



International Rescue Committee Sudan

Request for Proposal (RFP)

Request For Proposal for Supply of Solar Equipment and Installation in El-Geneina IRC Office.

IRC RFP Reference number: IRC/2SDN/SDEGN/GDS/2026/001

Planned Timetable	
Issue Request for Proposal	29 th July 2026
Suppliers return signed Intent to Bid forms due date	3 rd August 2026
Questions from Suppliers due date	4 th August 2026
Answers to Suppliers questions due date	5 th August 2026
Bid submission due date	12 th August 2026
Bid Opening and Evaluation date	13 th August 2026
Suppliers visit if applicable	19 th August 2026
Award of Business	31 st August 2026
Award Purchase Order	3 rd September 2026

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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 Sudan, **Darfur** to supply the **Solar Equipment**. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will be awarded a purchase order for solar equipment. Bidders shall be domiciled in and shall comply with all Government Regulations to operate. 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);*
 - *Intent to bid form - Annex 1*
 - *Vendor Information Form & Suppliers Code of Conduct - Annex 2*
 - *Price Schedule – Annex 3*
 - *Delivery Lead time – Annex 4*
 - *Specifications list – Annex 5*
 - *Warranty and After sales Service – Annex 6*
 - *After Sales Service – Annex 7*

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at SDN-El-Geneina.Procurement@rescue.org. The request for clarification must reach the purchaser not later than 4th August 2026. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than 5th August 2026. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English version shall prevail.

7. Documents Comprising the Bid

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

Eligibility documents that will be checked before evaluation (Preliminary Evaluation)

- A cover letter explaining the Bidder's interest in supplying the good to the IRC;
- Profile of the company;
- A Certificate of Business Registration or Trading License (**Mandatory**)
- ID or passport copies for individual owner/s. (**Mandatory**)

Technical:

- List of Deliveries satisfactorily completed for similar or equivalent services with evidence of at least 4 Certificates of Completion /Purchase Orders/Contracts (**Mandatory**).
- Warranty and After Sales Service Refers to the Bidder providing the most favorable warranty terms and after sale service for all offered items and work implementation – Annex 6 (**Mandatory**).
- Technical Compliance and specification: Solar Equipment Data Sheet with Recommended Brands and detail of manufacturer. Detailed technical information about the materials and equipment the buyer needs to purchase, including brand name, specifications, and country of origin, transport, storage, and handling requirements, and other important information. – Annex 5 (**Mandatory**).
- Explanations of delivery lead-times (Delivery Lead Time & Availability) Annex (**Mandatory**).
- After-sales Support-Annex 7(**Mandatory**)
- Other important documents which Bidder attaches to support its bid.

Financial proposal:

Bidders shall provide the schedules listed below:

- A Bid detailing the goods or services and their unit prices only in the sheet given for the purpose; Annex 3 (**Mandatory**).
- Vendor Information Form & Suppliers Code of Conduct - Annex 2 (**Mandatory**).

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 the currency in USD or equivalent in local currency, provide exchange rate where quotes are in other currencies.

10. Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing 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 person 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:

Bidders shall submit two zipped folders through Online application to the email address indicated below

SDN-tenderWestSDN1@rescue.org

Email subject IRC/2SDN/SDEGN/GDS/2026/001

On or before **12 August 2026 Central Africa Time (CAT).**

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.

All Bidders must fill in and submit the Intent to bid forms by email to the following email address: SDN-EI-Geneina.Procurement@rescue.org on or before **3rd August 2026**. Indicate the IRC RFP Reference number IRC/2SDN/SDEGN/GDS/2026/001 in the e-mail subject line.

Format

The Bidder's proposal shall include a technical proposal and a financial proposal, in separate Zipped folders clearly named (1. Technical proposal and 2. Financial Proposal) and sent to SDN-tenderWestSDN1@rescue.org. In preparing the Technical Proposal, bidders are expected

to thoroughly examine the contents of this RFP. Any material deficiencies in providing the information requested may result in rejection of the bid.

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.

Please refer to list of items in clause 7

1. **Technical proposal** (inclusive of documents as articulated in clause 7 of this RFP i.e. Eligibility and Technical documents)

2. **Financial proposal**,
(List the documents as per Clause 7)

The two zipped folders/proposals shall be shared online in separate compressed folders (PDF format) and submitted to IRC address indicated -

SDNtenderWestSDN1@rescue.org

How to Zip a folder

Right-click the folder: Use your mouse and right-click on the folder you want to compress.

Select "Send to" and "Compressed (zipped) folder": A menu will pop up. Hover your cursor over "Send to" and then select "Compressed (zipped) folder" from the submenu.

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.

E. BID OPENING AND EVALUATION

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria

Evaluation CRITERIA	Description	Weight (%)
Financial proposal (price and payment terms)	Total evaluated cost including taxes, duties,	35%

	freight, delivery charges Annex 3 and payment terms in Annex 2. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice. The preferred payment method is transfer/check.	
Technical Compliance and specification	Compliance with the required technical specifications, manufacturer datasheets and approved brands. Detailed technical information of solar equipment that the purchaser needs to procure, including the brand name and the country of origin. Annex 5	25%
Delivery Lead Time & Availability	Ability to supply all items within the required timeframe, including stock availability. Annex 4	15%
Warranty	Warranty period offered, manufacturer warranties and replacement commitment for defective equipment. Bidder providing the most favorable warranty terms and after sale service for all offered items. Annex 6	10%
After-sales Support	Local technical support, spare parts availability, commissioning support and response time. See details in Annex 7.	5%
Relevant Experience	Experience supplying similar solar systems to INGOs, NGOs, UN agencies or comparable organizations, with evidence of at least 4 copies of previous Purchase orders/contracts/certificates of completion.	10%
		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 Purchase order 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 as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages and shall in no case be less than that which is provided for by 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 Goods to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for purchase order 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/h6dv915b72o1rmapxg3vczbqxjtboyel>. 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.

H. IRC Conflict of Interest and Supplier Code of Conduct

IRC Conflict of Interest and Supplier 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.

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:

Annexes:

1. Intent to bid form - Annex 1
2. Vendor Information Form & Suppliers Code of Conduct - Annex 2
3. Price Schedule – Annex 3
4. Delivery Lead time - Annex 4
5. Technical specifications list – Annex 5
6. Warranty and After sales Service – Annex 6
7. After Sales Service – Annex 7

Intend to bid-Annex 1



**International Rescue Committee, Inc.
Intent to Bid**

IRC Reference #: IRC/2SDN/SDEGN/GDS/2026/001

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 _____

Vendor Information Form-Annex 2



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.

I. Vendor Information

*Company\Organization Name *For individual consultants, 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:
*Email address of Accounts Receivable person or team		
*Email address to which Purchase orders should be sent		
*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	

Vendor's Initials

II. Financial Information

*Bank Name and Address	Please include the full bank address, must include the <u>country</u>			
*Name under which company is registered at bank	Also called Account Title. Example: <u>International Rescue Committee (IRC)</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</u> Yes ☐ <u>Transfer:</u> ☐ No	Yes ☐ <u>Cash:</u> No ☐
Vendor preferred Currency				
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>			
*Routing Number (Branch code/ Sort code if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>			
IBAN number (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>			

BIC/Swift code (if applicable)	<u>This field is mandatory if payment requires an international wire transfer</u>
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Intermediary Banking Information *(to be filled **ONLY** if vendor payment requires an international wire transiting through an **intermediary bank**. The vendor can obtain this information from their corresponding bank.)*

*Bank Name and Address	<u>Please include the full bank address, must include the country</u>
*Bank Branch code	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
*Bank account number	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>
BIC/Swift code (if applicable)	<u>This field is mandatory if international wire transfer transits through an intermediary bank</u>

III. Product/Service Information

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

Vendor's Initials

Documentations as applicable:

*Registration	Provided: ☐	Reasons:
	Not provided: ☐	
*Tax ID (US W9, tax exempt certificate. etc.) or country specific required tax forms	Provided:	
US Vendors only *Do you require a Form 1099?	Yes: ☐ No: ☐	

IV. References

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>

Financial definitions:

- BIC/SWIFT code: consists of 8-11 characters used to identify the vendors bank during an international transaction
- IBAN number: is used to identify the vendors bank account involved in the international transaction
- The intermediary/correspondent bank is a third-party bank used by the vendor's bank to facilitate international transfers. The vendor can obtain this information from their corresponding bank.

V. 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.
- _____
Vendor's Initials
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.

VI. IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor'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/h6dv915b72o1mapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor 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, coworkers, 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.

Vendor's Initials

- 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

VII. Conflict of Interest and Legal Compliance

- Vendor 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 Vendor's business activities.
- Vendor 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 vendor's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor 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.

Vendor's Initials | _____

Vendor 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 vendor 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 Ethics point, IRC.ethics.point.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 a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor 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.

Vendor Name:	
Signature:	
Title:	
Print Name:	
Date:	

Price Schedule – Annex 3

*Bidders must submit their financial offers in accordance with the PRICE SCHEDULE provided under ANNEX 3 of this RFP document. Do not use your own format.

Key Comment: The major load is air conditioning, contributing 26.1 kW, which is about 83% of the total office demand. This means the power system must be sized mainly around AC usage. For generator sizing, the 31.5 kW load would require approximately 50 KVA

BOQ (Total cost for solar system capacity required to run office appliances for 8 hours/day – 31.5 kW Load)

Item No.	Description	Specification	Unit	Qty	Unit rate USD	Total Amount USD
1	Solar PV Modules	550 W Monocrystalline Tier-1 Solar Panels	Pcs	72		
2	Hybrid Inverters	12 kW Hybrid Inverter, 3-Phase Compatible, Parallel Configuration	Units	3		
3	Battery Storage	48V 200Ah Lithium Iron Phosphate (LiFePO4) Battery Modules	Pcs	16		
4	Mounting Structures	Aluminum/Galvanized Roof or Ground Mount Racking System	Set	1		
5	DC Distribution Boxes	DC Combiner Boxes with SPD, Fuses, Isolators and Breakers	Units	3		
6	AC Distribution Board	MCCB, Changeover Switch, Volt/Amp Meter, Protection Devices	Unit	1		
7	Cables & Wiring	4–10 mm ² Solar DC Cables, AC Power Cables, Cable Trays and Conduits	Lot	1		
8	Earthing & Lightning Protection	Copper Earth Rods, Earthing Cable, Lightning Arrestor System	Set	1		
9	Battery Rack/Cabinet	Heavy-Duty Battery Storage Rack with Ventilation	Set	1		
10	Monitoring System	WiFi/GPRS Remote Monitoring and Data Logging System	Set	1		
11	Generator Integration Kit	ATS/AMF Panel for Existing Generator Synchronization	Set	1		
12	Labor Cost	Installation and labor cost	set	1		
	GRAND TOTAL(XAF)					

Deliver Lead Time – Annex 4

Description	Delivery time in Days to the International Rescue Committee IRC-Sudan Darfur Operation, Taif Street, Alsalam B, El-Geneina, West Darfur, Sudan
Supply of solar Equipment	

Technical specifications List – Annex 5

Solar power system needs Capacity for New Office El-Geneina

Load item	Qty	Unit load	Total		
24,000 BTU ACs	4	2,400 W	9,600 W		
18,000 BTU ACs	10	1,650 W	16,500 W		
Ceiling fans	14	100 W	1,400 W		
Water pump	1	1,500 W	1,500 W		
Lights	50	50 W	2,500 W		
Total			31,500 W		
Summary:					
Component		Capacity			
Connected Load		31.5 kW			
Solar Array		39.6 kWp			
Battery Storage		76.8–96 kWh nominal			
Estimated Usable Storage		61–77 kWh			
Practical Backup Duration		2–3 hours at full load, or longer if AC use is controlled			
Technical specifications List: Please provide catalogue or additional description of items you will supply and attach to your proposal					
Item No.	Description	Specification	Unit	Description and information to be provided	Specifications provided by supplier + catalogue attached. Mark Yes/No in the space provided below
1	Solar PV Modules	550 W Monocrystalline Tier-1 Solar Panels	Pcs	Catalogue	
2	Hybrid Inverters	12 kW Hybrid Inverter, 3-Phase Compatible, Parallel Configuration	Units	Catalogue	
3	Battery Storage	48V 200Ah Lithium Iron Phosphate (LiFePO4) Battery Modules	Pcs	Catalogue	
4	Mounting Structures	Aluminum/Galvanized Roof or Ground Mount Racking System	Set	Description	
5	DC Distribution	DC Combiner Boxes with SPD.	Units	Description	

	Boxes	Fuses, Isolators and Breakers			
6	AC Distribution Board	MCCB, Changeover Switch, Volt/Amp Meter, Protection Devices	Unit	Description	
7	Cables & Wiring	4–10 mm ² Solar DC Cables, AC Power Cables, Cable Trays and Conduits	Lot	Description	
8	Earthing & Lightning Protection	Copper Earth Rods, Earthing Cable, Lightning Arrestor System	Set	Description	
9	Battery Rack/Cabinet	Heavy-Duty Battery Storage Rack with Ventilation	Set	Description	
10	Monitoring System	WiFi/GPRS Remote Monitoring and Data Logging System	Set	Description/ Catalogue	
11	Generator Integration Kit	ATS/AMF Panel for Existing Generator Synchronization	Set	Description	

Warranty– Annex 6
Clear indication of warranty period

Item No.	Description	Specification	Unit	Warranty period offered for equipment and workmanship. Specify duration and coverage.
1	Solar PV Modules	550 W Monocrystalline Tier-1 Solar Panels	Pcs	
2	Hybrid Inverters	12 kW Hybrid Inverter, 3-Phase Compatible, Parallel Configuration	Units	
3	Battery Storage	48V 200Ah Lithium Iron Phosphate (LiFePO4) Battery Modules	Pcs	
4	Mounting Structures	Aluminum/Galvanized Roof or Ground Mount Racking System	Set	
5	DC Distribution Boxes	DC Combiner Boxes with SPD, Fuses, Isolators and Breakers	Units	
6	AC Distribution Board	MCCB, Changeover Switch, Volt/Amp Meter, Protection Devices	Unit	
7	Cables & Wiring	4–10 mm ² Solar DC Cables, AC Power Cables, Cable Trays and Conduits	Lot	
8	Earthing & Lightning Protection	Copper Earth Rods, Earthing Cable, Lightning Arrestor System	Set	
9	Battery Rack/Cabinet	Heavy-Duty Battery Storage Rack with Ventilation	Set	
10	Monitoring System	WiFi/GPRS Remote Monitoring and Data Logging System	Set	
11	Generator Integration Kit	ATS/AMF Panel for Existing Generator Synchronization	Set	

After Sales Service – Annex 7

Bidders shall provide comprehensive details of their after-sales support arrangements for the proposed solar system. Supporting evidence (service agreements, office locations, stock records, CVs of technicians, etc.) should be attached.

No.	After-Sales Service Requirement	Bidder Response
1	Local technical support presence in El Geneina, Darfur, Sudan N'Djamena, Chad . Provide office/location address, number of technicians, and contact details.	
2	Availability of spare parts in El Geneina, Darfur, Sudan N'Djamena, Chad . Specify key spare parts stock, inventory levels, and replenishment lead times.	
3	Commissioning and system start-up support in El Geneina, Darfur, Sudan N'Djamena, Chad . Describe scope of support and responsible personnel.	
4	Guaranteed response time for service requests (from notification to first technical response). Specify in hours.	_____ Hours
5	Guaranteed on-site intervention time for critical system failures. Specify in hours/days.	_____ Hours/Days
6	Preventive maintenance services included. State frequency and scope of maintenance visits.	
7	Remote monitoring and troubleshooting capability. Describe tools and support arrangements.	
8	Availability of technical training for end users/operators. Describe training content and duration.	
9	Other value-added after-sales services offered by the bidder.	