other INGOs
- Documentation proving that the company is clear of legal disputes that ended in Court in the past three years.
- Health, Safety, Social and Environmental (HSSE) Safeguarding Policies.
- Signed Vendor Code of Conduct / Conflict of Interest forms

Bidders must demonstrate that they have valid business registration, tax certificate, and all registration as required by the laws of South Sudan. Eligibility criteria will be scored PASS /FAIL. PASS will proceed to full technical evaluation and FAIL will be excluded from the next step

RFI Submission

Vendors who wish to participate in the RFI Process should sent the information required to the following Email Address: ss-tender@rescue.org before 4:30pm on Thursday, 4th August 2025 or Alternatively Drop in the Tender Box at IRC Maluakon Field Office Northern Bahr El Ghazar State, Republic of South Sudan.

Email Submission

One zipped folder/proposal shall be submitted in a compressed folder and submitted to IRC address indicated – ss-tender@rescue.org

How to zip a folder.

Right-click the folder: use your mouse and right-click on the folder you want to be compressed. Select “Sent to” and “compressed (zipped) folder”: A menu will pop up. Hover your cursor over “send to” and then select “compressed (Zipped) folder” from the sub menu. This will automatically create a new Zipped folder containing all the files from the original folder. The new Zipped folder will have the same name as the original folder with “. Zip” added to the end

Note:

This RFI does not constitute a solicitation. IRC is not requesting any bids or proposals at this stage; IRC is seeking information on your business for internal evaluation and to support in building our tendering documentation.

Your response to this EOI does not automatically ensure that you will be selected to participate in the tender or be selected for any procurement with IRC.