

Request for Proposals for Provision of Cash Delivery and Distribution Services

1. Background

LWF is an international NGO with operations currently in Jonglei, Eastern Equatoria, Upper Nile, Central Equatoria states and Ruweng Administrative Area.

LWF South Sudan is inviting offers from competent and duly licensed financial service providers for the **Provision of Cash Delivery and Distribution Services**. Qualified and interested service providers are invited to submit technical and financial proposals for the services indicated in this document.

2. Manner of Submission of Proposals

- 2.1 Proposals shall be prepared in the English language.
- 2.2 Proposals shall comprise the following documents:
 - a. Technical proposal and
 - b. Price/Financial proposal
- 2.3 Proposals must be received by LWF by noon of **2nd October 2023**. Any proposal received after this date will be rejected.
- 2.4 Once the successful bidder is selected, the duration of the contract agreement shall be for one year with possibility of extension pending continuous requirement of the service in South Sudan.
- 2.5 Any requests for clarification should be referred, in writing, to;

E-mail: procurement.southsudan@lutheranworld.org with the subject of the email clearly marked as ‘Clarification on Proposal to LWF for Financial Service Provision – 2023’

- 2.6 Proposals shall be submitted electronically to procurement.southsudan@lutheranworld.org email account. Both the technical and financial proposals should be submitted in one email in PDF format, signed and stamped by the bidding service provider. The subject ‘Submission of Proposals to LWF for Financial Service Provision – 2023’

3. Content of Proposal

3.1 Technical Proposal

The technical proposal should be concisely presented and structured in the following order to include at least the following information:

- a. Description of the service provider and its qualifications with an outline of the latest experience providing similar services as sought in this call for proposals.
- b. Description of the technological capacity of the service provider and cash distribution execution methods
- c. Scope of geographical reach in South Sudan
- d. Liquidity assurance to deliver required service timely and efficiently - ability to pre-finance cash distribution/delivery and only be paid by LWF upon proof of successful delivery and within the agreed time period for reimbursement.
- e. Indication of timing/speed of delivery once instruction is given and related expectations
- f. Description of ethical and compliance considerations and commitments (anti-money laundering policy, safeguards against fraud and corruption, prevention of sexual exploitation and abuse, beneficiary data protection, complaints handling mechanism, etc.)

3.2 Financial/Pricing Proposal



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The financial/price component shall be presented as per the details in the table below for the pricing schedule:

S/N	Service Type	Pricing (percentage or absolute amount)
1	Cash distribution to beneficiaries in field locations in SSP	
2	Payment of incentives and salaries to unbanked employees in the field locations in USD	
3	Cash drops to the office in Juba in SSP	
4	Cash drops to LWF field offices in SSP	
5	Cash drops to the office in Juba in USD only	
6	Cash drops to the office in Juba – USD and SSP components	
7	Cash drops to LWF field offices - USD	

4. Considerations to be Taken in Proposal Preparation and Submission

4.1 Eligibility to Submit Proposals

- 4.1.1** Registration status – A service provider considering to submit proposals to LWF must be a legally registered financial service provider recognised/with good reputation for which documentation of proof is expected to be submitted along with the proposals
- 4.1.2** Previous experience of at least five years in South Sudan in cash transfers and delivery, with testimony from at least three reputable organizations with which the service provider has had agreements and has provided similar services.
- 4.1.3** Sufficient human resource with the right technical abilities.
- 4.1.4** Reliable data protection and privacy system.
- 4.1.5** Willingness and ability to mitigate risks associated with cash transfers.

4.2 Payment Provisions

- 4.2.1** LWF will not provide advance payments and the agreement that will be entered into with the selected service provider will consider reimbursement by LWF within an agreed period of time after service has been provided and the required documentation or proof is provided to its satisfaction.
- 4.2.2** LWF expects the selected service provider to cover all costs for the delivery of cash to the distribution points or any location specified in the instruction from LWF. Where the delivery will require use of UNHAS flights, LWF will organize flights for the staff or agents of the selected service provider at the cost of the service provider.

For further information, please contact the address below:-

Procurement Committee
Lutheran World Federation/World Service
NCA Compound Buluk,
Juba, South Sudan
+211928882479




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