



# International Rescue Committee (SOUTH SUDAN COUNTRY PROGRAM)

## Request for Proposal (RFP) – Re-Tender

### (AUDIT SERVICES \_ SOUTH SUDAN Country Program)

Ref. #: IRC/SS/JUB/MSA/2025/03

| Planned Timetable                                    |   |
|--|---|
| Issue Request for Proposal                           | 22 <sup>nd</sup> July 2025                                    |
| Suppliers return signed Intent to Bid forms due date | 23 <sup>rd</sup> July 2025                                    |
| Questions from Suppliers due date                    | 25 <sup>th</sup> July 2025                                    |
| Answers to Suppliers questions due date              | 28 <sup>th</sup> July 2025                                    |
| Bid submission due date                              | 4 <sup>th</sup> August 2025 @ 16:30hrs South Sudan Local time |
| Bid Opening and Evaluation date                      | 6 <sup>th</sup> August 2025                                   |
| Suppliers visit if applicable                        | 7 <sup>th</sup> to 8 <sup>th</sup> August 2025                |
| Award of Business                                    | 15 <sup>th</sup> August 2025                                  |
| Contract start                                       | 15 <sup>th</sup> August 2025                                  |

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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) to supply (Audit Services) to or at the following locations (Juba Office). All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Service Agreement (MSA) for two(2) years and subjected to renewal for an additional one (1) year. 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 (2025). 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 as per the Terms of Reference (TOR) attached. -Annex A*
- *Price offering sheet (space provided on the list) Annex B*
- *Intent to bid form completed, signed and stamped ANNEX C*
- *Vendor information form completed, signed and stamped 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 25<sup>th</sup> July 2025). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (28<sup>th</sup> July 2025). 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.

***Eligibility, Technical Evaluation and Financial Proposal documents must be presented in the order in which they are listed below).***

#### ***Eligibility Evaluation Documents***

- *Certificate of Business registration/ Certificate of Incorporation in South Sudan*
- *Practicing License from any recognized Institute of Certified Public Accountants for 2024/25*
- *Profile of the company maximum 4 pages.*
- *Valid Operations License.*
- *Valid Tax Compliance Certificates*
- *Cover letter explaining interest to be a contracted service provider.*
- *Intent to Bid form, completed and signed (This form should be submitted to IRC by 23<sup>rd</sup> July 2025 through the email address SS-Procurement@rescue.org - Annex C)*
- *Provide practicing licenses for partners and managers that will form part of the audit team.*
- *Evidence of being in the list of United States Government (USG) approved auditors*

#### ***Technical Evaluation Documents***

- *Three (3) References- (NGO sector) from current or past clients (at least 2 in the last two years) and the same clients/references should appear on the Vendor Information Form in Annex D*
- *-Attached at least three (3) Contract or Purchase order supported by Certificate of completion for the works done.*
- *Provide Work Plan for the audit assignment for institutional audit as per the TOR Annex A.*
- *IRC Vendor Information Form, completed, signed and sampled Annex D*

- *Provided organogram to show organization structure/departments and provided the information technology system used*
- *Provide up-to-date CVs of all partners and managers that will form part of the audit team. Details should be provided of the key partners and managers in these fields who can be regarded as specialists. The CVs should indicate at a minimum the level (supervisor, manager) and experience.*

**Financial Proposal**

- *A Bid detailing the unit price **only in the sheet given for the purpose: (Appendix 2)***
- *Audited financial statements (Last 2 years) 2023 and 2024*
- *Bank Statements for the last 6 months*

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

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

*Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.*

**D. SUBMISSION OF BIDS**

**14. Submission and Marking of Bids:**

All bids shall be submitted before **4:30pm on 4<sup>th</sup> August 2025 South Sudan Local time**).

All bids shall be submitted physically at the IRC Juba Office South Sudan **OR** to the Email: [SS-Tender@rescue.org](mailto:SS-Tender@rescue.org). NOTE: Bids submitted after the deadline will not be accepted

Bidder shall submit sealed bids addressed and physically dropped at the below:

**The Procurement Committee,  
International Rescue Committee  
Aptech Africa Building Office 3<sup>rd</sup> and 4<sup>th</sup>, Plot 63**

**Hai Malakal  
Juba, South Sudan**

Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

### ***Email Submission***

The two zipped folders/proposals shall be shared online in separate compressed folders (PDF format) 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

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:

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

The bids shall be submitted, in separate sealed envelopes or Zipped email folders to the above address, clearly indicate the tender reference number **Ref: #: IRC/SS/JUB/MSA/2025/03**

### **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  | Scoring Criteria   | Weight (%) |
|--|--|--|------------|
| Eligibility  | Refers to Bidder's ability to demonstrate that they have the documents listed in clause 7.<br>Note: To proceed with full technical evaluation, bidders are required to provide all the documents listed in clause 7  | YES/NO Scoring = 0   | Yes/No     |
| <b>Financial Proposal</b>  |  |  |            |
| Financial proposal (price in prescribed format) (Financial Offer shall be reviewed when the Bidder passed the technical Evaluation | Refers to the offer price, including taxes, duties, delivery charges, and payment terms  | This shall be weighed against the lowest bid having the highest scores 40%)<br>[lowest bidder/tender bid] x 40%                  | 40%        |
| <b>Technical Evaluation</b>  |  |  |            |
| Delivery lead-time and availability  | Refers to the offered lead-time and availability against IRC's requirements- (Stipulate time required to start audit exercise once hired and time to complete the audit in reference to scope of work.) (Indicate on the provided space in the Price schedule.)- For institutional audit as per the TOR and within the shortest possible time (30-days) from date of the Contract award. | - Delivery Lead-Time = $\frac{\text{Lowest Leadtime} \times 4}{\text{"Bidder's Lead time"}}$                                     | 10%        |
| Payment Terms  | Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to be paid within 60 calendar days of acceptance of goods/services and receipt of invoice  | $\text{Payment Terms} = \frac{\text{Individual Supplier Payment Term}}{\text{IRC's Preferred Payment Term of 60 Days}} \times 4$ | 5%         |



|                                   |  |   |      |
|-----------------------------------|--|---|------|
| Supplier- organization experience | Refers to the Supplier's experience to fulfill the IRC's requirement- Total number of audit staff and staff that provide audit-related services in the following categories: partners, managers and others.<br>i.) Provide up-to-date CVs of all partners and managers that will form part of the audit team.<br>. Details should be provided of the key partners and managers in these fields who can be regarded as specialists. The CVs should indicate at a minimum level (supervisor, manager) and experience.<br><br>ii) Provide details of the technical departments (or equivalent departments) specializing in the audit of NGOs entities as well as the information technology system used. (Mention the system used and attach organizational organogram)<br>iii.) Three (3) References- (NGO sector) from current or past clients (at least 2 in the last two years)-Attached Contracts or Purchase Orders supported by Certificate of Completion. | Scoring points are 0-4, with a score of 4 having full 25%<br><br>1. Has provided CVs for the key staff and partners=1.5<br>2. Provided organogram to show organization structure/departments and provided the Information technology system used=1<br>3. Provided references and Attached Contracts or Purchase Orders supported by Certificate of completion=1.5 | 25%  |
| Supplier-Organizational capacity  | Refers to the Supplier's capability to fulfill the IRC's requirement- Provide Number and ranking of auditors that the audit firm will commit to the exercise as per the TOR. Indicated in <b>Annex A</b><br>Provide Audited financial statements (Last 2 years) 2023 and 2024<br>Provide Bank Statements for the last three- Six months  | Scoring points are 0-4, with score 4 having full 20% for providing upfront details and documents as required  | 20%  |
|                                   |  |   | 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 Audit Services to the IRC Country Program Office should submit the list of services required as per attached price schedule/Offering Sheet Annex A in this RFP.

**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 with 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 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](http://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 a 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 Terms of Reference (TOR)



### **Terms of Reference for the IRC South Sudan program External audit for the financial year ending September 2024, September 2025 & September 2026 and Specific Donor related audits on need basis.**

**Job Title:** External audit for the financial year ending September 2024, September 2025, and September 2026 and Specific Donor projects on need basis.

**Approximated Budget:** USD 28,000,000 Per Year for financial institutional audit

**Location:** South Sudan

**Audit Duration:** 3 to 4 Weeks for institutional audit

## **1. Introduction**

The International Rescue Committee (IRC) is one of the world's leading humanitarian and development agencies, working along the arc of the crisis to help vulnerable populations to survive, recover, and regain control of their lives. We prioritize developing innovative approaches to long- and short-term crisis situations and increasing the speed and quality of program delivery through gender-sensitive, evidence-based, outcome-driven interventions. Operating in over 40 countries, the IRC has an exceptional capacity to build the technical capacity of institutions and deliver quality services in sectors including health, protection, education, economic well-being, and governance.

Operational in South Sudan since 1989, the IRC has been one of the largest providers of aid, delivering life-saving assistance to people affected by crisis, while promoting resilience, empowerment, and peace of the local communities. The IRC operates in eleven field sites covering six of the ten states of South Sudan (Central Equatoria, Lakes, Northern Bahr el Ghazal (NBeG), Ruweng Administrative Area, Unity, and Upper Nile). With the support from FCDO, ECHO, GAC, GAVI, BPRM, EU, GFFO, Irish Aid, SIDA, UNICEF, UNHCR, USAID/BHA, WHO, SSHF, UNFPA, WFP the IRC is implementing multisectoral and integrated programs aiming to enhance protection, empowerment, economic well-being, livelihood and food security, governance, and education of host communities and displaced populations.

## **2. Purpose**

- A. Currently, IRC-South Sudan works in Ajoungthok, Renk, Maban, Aweil East and South, Bentiu, Koch, Ganyiel, Juba County supporting refugees and host communities. The selected audit firm will undertake an independent audit of the

South Sudan program for FY26, FY27, and FY28 (October to September fiscal year).

- B. Perform Donor related project on need basis for the IRC South Sudan Program office

### **3. Scope of Financial & Compliance Audit**

The audit will be carried out per international standards of auditing and GAAP. It will include such tests and controls as the auditor considers necessary including any visits to Field offices. Representative sampling may be used as the auditor considers necessary.

The audit shall be designed to accomplish the following objectives:

- The auditors shall express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of IRC in accordance with the International Financial Reporting Standards as well as GAAP.
- The audit will cover the accounts and financial statements (comprising the Statement of Financial Position, Income & Expenditure Statement, Statement of Changes in fund, the Cash Flow Statement, and the relevant notes and disclosures) IRC South Sudan Program office
- The audit shall be carried out by International Standards on Auditing (ISAs).
- Goods, works, and services financed have been procured per the IRC's and its donor-established rules and regulations.
- Evaluate compliance with all relevant laws and regulations.
- Appropriate supporting documents, records, and books of accounts relating to all activities have been kept and clear linkages exist between the books of accounts and the financial statements.
- Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system in procurement and human resources.
- Include in the report opinion compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
- Conduct entry and exit meetings.
- **Specific Donor Audits:** The auditor may also be engaged to perform specific donor audits for designated projects as required. These audits will be conducted following donor-specific guidelines and requirements.

### **4. Expected Outputs**

Upon completion of the audit, the Auditor shall provide.

- a) Professional opinion on the final financial statements.

b) Audited Financial Statements. This should be in US Dollars and/Other currency to meet donor requirements.

c) Management Letter including:

- Give comments and observations on records, processes, systems, and controls that were examined during the audit.
- Identify specific deficiencies and areas of weakness in the system and control and make recommendations for improvement.
- Status of implementation of recommendations from previous audit reports.
- Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
- Any other pertinent matters.

d) Filing of Annual Returns with the South Sudan National Revenue Authority and NGO Coordination Board.

## **5. Duration of the Audit**

The audit work should be completed within 3-4 weeks from the commencement date for institutional audit and for specific Donor-related audits as per Donor guidelines.

## **6. Qualification of the Audit Firm**

Interested and qualified audit firms should submit a technical and financial proposal to the IRC Procurement Committee as per the RFP and ensure the following documents are included as per Clause 7 of the RFP document:

- Certificate of Business registration/Incorporation in South Sudan
- Practicing License from the Institute of Certified Public Accountants
- Profile of the company (not more than 4 pages)
- Valid Tax Compliance Certificates
- Cover letter explaining interest to be a contracted service provider.
- Intent to Bid form, completed and signed (This form should be submitted to IRC as instructed in the RFP document through the email address given.
- Provide practicing license for partners and managers that will form part of the audit team.
- Provide up-to-date CVs of all partners and managers that will form part of the audit team.  
Details should be provided of the key partners and managers in these fields who can be regarded as specialists.
- Evidence of being in the list of United States Government (USG) approved auditors
- Provided organogram to show organization structure/departments and provided the information technology system used
- Three (3) References- (NGO sector) from current or past clients (at least 2 in the last two years)
- Attached Contract or Purchase order supported by Certificate of completion.

- Work Plan for the audit assignment for institutional audit as per the TOR
- IRC Vendor Information Form, completed, signed and stamped- **Annex 4** of RFP
- A Bid detailing the unit price inclusive Taxes **only in the sheet given for the purpose;** (**Annex 1 of RFP**)
- Audited financial statements (Last 2 years) 2023 and 2024
- Bank Statements for the last six months

The audit firm must demonstrate extensive experience in auditing International Non-Governmental Organizations.

*IRC Reserves the Right to reject all proposals submitted.*



**Annex B- PRICE SCHEDULE/ OFFERING SHEET**

1. Audit Fee Per Financial Year for annual statutory audit including filing returns to South Sudan National Revenue Authority and NGO Coordination Board. In United States Dollars-US\$ inclusive of all applicable charges/ 20% Withholding Tax.

Year 1 \_\_\_\_\_  
 Year 2 \_\_\_\_\_  
 Year 3 \_\_\_\_\_

**2. For Specific Donor Audits provide your Price Offer as indicated below.**

| S# | Audit Locations | Audit Value              | Project duration | Audit report is required | Cost Inc. Tax | Additional Comment |
|----|-----------------|--------------------------|------------------|--------------------------|---------------|--------------------|
| 1  | Juba            | <\$to \$250,000          | 3moths           | 30 days                  |               |                    |
| 2  | Juba            | <\$to \$250,000          | 6months          | 30 days                  |               |                    |
| 3  | Juba            | <\$to \$250,000          | 12 months        | 30 days                  |               |                    |
| 4  | Juba            | \$250,001 to \$750,000   | 3moths           | 30 days                  |               |                    |
| 5  | Juba            | \$250,001 to \$750,000   | 6months          | 30 days                  |               |                    |
| 6  | Juba            | \$250,001 to \$750,000   | 12months         | 30 days                  |               |                    |
| 7  | Juba            | \$750,001 to \$5,000,000 | 3moths           | 30 days                  |               |                    |
| 8  | Juba            | \$750,001 to \$5,000,000 | 6months          | 30 days                  |               |                    |
| 9  | Juba            | \$750,001 to \$5,000,000 | 12months         | 30 days                  |               |                    |
| 10 | Juba            | \$750,001 to \$5,000,000 | 24 months        | 30 days                  |               |                    |
| 11 | Juba            | \$5,000,000 and above    | 12months         | 30 days                  |               |                    |
| 12 | Juba            | \$5,000,000 and above    | 24 months        | 30 days                  |               |                    |

3. Other Fees / Charges (Please provide breakdown in the space below):

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

d) \_\_\_\_\_

4. Availability To Commence Audit After Receiving Purchase Order: \_\_\_\_\_ Days

5. Number and ranking of auditors that the audit firm will commit to the exercise as per the TOR

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Quote Validity: \_\_\_\_\_ Days (IRC preference is 90 Days validity)

NB Provide any other Cost deemed necessary to this RFP

## Annex B: 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:   | Last Name:     |  |
|   | Phone Number: | 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         | <u>This field is mandatory if Wire Transfer is the selected payment method</u>       |
| *Specify Standard Payment Terms (Net, 15, 30 days etc.) |  |
| *Payment Method (select all that applies)               | Payment By: <u>Check</u> Yes   No <u>Wire Transfer</u> Yes   No <u>Cash</u> Yes   No |
| *Name under which company is registered at bank         |  |
| *Bank account number                                    | <u>This field is to be completed upon notification of awarding of order\contract</u> |
| Routing Number  | <u>This field is to be completed upon notification of awarding of order\contract</u> |
| Swift code (if applicable)                              | <u>This field is to be completed upon notification of awarding of order\contract</u> |

**Product/Service Information**

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

**Documentations as applicable:**

|   |   |
|---|---|
| *Registration                                   | Provided ____<br>Not provided: ____ Reasons: ____ |
| *Tax ID (W9, Tax exempt certificate. etc.)      | Provided ____                                     |
| US Vendors only<br>*Do you require a Form 1099? | Yes ____ No ____                                  |

**References (optional)**

|              |  |
|--------------|--|
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |
| Client Name: | <u>Contact Name, Phone, Email Address:</u> |

**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 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 hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

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

## **IRC Conflict of Interest and Vendor Code of Conduct**

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 through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

**Conflict of Interest and Legal Compliance**

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant, or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

**Supplier hereby agrees to maintain high ethical and social standards:**

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

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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](mailto: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.

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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 Ethics point, [irc.ethicspoint.com](http://irc.ethicspoint.com) or call Ethics point 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 failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

|                |
|----------------|
| Supplier Name: |
| Signature:     |
| Title:         |
| Print Name:    |
| Date:          |



Annex C: 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 \_\_\_\_\_