



**Tender document for the supply of food packs in
Sri Lanka, February/March- 2024**

BACKGROUND

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organization (NGO) founded in the UK in 1984.

As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion or gender.

Our vision:

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

Our mission:

Exemplifying our Islamic values, we will mobilize resources, build partnerships, and develop local capacity, as we work to:

Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.

Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.

Support the marginalized and vulnerable to voice their needs and address root causes of poverty.

We allocate these resources regardless of race, political affiliation, gender or belief, and without expecting anything in return.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council, and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Millennium Development Goals (MDGs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief is one of only 13 charities that have fulfilled the criteria and have become members of the Disasters Emergency Committee (www.dec.org.uk)

IRW endeavors to work closely with local communities, focusing on capacity-building and empowerment to help them achieve development without dependency.

Please see our website for more information <https://www.islamic-relief.lk/>

PROJECT BACKGROUND

Islamic Relief Sri Lanka is an international humanitarian organization that has been working with vulnerable communities in Sri Lanka since 2004. Islamic Relief Sri Lanka is implementing a seasonal Ramadan project aimed at improving the food security of the beneficiaries through the provision of food distribution, IR Sri Lanka aims at reducing suffering, hunger and starvation during the Holy month of Ramadan in those selected families by ensuring the food items are distributed to the vulnerable households.

SPECIFICATION

DESCRIPTION OF GOODS: Food Security Project

Food Items	Mention Available Brands	Amount per Household	Total Number of households	Total amount in Kgs
Rice Nadu	Company pack	25 kg	2073	$2073 \times 25 = 51,825$ kgs
Wheat Flour	Company pack	5 kg	2073	$2073 \times 5 = 10,365$ kgs
Cooking Oil	Company pack	2 liters	2073	$2073 \times 2 = 4,146$ liters
White Sugar	Company pack	5 kg	2073	$2073 \times 5 = 10,365$ kgs
Khalas Dates	Company pack	3 kg	2073	$2073 \times 3 = 6,219$ kgs
Red Dal	Company pack	2 kg	2073	$2073 \times 2 = 4,146$ kgs
Juice Powder	Company pack	1 kg	2073	$2073 \times 1 = 2,073$ kgs
Full Cream Milk Powder	Company pack	1 kg	2073	$2073 \times 1 = 2,073$ kgs
Tea Power	Company pack	500g	2073	$2073 \times 0.5 = 1,036.5$ kgs

Note: - Please mention all available brands details when providing your bid.

All food items must be 100% halaal according to the Islamic Shariah and this includes additives and preservatives. There should be no alcohol in these products and all meat products must not derive from stunned animals or mechanical slaughtering.

DELIVERY DETAILS

Case	Destination-
Supplier must have export permission or be able to supply locally from Sri Lanka	Vavuniya

Payment Terms

We will process the payment within 30days after ordered quantity & quality goods received / delivery.

Bill of quantities

Please also use our table when filling the prices. If you do not have the item just keep it empty. Your offer should be for the quantity that we request, not less and not more. Please only provide your bid in LKR as the currency in your offers and as per the guidelines.

TIMESCALES

Task	Date
Advertising of Tender	26 th February 2024
Closing of Tender	10 th March 2024
Open of Tender	12 th March 2024
Evaluation	12 th March 2024
Screening	13 th March 2024
Signing Agreement	18 th March 2024
Order Place	18 th March 2024
Goods Received	25 th March 2024

TENDER DATES AND CONTACT DETAILS

All tenders are required to be submitted before **Sunday 10th March at 4.30pm at local time** via registered post to the address beneath.

Please mention your contact number on the envelope so we may invite you for the Tender opening procurement meeting.

“Islamic Relief Sri Lanka,
No. 1B,
(Prince Corner Complex),
Main Street,
Akkaraipattu-01.”

You should bring all samples of items at the tender opening procurement meeting.

Tender interested suppliers will be invited to the tender opening procurement meeting for the above-mentioned tender. The tender will be evaluated based on the supplier’s experience, reliability, capacity, and on the basis of best value for money.

If you need any information please contact the procurement team on; procurement@islamic-relief.lk

For any issues relating to the tender or its contents please email directly to; procurement@islamic-relief.lk

All quotation providers are requested to fill in Appendix 1 and 2 below when submitting their proposal to IR Sri Lanka and attach these to your quotation/bid.

APPENDIX 1

Summary of Bid Prices No.

No.	Description	Total Price in LKR
1	Grand Total Bid Price	
2	Discount Ratio (if any) ... % and the amount	
3	Grand Total after Discount	
4	Delivery time scales (in days) Quotation	
5	Quotation validity	

We have carefully checked and examined all bid documents and we confirm that are offering the costs as above on a fixed price basis and they are not subject to any change or alterations including those due to currency fluctuations at a later date within the quotation validity period.

Total Price LKR

In words [_____]

Bidder's Signature Stamp Date

Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp

APPENDIX 2

Interested suppliers who meet the following criteria are invited to submit their bids,

1. The suppliers must have experience in supplying bulk dry rations to humanitarian organizations or any other organizations.
2. The suppliers must have the capacity to deliver the required quantities of dry rations to specified location in Vavuniya.
3. The suppliers must have the financial capacity to deliver the required quantities of dry rations to the specified location. (How will you make sure of this, try to request bank statements and specify the period such as bank statements from October 2023 to December 2023)
4. The suppliers must have all necessary certifications and licenses to supply dry rations and these must be valid and up to date.
5. The suppliers must accept and follow the procurement procedures and guidelines of Islamic Relief Sri Lanka.
6. The suppliers must agree to comply with all the applicable laws of Sri Lanka during the supply of dry rations mentioned above.
7. The suppliers must follow Islamic Relief's Code of Conduct beneath.
8. The supplier's quotes must be valid for a period of 30 days.

Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organization).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;

and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.