



## CMMB REQUEST FOR PROPOSAL FOR CASH TRANSFER / PAYMENT SERVICES FOR FY 2024

Catholic Medical Mission Board (CMMB) is a faith based, international nonprofit organization that believes in a world in which every human life is valued, health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 100 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities.

CMMB request proposal from qualified firms for cash delivery services for its beneficiaries across South Sudan.

Bid Reference:

**CMMBSOUTHSUDANLOG.022023/FY24/CASHTRANSFER/DELIVERY**

### Service Objectives

- To support timely and secure cash payments to staff, volunteers, and vendors within South Sudan especially in Western Equatoria State, Unity state (Yida) and Central Equatoria State among other areas of operations for the financial year 2024.

### General Requirements

- Familiarize with CMMB's mission, vision, and values to ensure alignment with your proposal.
- Have a minimum of 3 years of experience in delivery of cash transfer services to organizations, corporations, and/or foundations in South Sudan.



## Proposal Contents/Requirements

The money transfer/delivery service proposal should include, as a minimum the following:

- Proof of Company Registration in South Sudan.
- A copy of the audited financial statements for last two years (balance sheet and Income statement).
- The details of the names, address, and contact details of three (3) clients for whom the same types of services were provided in various and disperse geographic locations. CMMB reserves the right to contact these references, without notifying the Tenderer.
- Valid Tax Clearance Certificate.
- Proof of experience in cash transfers/ delivery services.
- Proof of business license to provide financial services.
- Full technical and Commercial proposal (Locations, payment /reimbursement terms, prices, delivery timeline, payment methods etc.)
- Company profile – clearly indicating the physical address of the business, Directors, and shareholders.

## Technical and Commercial Proposal Requirements

The technical and commercial proposal should include as a minimum the following: -



- Include specific areas (Counties, Towns) in Western Equatoria State and Central Equatoria State where you can deliver cash timely.
- Detailed price offers with explanatory notes for clarity where necessary.
- Include a timeline for cash delivery by location (WES, CES & Unity (Yida) (See location annexed below)
- Clarify on mechanism of provision of proof of payments to CMMB.
- Clarify on payment terms.
- Clarify on disbursement and reimbursement mechanism.

#### Opening, evaluation of tenders and selection criteria

The proposal shall be opened and evaluated by CMMB Procurement Evaluation Committee in line with CMMB procurement policy.

Contract will be awarded to the technically, commercially, and administratively compliant vendor that has demonstrated most economically advantageous, considering the quality of the services proposed and capacity that meets CMMB eligibility requirements.

Tenders will be evaluated on the criteria listed below as a minimum:

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- Ability to meet the requirements of the Call for tenders.
- Compliance with CMMB terms and conditions
- Total price/cost is in line with CMMB expectations.





- Demonstrable ability to perform all functions related to the scope within the time specified.
- Bidders' references
- Bidders' service offer
- Value added services etc.

In the interests of transparency and equal treatment and without being able to modify their tenders, bidders may be required, at the sole written request of the evaluation committee, to provide clarifications. Any such request for clarification must not seek the correction of formal errors or of major restrictions affecting the performance of the contract or distorting competition.

Any attempt by a bidder to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing concerning the award of the contract will result in the immediate rejection of tender. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be evaluated.

### **Bid Document.**

Bid documents should be submitted from 26<sup>th</sup> October 2023 to 2<sup>nd</sup> October 2023 during the working days and hours (8:00am-5:00pm) South Sudan local time.

1. **Applications:** Tender documents /or inquiry not included in the bid document can be requested through the following email addresses, [LJimmy@cmmb.org](mailto:LJimmy@cmmb.org), [ACMKabas@cmmb.org](mailto:ACMKabas@cmmb.org) and [JEmmanuel@cmmb.org](mailto:JEmmanuel@cmmb.org)



2. **Submission of bid documents:** The bid documents should be submitted in a sealed envelope but preferably through above emails given the urgency, indicating the above Tender Ref., and written "Only to be opened by the tender committee on the 3<sup>rd</sup> of November 2023". The bids should be submitted from 26<sup>th</sup> October 2023 to 2<sup>nd</sup> November 2023 during working days and hours (8:00am - 5:00pm) South Sudan local time.  Submission by email  e-Tendering.
3. **DELIVERY CONDITION: DDP-(Incoterms 2021) – CMMB - Republic of South Sudan.**

**Closing date:** The closing date for submission of completed bid documents is on 2<sup>nd</sup> November 2023 at 5:00pm South Sudan local time ( CAT) and any documents submitted later than the mentioned time and date will not be accepted.

**Further information:** Bidders are requested to consult CMMB Procurement Unit for further details on address [LJimmy@cmmb.org](mailto:LJimmy@cmmb.org) , [ACMKabas@cmmb.org](mailto:ACMKabas@cmmb.org) and [JEmmanuel@cmmb.org](mailto:JEmmanuel@cmmb.org) or on the telephone numbers +211 922012 821 or +211 92207 respectively





**Annexed 1:**

**CASH DELIVERY SITES AND NUMBER OF SITES/EMPLOYEES**

S/N	CMMB Health Facility	County	State	Number of Staffs per location	Supplier to Tick Location to provide service	Percentage Charged per location
1	Andaari PHCU	Ezo	WES	2		
2	Bangasu PHCC	Yambio	WES	4		
3	Basukangbi PHCC	Nzara	WES	4		
4	Basungua PHCC	Yambio	WES	6		
5	Ezo Hospital	Ezo	WES	16		
6	Gangura PHCC	Yambio	WES	7		
7	Li-Rangu PHCC	Yambio	WES	3		
8	Lui Hospital	Mundri East	WES	8		
9	Madoro PHCC	Ezo	WES	3		
10	Maridi Hospital	Maridi	WES	11		
11	Masia PHCU	Yambio	WES	3		
12	Mundri PHCC	Mundri West	WES	5		
13	Mvolo PHCC	Mvolo	WES	3		
14	Naandi PHCC	Ezo	WES	6		
15	Namaiku PHCU	Nzara	WES	2		
16	Nzara PHCC	Nzara	WES	9		
17	Ringasi PHCC	Nzara	WES	2		
18	Sakure PHCC	Nzara	WES	5		
19	Sangua II PHCU	Nzara	WES	3		
20	Saura PHCU	Yambio	WES	3		
21	Yambio PHCC	Yambio	WES	15		



22	Yambio State Hospital	Yambio	WES	22		
23	Yangiri PHCC	Ezo	WES	5		
24	Ibba PHCC	Ibba	WES	3		
25	Yeri PHCC	Mvolo	WES	3		
26	Al Sabah Children Hospital	Juba	CES	13		
27	Buluk hospital	Juba	CES	1		
28	Central prison PHCC	Juba	CES	1		
29	Don Bosco PHCC	Juba	CES	5		
30	Hamia PHCC	Yei	CES	4		
31	Juba Teaching Hospital	Juba	CES	28		
32	Kajo-Keji Hospital	KajoKeji	CES	6		
33	Kaya PHCC	Morobu	CES	5		
34	Lainya PHCC	Lainya	CES	4		
35	Morobo PHCC	Morobu	CES	7		
36	Nesitu PHCC	Juba	CES	1		
37	Yei County hospital	Yei	CES	17		
38	Yida	Nuba Mountain	UNITY			

