

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

**Malteser International  
Country Coordination Office  
Plot No. 246, Block 3k 2<sup>nd</sup> Class Residential  
Tongping (behind Indian Embassy)  
Central Equatoria State  
Juba, South Sudan**

**1 November 2023**

**Specification of Bidding  
SOB\_WAU\_2023\_0138**

For finance service providers for cash distribution in Wau Town in South Sudan from 1st January 2024 up to 31<sup>st</sup> of August 2026 (32 months).

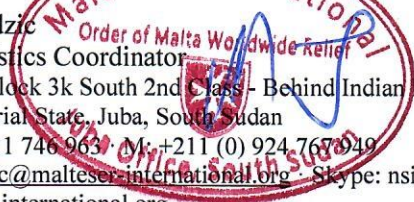
- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **10 November 2023 at or before 12pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **SOB\_WAU\_2023\_0138 for financial service providers for cash distribution**

Thank you for your cooperation.


Sincerely Yours,



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Country Logistics Coordinator  
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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726  
Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,  
Douglas Graf Saurma-Jeltsch, Verena Hölken

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## A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender ITB\_WAU\_2023-0138 Malteser International (MI) herewith calls for financial service providers for cash distribution in Wau and Juba locations in South Sudan from 1st January 2024 up to 31<sup>st</sup> of August 2026 (32 months).

Under the following reference number:

Donor project numbers: 1400-JUB

### 1. Description of the organization and its activities

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuke and Yei.

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order for finance service providers for cash distribution in Wau and Juba towns in South Sudan from 1st January 2024 up to 31<sup>st</sup> of August 2026 (32 months).

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering.

Suppliers are invited to present tenders complying with the requirements here below specified.

### 2. Tender Presentation

The tender shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) on **10 November 2023 at or before 12pm**

- The tender shall be written in English
- The tender should be valid for **60 days after the deadline**

### 3. General conditions

- The tender shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the tender will be expressed as a percentage of market exchange rate for transfer of USD value in SSP to MI beneficiaries.
- The proposed percentage of the market exchange rate will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International, unless otherwise,

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the supplier is able to provide tangible justifications (e.g., changes in service delivery cost, security, etc)

- Malteser International reserves the right to accept or reject all tenders depending on prevailing conditions at the time.

#### 4. Technical specification

Issuing of cash to between 500 to 700 vulnerable individual households per cycle during for both locations in South Sudan from 1st January 2024 up to 31<sup>st</sup> of August 2026 (32 months).

The Financial Service Provider should be willing to carry out the service following the terms described below:

- a) Prepare the amount of money which will be distributed to the beneficiaries in South Sudanese Pounds according to the request shared by Malteser International (MI) who will calculate the cash envelope given to beneficiaries as per the criteria of the project. The amount distributed for the cumulative of 15 cycles for both Wau and Juba will be totalling to 499,057.42 USD (In Wau – 346,095.55 USD and Juba – 152,961.87 USD)
- b) Deliver Cash in envelope to the distribution sites using its own transport facilities, whereas MI should not be involved in the transportation and security of the cash before or during the distribution. The Financial Service Provider will be responsible of the money during the transportation, meaning that in case of loss of money by whatever reason, the lost money will not be refunded by Malteser International.
- c) Distributions will not be more than **10** days per cycle as per distribution calendar to be provided by Malteser International in each of the specific locations. The expected time spent by the distribution agent in the process of distribution would be **2 to 4 hours per day** of distribution. The average quantity to be taken per day of distribution would be 5,000 USD in SSP with a maximum of 10,000 USD in SSP.
- d) Distribute cash to the selected, verified, and registered vulnerable beneficiaries who Malteser International will be responsible to check the identity of the beneficiaries and then the Financial Service Provider agent's staff will handle the cash distribution. The responsibility of the distribution agent regarding the money will end once the beneficiary has received it. Therefore, in case of loss of money at the distribution site the distribution agent will need to cover this loss. In case that the loss occurs because of a mistake in the verification of the identity, Malteser International will be responsible to refund the beneficiary. At least one Malteser International staff(s) will be assisting the distribution agent being the link with the beneficiaries but not getting involved in the issuing of money.
- e) Provide the **security to the site of distribution**. The distribution agent's vehicle must remain ready at any time at the distribution site as required by the security measures.
- f) Malteser International will only be accountable for the cash distributed to the beneficiaries with special consideration (House to House Beneficiaries). This Amount shall be requested by Malteser International from the Financial Service Provision agent in advance and will be accounted for and the distribution agent will be given the accountability document and the balance not distributed in the house-to-house distribution.
- g) Routinely agree and liaise with Malteser International team on any protection and safety improvements during the actual distribution to ensure minimization or elimination of risks as a result of the activity. This might be done through the joint reviews of the operating procedures ensuring that it respects the project purpose for the intended beneficiaries.
- h) Malteser International will in turn reimburse the Financial Service Provider after completion of the planned cycle distribution at the within the month in USD according to the agreed conditions.

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## 5. Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

## 6. Language of tenders

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

## 7. Submission of tenders

Each tender must have received via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)** on **10 November 2023 at or before 12pm**

## 8. Content of tender

All submitted tenders must conform to the requirements mentioned in the SOB. Furthermore, they must include the following documents:

**Part 1 - Tender:** A tender for supply and delivery of cash transfer services to beneficiaries in Wau, South Sudan. The following information is supposed to be stated

- Issuing of cash to between 500 to 700 vulnerable individual households in South Sudan from 1st January 2024 up to 31<sup>st</sup> of August 2026 (32 months).
- Description of the standard operating procedures used by the Financial Service Provider to handle the cash distribution.
- In case another agent on behalf of the Financial Service Provider is implementing the distribution on the ground, please include his profile as well as his experiences,
- Copy of license to carry out cash distributions,
- Proof of experience in similar assignment/cash distribution with INGOs, UN agencies or donors,
- Copy of the distribution agent's certificate of incorporation
- Copy of Banking license if applicable,
- Copy Tax Identification Certificate and tax clearance certificate,
- Copy of Certificate of Operation.
- Copy of the company's certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Company's Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

## 9. Ownership of tenders

MI reserves/funds ownership of all tenders received. As a consequence, tenderers will not be able to stipulate requirements that their tenders are to be returned.

## 10. Opening of submitted tenders

The tenders will be opened on 10 November 2023 in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the evaluation committee.

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## **11. Tender Evaluation and Method**

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

- 1. Not submitted company's registration documents in South Sudan**
- 2. Not bided according to the specification**
- 3. Not provided Questionnaire for Tender (QFT)**

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through a comparative bid analysis using the following selection criteria, which include both technical and financial criteria:

- Price,
- Bank statement for the last three months,
- Average turnover in the last 2 years,
- Delivery time and
- Work experience.

The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit. Thus, suppliers are encouraged to provide samples.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award,
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- d. The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

## **13) Specific Technical and Financial Evaluation Criteria to standards:**

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Framework agreement will directly be issued to the selected supplier upon approval

## **14) Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment terms will be within 10 business days after receipt of goods and invoice (beneficiary payment confirmation and supplier invoice), by Electronic bank transfer.

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Tender clarifications:

Please contact Country Finance Coordinator Hellen Ayugi on the phones 0928 417 204 and 0918 446 373.

On behalf of Malteser International:

1 November 2023

Sincerely Yours,



  
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