

INVITATION TO BID

Reference number: VOSDO/wau/05/06/18.1

From:
 Vocational Skills Development Organization (VOSDO)
 Near Airport, Wau, South Sudan
 Email: vsdo.south.sudan@gmail.com

Subject: RFQ for Cash Transfer (USD and SSP) from Juba to field locations

Manner of Submission:

- ✓ Read the Terms and Conditions of the Contract
- ✓ Prepare your Tender Offer
- ✓ Complete the Supplier Form and include all the information requested.
- ✓ Please submit your tender in accordance with the requirements detailed below;
 - **By hand delivery** to VOSDO office based in Wau in sealed envelope clearly marked “VOSDO/wau/05/06/18.1”.
 - **By Email** to the following address (Tender committee email): TENDER.VOSDO@gmail.com with the email subject “VOSDO/wau/05/06/18.1”.

Deadline for submission of bids is 12th of June, 2018, before 5:00pm.

Tender Specification

S/N	Description	Unit	Time of Delivery
1	Physical Transfer of USD from VOSDO bank account in Juba to field offices based on Wau, Kwajok and Kangi	Percentage or flat rate	Delivery schedule to be set as per Purchase Order requirements.
2	Physical Transfer of SSP from VOSDO bank account in Juba to field offices based on Wau, Kwajok and Kangi	Percentage or flat rate	Delivery schedule to be set as per Purchase Order requirements.

Terms and Conditions

Article 1	Parties	The contract will be between Vocational Skills Development Organization, hereafter known as “VOSDO” and the successful bidder, hereafter known as “supplier”.
Article 2	Contract period	The Contract shall run for a period of one year with possibility of extension for another one year. This shall be subject to satisfactory performance
Article 3	General terms	The supplier will provide all supplies/services/works specified in this contract, at the prices specified in the bid for the contract period indicated above, following the contract signing date
Article 4	General obligations	The supplier shall perform the contract with due care and diligence. The supplier shall respect and abide by all the laws and regulations in force in South Sudan. The supplier shall treat all documents and information received in connection with the contract as private and confidential.
Article 5	Payment terms	Supplier to submit an invoice with, a copy of the purchase order as well as a delivery note signed by an appointed VOSDO staff in the location where the activity took place. Payment shall be effected within 15 days after the invoice is received.
Article 6	Payment method	Payment will be made in cheque or by bank transfer in United States Dollars.
Article 7	Transport	Transport terms to be agreed based on the details of the supplier's successful tender bid.
Article 8	Delivery location	The cash shall be delivered to Kwajok, Kangi and Wau. A purchase order with delivery instructions will be issued indicating the specific location where the cash shall be delivered.
Article 9	Delivery schedule	Delivery schedule to be set as per Purchase Order requirements
Article 10	Documentation required	Copy of Purchase Order, Service Invoice, Delivery Note signed by VOSDO staff, and Cash Receipt note and a signed copy of a salary receipt form (in the case of salary payments) should be provided as documentation proving the completion of a service request before any payment will be made.
Article 11	Liquidated damages clauses	In the event of the supplier's failure to adhere to the terms of the agreement: <ul style="list-style-type: none"> ✓ A reduction in payment in the amount of 1% will be levied for each day of delay beyond the lead time specified in the agreement. ✓ Mutilated notes shall be replaced with notes in good condition. ✓ Supplying of counterfeit cash is grounds for immediate cancellation of the agreement. Any legal ramifications arising from the use of counterfeit currency are the sole responsibility of the supplier and VOSDO will not take responsibility in any way.
Article 12		Either party may cancel this agreement after 7 days from presenting written intention to cancel to the other party. The following are grounds for breach of contract proceedings and will lead to immediate cancellation of the agreement. (This does not represent an exhaustive listing of instances of breach of contract. Other cases of breach will also result in immediate cancellation of the agreement.) <ul style="list-style-type: none"> ✓ the supplier substantially fails to perform his obligations under this contract ✓ the supplier fails to comply within a reasonable time with a notice given by the VOSDO requiring him to perform his obligations under the contract which seriously affects the proper and timely performance of the work the supplier assigns the contract or subcontracts without the authorization of VOSDO ✓ VOSDO discovers that the supplier has infringed its duty to the non-exploitation of child labor and the respect of basic social rights and working conditions.

Supplier Form: Complete and Submit with your tender

Supplier Name	
Contact Person	
Office Address	
Mobile Number	
Email Address	

Yes	No	I certify that I am the official representative of the company named above.
Yes	No	I have submitted VOSDO a copy of our company's registration document
Yes	No	I have read and understood all the requirements of VOSDO's Tender.
Yes	No	I have read the ethical code of conduct and confirm that my company meets the requirements
Yes	No	I agree with VOSDO's Terms and Conditions

If NO, I will provide VOSDO a copy of my Terms and Conditions

Signature	
Date	

Company Stamp	
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