



INVITATION TO OPEN NATIONAL TENDER FOR PROVISION OF CASH TRANSIT SERVICES

REF: ARDF-JUBA-2024-043

A. ABOUT ARDF

African Relief & Development Foundation popularly known as ARDF is a non-profitable, non-governmental humanitarian and development organization which is registered and recognized by Relief and Rehabilitation Commission (RRC) in the Republic of South Sudan. It was established in 2017 with the aim to provide development and humanitarian services to extremely vulnerable communities affected by poverty and crisis and to enhance transformation of their lives ensuring total health-being for all.

B. OVERVIEW OF REQUIREMENT

ARDF is inviting reputable financial institutions or companies to bid for cash transit service within South Sudan.

The successful bidder shall perform the required services in line with the guidelines set by the relevant Act of Government of the Republic of South Sudan and the industry standards and as per the set-out agreement with ARDF South Sudan.

To qualify as a bidder, the institution or company must be registered and licensed by the Government of Republic of South Sudan as a financial institution or company and has cash-in-transit service as a clause in its license. The institution or company should have commendable and verifiable experience in cash-in-transit service within South Sudan.

C. TIMELINE

Date of publishing this tender	19 th March 2024
Dateline for clarification	29 th March 2024
Dateline for bids subission	1 st April 2024
Bid opening date	2 nd April 2024

D. OBJECTIVE:

Effective and efficient transit of cash to ARDF's areas of operations within South Sudan.

E. CONTRACTING TERMS WITH SUCCESSFUL BIDDER:



- I. ARDF and the successful bidder will enter into a fixed price, 1 year (initially), framework agreement (FWA) which will establish terms governing the transit of cash. The framework agreement shall be renewable based on the performance of the service and the availability of funds which determines the continuity of ARDF's operations.
- II. To enter into the Frame Work Agreement with ARDF, the bidder will need to be successful in this tender exercise. When Frame Work Agreement is established with the successful bidder, the purchasing mechanism will be based on approved ARDF Purchase Order – meaning when ARDF requires the services provision, approved Purchase Order will be sent to the supplier/service provider to which the supplier will respond by providing the services under the terms and condition set in the Frame Work Agreement and additional specific terms and condition/s.
- III. The administration of the contract for the Cash transit shall be as per the agreement between ARDF and the successful bidder and arbitration where necessary shall be by the Republic of South Sudan Law.
- IV. Being the contracting entity, ARDF does not guarantee any volume of orders under FWAs as all purchases will be based on the programme needs and activities of ARDF

F. OVERVIEW ON HOW TO BID:

- I. The bidders should submit their bids per transit and per location (route) for the locations mentioned in section F below.
- II. Bidders are required to submit written proposals that present the bidder's qualifications, understanding of the services to be performed and the costs of the services to be performed. The vendor's proposal should be prepared in English, be simple, straight forward and easy to understand.

G. PAYMENT TERM WITH SUCCESSFUL BIDDER

- I. Payment to the service provider shall be agreed upon based on the proposal submitted by the best evaluated bidder and negotiation which will follow (if any). The bidders are expected to bid per transit and per location (route)
- II. Payment will be made to the service provider within 30 days upon receiving the service provider's invoice for the service/s provided and after approval by the contract Manager. The invoice shall state the date the service was performed and amount for each service provided.



H. ARDF'S CURRENT LOCATIONS WHERE CASH WILL BE TRANSITED TO

FROM	TO		
	SPECIFIC LOCATION	COUNTY	STATE
Juba	ARDF Office-Renk Town	Renk County	Upper Nile State
Juba	ARDF Office-Melut Town	Melut County	Upper Nile State
Juba	ARDF Office-Malakal Town	Malakal County	Upper Nile State
Juba	ARDF Office-Aweil Centre	Aweil Centre County	Northern Bahr-El Gazal State
Juba	ARDF Office-Aweil South	Aweil South County	Northern Bahr-El Gazal State
Juba	ARDF Office-Aweil East	Aweil East County	Northern Bahr-El Gazal State

I. SAFETY CONTROL, SAFETY ASSURANCE & SAFETY MANAGEMENT.

- a. The bidder must describe, in its proposal, its safety control Program to ensure the safety of the cash in transit.
- b. ARDF shall have the right during the contract to undertake periodic review of the Service Provider's performance in term of effectiveness, efficiency and safety of the cash transit services between Juba and the ARDF up-country areas of operations.
- c. The Service Provider shall render its services in strict compliance with the financial regulation/ laws and standards and other applicable or relevant laws of the Government of South Sudan.
- d. The service provider shall insure cash in transit. Any loss of cash during transit shall be the responsibility of the service provider provided the cash has not yet been handed over to ARDF and ARDF has not yet confirmed taking over of the cash in writing through acknowledgement by the responsible officer from the destination location.

J. TIME ASSURANCE

It is the responsibility of the Service Provider to, in writing, notify ARDF in advance of any challenges affecting cash transit making it hard to deliver on the agreed date/s and within the working hours and the service provider shall provide proofs to justify that such challenge/s is/are beyond its control. However, where failure is determined to be through negligence, the service provider shall pay for damages. ARDF will also have the right to terminate the agreement in case of continuous failure.

K. ELIGIBILITY CRITERIA

The following mandatory documents Must be submitted by the bidder to be considered eligible.

- a) Certificate of registration.



- b) Tax Clearance Certificate (Must be Valid as on the date of submission of proposal)
- c) Certificate of registration with South Sudanese Chamber of Commerce
- d) Valid Operation License.
- e) Articles and Memorandum of Association.
- f) Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of two principal partners will suffice)
- g) Ten-month certified bank statement.
- h) Reference and recommendations from at least 3 present and 3 past clients with whom your firm has done or is doing cash transit business.
- i) The bidder must have a proof of insurance of its cash in transit.

L. SELECTION AND AWARD CRITERIA

The bids submitted shall be evaluated and scored against the following criteria

Stage 1: Selection criteria (Passed or Failed)

At this stage, Bids will be evaluated as passed or failed against the required documents listed below. Bids with complete and valid documents will be considered passed and otherwise, failed. The following are the documented which will determine the passing of a bid.

- i. Certificate of registration
- ii. Tax Clearance Certificate (Must be Valid as on the date of submission of proposal)
- iii. Certificate of registration with South Sudanese Chamber of Commerce
- iv. Valid Operation License
- v. Articles and Memorandum of Association
- vi. Audited Accounts for at least the last three years indicating the annual turnover (in case of a Joint Venture or Partnership, Audited Accounts of one of two principal partners will suffice)
- vii. Ten-month certified bank statement.
- viii. Reference and recommendations from at least 3 present and 3 past clients with whom your firm has done or is doing cash transit business

Any bid submitted without any of the above-mentioned documents will be disqualified from being further evaluated in stage 2. Submission of expired document is a ground for disqualification of bids from being further evaluated in stage 2.

Stage 2: Award criteria

Bids which meet all the above requirements specified in Stage 1: Selection criteria will further be evaluated and scored against the following criteria:

No	Criteria
1	Satisfactory proof of good financial standing
2	Experience in the business area of transit of cash
3	Delivery time upon signing purchase order
4	Cost/Price



M. METHOD OF SUBMISSION, CURRENCY, LABELING AND MARKING OF SUBMISSIONS.

- I. Companies/institutions that wish to participate in this tender process are required to submit its proposal in a simple, straight forward and easy to understand format.
- II. Proposals should be in United States Dollars only
- III. The proposals MUST be in English language
- IV. Submissions MUST be contained in a Single Large Envelope clearly labelled “**Bid for Cash Transit, Ref: ARDF-JUBA-2024- 042**”
- V. The submission should be hand delivered to our office in a sealed envelope stamped on both sides by your legal stamp.
- VI. All bids should be submitted in sealed envelope addressed to:

**Procurement Committee
African Relief and Development Foundation
Plot no. 214, Block 1
Hai Mauna Residential Area
Juba City, Republic of South Sudan**



- VII. Dateline for submission of bids is specified line in the table in section C above.
- VIII. Any submission made through any other address or means respectively, shall not be honored and ARDF shall not accept any responsibility whatsoever.

N. REQUEST FOR CLARIFICATION:

Requests for clarifications should be made in writing only and addressed to the following address: prf@ardf-ss.org

or

you can reach us here in; Hai-Mauna Residential Area Block No.1, Plot No. 214, 450 Meters Southwest from Mauna Medical Complex, Juba South Sudan

To locate our office, call the Procurement & Logistics Department on 0929563721, 0916084026 or 0927046444

O. MANDATORY ARDF POLICIES

The successful bidder, its employees and their assignees will be required to accept and comply with the following mandatory policies which shall be annexed to the framework agreement:

- a) **Standard of Professional Conduct:** ARDF and ARDF workers must adhere to the values and principles outline in ARDF way standards for professional conduct. These are Faithfulness, integrity, Professionalism, governance and stewardship, Empowerment and teamwork. In accordance to these values, ARDF operates and enforce polices on beneficiary protection from

Exploitations and abuses, child safeguarding, anti-workplace harassment, and fiscal integrity.

- b) **Safeguarding policy:** ARDF has a zero-tolerance policy for safeguarding violation by staff, incentive workers, visitors, suppliers/sub-contractors. Safeguarding at the ARDF is an integral to the organizational value and ethics and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuses and harassment of any person linked to the program by its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.
- c) **Gender Equality:** ARDF is committed to narrowing the gender gap in leadership position. We offer benefits that an enabling environment for women to participate in our workforce including a flexible hour (when possible), Maternity leave, transportation support and gender sensitive security protocols.
- d) **Equal Opportunity Employer:** ARDF is an equal opportunity employer. ARDF consider all applicants based on merit without regards to race, color, national region, religion, sexual orientation, age, Marital status, Disability or any other characteristic protected by applicable laws.

P. FEEDBACK TO SUCCESSFUL/UNSUCCESSFUL APPLICANTS:

The successful bidder/s and unsuccessful bidders will be informed by the Procurement committee via email or by the ARDF Procurement Focal Point within 2 weeks from bid opening date.

Disclaimer:

- (a) This is only an invitation to bid. ARDF South Sudan may cancel the process at any time without notice or change bid opening date. Submission of bids does not result in any contractual relationship between the bidder and ARDF South Sudan.
- (b) ARDF South Sudan is under no obligation whatsoever to award the contract to any bidder but the decision of the Procurement committee guided by the above criteria shall be final.

