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**TENDER:**  
**RAMADAN - FOOD PACKS SUPPLY FOR ISLAMIC RELIEF IN THE  
LESOTHO REGION**

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**TENDER NUMBER: [LESRAM26]**

**Date Issued: [16 January 2026]**

**Closing date and time: [30 January 2026 at 16h00]**

**Bid Validity Period: [90 days from submission of tender]**

**E-MAIL ADDRESS: [tenders@islamic-relief.org.za](mailto:tenders@islamic-relief.org.za)**



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## 1. ABOUT ISLAMIC RELIEF

Islamic Relief South Africa (IRSA) is registered as a non-profit company. Its mission is to help the poor and those in need regardless of race, ethnicity or political affiliation, to live sustainable, self-reliant lives within safe and caring communities.

IRSA implements a food pack distribution program that supports vulnerable families during the holy month of Ramadan. The objective of the program is to provide food assistance to people in need, particularly those who are suffering from hunger and malnutrition due to disasters, poverty, or other circumstances. The program is designed to provide people with the nutrients they need to help prevent or mitigate the negative health effects of malnutrition and to enjoy wholesome nutritious meals during the month of Ramadan.

Our food distribution programs typically target the most vulnerable people living in specific areas, such as orphans and vulnerable children, female-headed households, the elderly, or people with disabilities.

## 2. CALL FOR TENDER

Islamic Relief South Africa is seeking a reliable supplier to supply Ramadan food packs to distribute to those in need during the holy month of Ramadan. The food pack quantities and contents are subject to change. The food pack contents are listed in the Pricing Schedule Annexures.

We are looking for a supplier who can provide high-quality food items at competitive prices according to a specified delivery schedule and is able to meet the following requirements:

- Provide evidence of experience in supplying food packs in similar quantities to that requested in this call for tender,
- Package the food items in the packaging provided by IRSA
- Demonstrate the ability to meet the volume and timing requirements of the project
- Demonstrate a commitment to ethical business practices in terms of fair labour practices and pricing, product quality and safety including any certifications or licences

Should you be interested in this opportunity, please provide the following information in your response:

- A copy of your company registration documents
- A valid Tax-Clearance Certificate confirming VAT registration, if applicable
- Proof of banking details
- Halaal Certification of food contents, where applicable
- Declaration of Interest – Annexure A
- References – Annexure B
- Declaration of Capacity, Timelines and Ethical Compliance – Annexure C
- Ramadan Pricing Schedule – Annexure D

## 3. QUANTITY OF FOOD PACK FOR RAMADAN AND AL FITRA 2026

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Islamic Relief is requesting 1 095 food packs for Ramadan. This quantity may be subject to change:

## 4. TERMS AND CONDITIONS:

- Quote must be comprehensive, i.e. all items as per the list of contents in the food pack must be quoted for. If you do not have the item in stock, please provide an estimate price on the quote.
- The supplier agrees to provide IRSA with additional information or supporting documentation as and when requested. Documents may include proof of delivery capacity and certificates of compliance with food safety standards.
- All food items must have an expiry date after 18 August 2026.
- All Ramadan food hampers must be fully packed and completed for inspection by IRSA by 9 February 2026 and must be ready and available for distribution from 10 February 2026. Drawdowns of the food packs will take place from 11 February 2026 to 13 February 2026.
- Food pack contents must be packed in specified Islamic Relief Ramadan packaging, which will be provided by IRSA.
- The quote should clearly indicate the cost per item before VAT, the VAT per item and the cost inclusive of VAT.
- Delivery charges, if any, should be separately indicated in the quotation and not included in the cost per item.
- Packaging costs, if any, should be separately indicated in the quotation and not included in the costs per item.
- Quote should be in South African Rand (ZAR).
- Adequate and secure storage capacity for completed food packs for a minimum of one week is required to support phased daily drawdowns by IRSA representatives for distribution within selected regions in the province.
- IRSA representatives will, upon reasonable prior notice, conduct audits of completed food packs to verify expiry dates, product condition, approved brands, item weights, quantities, and completeness of contents.

## 5. Tender Price Validity Period

The Prices of the food items on the quotation must be valid for a period of 90 days from closing date of tender. Due to market volatility, prices for identified perishable items and selected high-volatility commodities may be subject to review and adjustment, subject to written motivation, supporting market evidence, and prior written approval by Islamic Relief South Africa (IRSA).

No price adjustments will be permitted without IRSA's written approval.

## 6. Evaluation Criteria

Bids will be evaluated in accordance with Islamic Relief South Africa's procurement policies, based on:

- Submission of all mandatory documents and completed Annexures;
- Demonstrated capacity and experience to supply, package, and deliver the required food packs within specified timelines;
- Compliance with food pack specifications, quality, expiry date, food safety, and Halaal

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requirements;

- Competitive and complete pricing in line with the pricing schedules;
- Adherence to ethical business practices and IRSA's zero-tolerance approach to fraud and corruption.
- Non-compliant bids may be disqualified.

## 7. Reservation of Rights

Islamic Relief South Africa (IRSA) reserves the right, at its sole discretion and without incurring any liability, to:

- Cancel the bid process at any stage prior to award;
- Withdraw this tender in whole or in part;
- Amend, vary, or adjust the scope of the tender, including but not limited to changes in quantities required;
- Substitute, add, or remove product brands and/or specifications based on operational requirements, availability, or organizational needs;
- Reject any or all bids received, whether in whole or in part.

Bidders shall have no claim against IRSA for any costs, losses, or damages incurred as a result of such cancellation, withdrawal, amendments, or changes.

## 8. Communication

For any queries, please email:

[JHB.Procurement@islamic-relief.org.za](mailto:JHB.Procurement@islamic-relief.org.za)

Quotations with the necessary company documents must be addressed and emailed to:

[tenders@islamic-relief.org.za](mailto:tenders@islamic-relief.org.za). They may also be hand delivered at the IRSA offices to the Procurement Officer.

## 9. Complaints

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and address any violation of rights of aid workers, suppliers, contractors and our rightsholders.

Please contact us at:

[complaints@islamic-relief.org.za](mailto:complaints@islamic-relief.org.za)

## 10. Closing date

The closing date for the submission of the quotation and required documents is 30 January 2026 at 16h00.



**Annexure A - Declaration of Interest**

1. Any legal person, including persons employed by Islamic Relief South Africa (IRSA), or persons having a kinship with persons employed by Islamic Relief South Africa, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by IRSA, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
  - the bidder is employed by IRSA; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid; and
  - the bidder has no involvement in any legal activities

**2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:  
.....

2.3 Position occupied in the Company (director, trustee, shareholder)  
.....

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2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in paragraph 3 below.

2.7 Are you or any person connected with the bidder presently employed by IRSA **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Position occupied in IRSA: .....

Any other particulars:

.....

.....

.....

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2.8 Do you, or any person connected with the bidder, have YES / NO  
 any relationship (family, friend, other) with a person  
 employed by IRSA and who may be involved with  
 the evaluation and or adjudication of this bid?

2.8.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.10 Do you or any of the directors / trustees / shareholders / members YES/NO  
 of the company have any interest in any other related companies  
 whether or not they are bidding for this contract?

2.10.1 If so, furnish particulars:  
 .....  
 .....  
 .....

### 3. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number

4 The bidder is not involved in and does not support any activity which is considered illegal by the Government of South Africa or under the International Laws or what may be termed a 'terrorist activity'.

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## 5 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 4 ABOVE IS CORRECT.

I ACCEPT THAT IRSA MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



**Annexure B - References Template**

	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name of Organization</b>				
<b>Contact Person and phone number</b>				
<b>Description of items/services delivered</b>				
<b>Quantity of food hampers</b>				
<b>Date of contract awarded</b>				
<b>Date of contract Completed</b>				
<b>Value of Contract in ZAR</b>				

*IRSA will treat your personal information as confidential and your details will not be shared with anyone else.  
The information on this form is required for the purpose of providing security screening.*



## Annexure C – Declaration of Capacity, Timeline & Ethical Compliance

I, the undersigned, acting on behalf of:

**Company Name:** \_\_\_\_\_

**Company Registration Number:** \_\_\_\_\_

hereby declare and confirm the following:

### 1. Capacity and Delivery Commitment

We confirm that we have the operational capacity, resources, infrastructure, staffing, and logistics arrangements required to:

- Supply the full quantities of food packs as specified in this tender; and
- Meet the required packaging, delivery volumes, and timelines as stipulated by Islamic Relief South Africa (IRSA).

We acknowledge that failure to meet agreed volumes or timelines may result in penalties, termination of contract, or disqualification from future tenders.

### 2. Ethical Business Practices

We declare that our company:

- Conducts business ethically, honestly, and transparently;
- Does not engage in bribery, corruption, collusion, or unethical influence;
- Applies fair labour practices and complies with all applicable labour legislation;
- Does not employ child labour or exploit workers in any manner.

### 3. Product Quality, Safety & Compliance

We confirm that:

- All food items supplied will meet required quality standards and will be fit for human consumption;
- All applicable food safety standards, certifications, licences, and regulatory requirements will be complied with;
- All food items will comply with expiry date requirements as stated in the tender;

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## 4. Supporting Documentation

We acknowledge that IRSA reserves the right to:

- Request supporting documents or evidence at any stage, including proof of capacity, delivery plans, food-safety certificates, licences, or compliance records; and
- Conduct site visits or inspections to verify the information provided.

## 5. Consequences of Misrepresentation

We understand and accept that:

- Any false or misleading information may result in immediate disqualification or termination of the contract; and
- IRSA may take further action in accordance with its policies and applicable laws.

## DECLARATION

I certify that the information provided in this declaration is true and correct.

Name of Authorised Signatory: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Stamp (if applicable)

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## Annexure D - RAMADAN FOOD PACK LIST AND PRICING SCHEDULE

Name of Bidder: \_\_\_\_\_

DESCRIPTION OF GOODS	BRAND	UNIT PRICE (Excl VAT)	VAT	UNIT PRICE (Excl VAT)
12,5kg Maize Meal	Muratua			
2lt Cooking Oil	D'Lite			
2,5kg Sugar	S.S.P Brown			
500g Salt	Cerebos			
400g Tinned Fish x 2	Lucky Star			
400g Peanut Butter	Yum Yum			
100's Teabags	Five Roses			
1lt Long Life Milk	Bonita			
2.5kg cake Flour	Letlotlo			
500g Sugar Beans	Muratua			
500g Split Peas	Muratua			
500g Soya Mince	Top Class			
410g Baked Beans x2	Koo			
<b>SUB TOTAL (Including VAT)</b>		<b>R</b>	<b>R</b>	<b>R</b>
<b>TRANSPORT</b>		<b>R</b>	<b>R</b>	<b>R</b>
<b>TOTAL (Including VAT)</b>		<b>R</b>	<b>R</b>	<b>R</b>

*To be completed on company letterhead*