

USAID Resilience through Agriculture in South Sudan Activity (RASS)

REQUEST FOR PROPOSALS (RFP)

Issue date: January 04, 2022

Deadline: January 14, 2022

Request No: RASS-RFP-NINF-2022-006

Selection of vendor for the provision of cash delivery services within South Sudan to the DAI/RASS Activity

NOTICE: Prospective Offerors who have received this document from a source other than the RASS Activity should immediately contact rass_procurement@rassactivity.org and provide their name and mailing address so that any amendments to this RFP or other solicitation-related communications can be sent directly to them. Any prospective Offeror who fails to register their interest with DAI/RASS assumes complete responsibility if they do not receive communications prior to the closing date of this RFP. Any amendments to this solicitation will be issued via email.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and Offerors will not be reimbursed for any costs associated with the preparation of their quote. No discussions or negotiations are permitted with Offerors under this RFP. Offerors shall submit their best and final price.

Request for Proposals – Cash delivery services

Overview: DAI Global LLC, a legally registered company in South Sudan and implementer of the USAID-funded Resilience through Agriculture in South Sudan (RASS) Activity, is seeking quotations from qualified vendors to provide cash delivery services. The RASS Activity will improve food security and community household recovery and resilience in 13 target counties, reducing long term reliance on humanitarian assistance (HA).

1. RFP No.	RASS-RFP-NINF-2022-006
2. Issue Date	January 04, 2022
3. Title	Cash delivery services
4. Issuing Office & Email/Physical Address for Submission of Proposals	<p>DAI Global LLC USAID-funded RASS Activity Afex Camp River, Hai Malakal, alongside Nile River Juba, South Sudan</p> <p>All quotes must be submitted by email to rass_submissions@rassactivity.org with “RASS-RFP-NINF-2022-006” in the email subject line. Any other form of submission will not be accepted.</p>
5. Deadline for Receipt of Questions	Offerors may submit questions and requests for clarifications by email no later than January 07, 2022 at 15:00 CAT . Please only submit questions to: rass_procurement@rassactivity.org . All questions received will be compiled and answered in writing and distributed to all registered Offerors.
6. Deadline for Receipt of Proposals.	17:00 CAT, January 14, 2022 Late submissions may not be accepted
7. Contact Person	rass_procurement@rassactivity.org
8. Anticipated Award Type	<p>DAI anticipates awarding a 12-month service agreement for the provision of cash delivery services. Services will be reimbursed on a cost reimbursement basis.</p> <p>Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.</p>
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

	<p>DAI may award more than one service agreement under this RFP to guarantee availability of services from more than one offeror. ”</p>
<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • All bids must be submitted 17:00 CAT, January 14, 2022. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. • Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. Failure to do so will be at the Offeror’s risk. • Offerors shall submit proposals by email to rass_submissions@rassactivity.org with “RASS-RFP-NINF-2022-006” in the email subject line. Any other form of submission will not be accepted. • By submitting a proposal, Offerors fully understand that their proposal must be valid for a period of 30 days, which shall be indicated in Attachment D – Price Schedule. • Offerors shall sign and date the Price Schedule on company letterhead and sign, date and stamp their quotation. • Prior to any award the Offeror must meet all determination of responsibility requirements as listed in Box 14. • If this RFP solicitation is amended, then all terms and conditions not modified through the amendment shall remain unchanged. • Offerors shall complete Attachment D: Price Schedule template in United States Dollars (USD) only exclusive of Value Added Tax (VAT). DAI will seek VAT exemption in South Sudan for legal services as permitted under the DAI prime contract.
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. Please refer to Attachment A: Technical specifications and requirements expected from the service provider 2. The period of performance is expected to start on January 24, 2022 and end on January 23, 2023 3. In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below: <ol style="list-style-type: none"> 1. <i>Offeror must possess five (5) years of relevant in-country experience.</i> 2. <i>The offer must be accompanied by a letter providing the company profile, professional capabilities, and experiences.</i>

	<p>3. Offeror must have completed or have currently in progress provided such services for 3 organizations/companies at least. The Offeror may include in its offer, the recommendation letter he may have from other clients.</p> <p>Completed Pricing Schedule (see Attachment D – offerors may use their own template but must include all information as indicated in Attachment D).</p>
<p>13. Prohibited Technology</p>	<p>Offerors MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Copy of certificate of incorporation/registration 2. Copy of tax compliance certificate 3. Evidence of a DUNS number (explained below and instructions contained in the Annex). 4. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 5. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 6. Ability to comply with required or proposed delivery or performance schedules. 7. Have a satisfactory past performance record. 8. Have a satisfactory record of integrity and business ethics. <p>Be qualified and eligible to perform work under applicable laws and regulations.</p>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Under the authorized geographic code of 935 for its contract DAI may only procure goods and services from authorized countries. DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

	<p>By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
<p>16. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment C.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Technical specifications and requirements

I. Overview

DAI is seeking qualified vendors to provide cash delivery services and support local vendor invoice payment for its project in South Sudan.

Bidders are asked to carefully read the below instructions and specifications to ensure that their quote contains all the required information.

II. Scope of work and other requirements

1. Geographical coverage

The service provider may be requested to cover the following cities of South Sudan. This list may later be revised:

Regions	Cities
Bahr el Gazal	Aweil, Wau, Rumbek, Kuajok, Abyei
Equatoria	Yambio, Juba, Torit
Greater Upper Nile	Bor, Bentiu, Malakal, Pibor, Pariang

Bidders should indicate a) which of the above areas they are capable and experienced operating in and b) any additional areas of South Sudan not listed, where the bidder also has expertise delivering the requested services.

2. Service expectations

The service provider may be requested to carry out the following services:

- Physical disbursement of cash (per diem and transportation allowances) to beneficiaries (participants) during project activities at agreed workshop sites / meeting locations upon receiving written instructions from authorized DAI personnel; and
- Payments of supplier invoice as requested.

When delivering the above services, the service provider must demonstrate the following capabilities:

- Ability to provide adequate security to their personnel in each region and ensure that the cash distribution mechanism is properly secured in order to avoid any mishap. DAI in any way will not be responsible for providing security to the service provider and all liability for theft or physical insecurity/danger in the process of payment/cash delivery lies with the service provider.
- Ability to provide full supporting documents to authorized DAI personnel when payments are made / cash is delivered. Such documents will be clearly specified in advance of execution but may include signed activity attendance sheets; signed cash disbursement forms; and/or invoices and receipts in the cash of contracted vendors.
- Ability to prepare submit one set of signed original cash disbursement payment sheets and scanned copies of receipts to DAI by agreed-upon deadlines.

3. Disbursement currency

The cash disbursement currency to beneficiaries will be in USD or South Sudan Pound (SSP). Payment of supplier invoices will be reimbursed according to the currency of disbursements. The currency shall be indicated for each transaction.

3. Period of performance

The expected period of performance is a one-year period with a start date of January 24, 2022 through January 23, 2023.

4. Service agreement termination

Once executed, either party may terminate the anticipated purchase order by giving 14 (fourteen) days' notice. An equitable adjustment shall be negotiated between the parties for services rendered prior to termination of this agreement. Terms and conditions will be further specified in the purchase order.

5. Payment terms

- Reimbursement of payments by DAI including management fees will take place within 30 working days upon receipt of service provider invoice along with supporting documentation of the cash disbursed;
- Payment will be made based on the clearance of satisfactory supporting documentation submitted. Note that if the supporting documentation are not cleared, this may delay the reimbursement processing.

III. Qualifications and Evaluation Criteria

1. Qualifications

- **Experience of the Service provider**

The service provider must have the following qualifications:

- Be qualified and eligible to perform work under applicable laws and regulations
- Minimum of five (5) years of relevant experience for similar services;
- Have completed or currently in the process of providing such services for 3 projects;
- Have a satisfactory past performance record from 3 clients at least;
- It is preferred that vendors are able to cover most of the locations listed in Section II Scope of Work.

- **Key Personnel**

- The service provider shall assign adequate personnel to provide the services required in an efficient and professional manner.
- The service provider shall assign at least two focal points:
 - a) A Team Leader responsible for overall contract coordination, including approving/authorizing timely decisions in times of emergency and liaising with DAI Team in case of major issues;
 - b) An administrative focal point to coordinate with DAI Team on a regular basis the performance of duties and responsibilities under this Contract. The administrative focal point shall represent the service provider by attending all meetings with DAI team and respond to written communications such as emails.
- The service provider confirms that the personnel assigned to handle the provision of cash shall have strong financial knowledge and experience and shall be regularly trained.
- Personnel acting on behalf of the service provider shall not be entitled for any benefit, payment, compensation or entitlement except for as provided to the service provider by this agreement.

- **Financial standing**

The winning bidder must submit a Bank Statement having a balance of minimum US\$50,000 to execute the proposed contract. The bank statement shall be submitted no later than 3 open days after the notification.

2. Evaluation Criteria

Selection of the service provider will be based on the following criteria, which will demonstrate the vendor’s responsibility and capacity to deliver the services:

Description	Evaluation criteria
Eligibility	
Certificate and License	Valid licensed holder as financial service provider

	Certificate of Registration of the business; including certificate of taxation and other relevant documents that may be necessary
Restricted screening parties	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible
Mandatory criteria	Must have been operating in South Sudan over the last 5 years in South Sudan
Qualifications	
Experience	<p>Minimum 3 contracts of similar nature project (Cash delivery services) implemented over the last 5 years in South Sudan, demonstrating:</p> <ul style="list-style-type: none"> • Experience in cash distribution and e-transfers • Prior experience and expertise carrying out similar project or with other international organizations • Disbursement in different currencies <p>1. Coverage:</p> <ul style="list-style-type: none"> • Number of branches and locations in South Sudan • Maximum and minimum cash distribution limits
Key Personnel	
Team Leader	Education: Master's degree in Finance management, economics or any other relevant field
	Experience: <ul style="list-style-type: none"> • At least 3 years of work experience in financial management and money transfer related field (2 additional years if bachelor's degree) • Sound understanding of financial management functions • Must have handled at least 2 projects of similar nature in the role as outlined above (CV should be attached) • Proven analytical and writing skills • Work experience in South Sudan
	Language: Excellent command of English and Arabic languages. Knowledge of any other locally spoken languages is an advantage.
Administrative focal point	Education: Bachelor's degree in Finance management, economics or any other relevant field
	Experience: <ul style="list-style-type: none"> • At least 2 years of work experience in financial management and money transfer related field • Sound understanding of financial management functions • Must have handled at least 2 projects of similar nature in the role as outlined above (CV should be attached) • Proven analytical and writing skills • Work experience in South Sudan

	Language: Excellent command of English and Arabic languages. Knowledge of any other locally spoken languages is an advantage.
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DAI will award the contract to the eligible bidder who has both experience and technical capacity to perform the contract and propose the most advantageous offer. **A minimum of 70/100 points** is required to be considered technically qualified.

The selection of the Offeror will be based on the following criteria scoring:

#	Evaluation criteria	Scoring
1	Professional experience of Offeror: Previous company experience and performance, technical capabilities	60
2	Proposed key personnel	40
	Team Leader	25
	Administrative focal point	15
	TOTAL SCORING	100

1.2 Attachment B: Technical proposal

The service provider must provide its technical proposal which includes but not limited to:

- Service provider profile and location coverage
- Cash drop procedures
- Beneficiaries cash distribution procedure
- Contract implementation plan
- Delivery timeline per location
- Internal controls
- Process for emergency requests
- CVs of dedicated key personnel

Etc.....

1.3 Attachment C: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/faq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

1.4 Attachment D: Price Schedule

Instruction: Please Date, Sign, and Stamp Price Schedule on Company Letterhead

Transaction made in USD

Item Number	Item Name	Description	Quantity	Commission rate (%)
1	General banking Service fee For "On Site disbursement in City and Towns" (Hotels and Conference venues, vendor payment etc...)	As specified in Attachment A: Technical specifications and requirements	1	
2	Service fee for e-transfer transaction	As specified in Attachment A: Technical specifications and requirements	1	

Transaction made in SSP

Item Number	Item Name	Description	Quantity	Commission rate (%)
1	General banking Service fee For "On Site disbursement in City and Towns" (Hotels and Conference venues etc...), vendor payment	As specified in Attachment A: Technical specifications and requirements	1	
2	Service fee for e-transfer transaction	As specified in Attachment A: Technical specifications and requirements	1	

We, the undersigned, provide the attached proposal in accordance RFP # _____
dated _____. Our attached proposal is for the total price of
_____ (figure and in words) VAT excluded
I certify a validity period of ___ days for the prices provided in the attached Price
Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the
modifications resulting from any discussions.
We understand that DAI is not bound to accept any proposal it receives.

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Authorized Signature

Company Seal/Stamp

1.5 Attachment E: Past performance Experience

Client # 1

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Were cash disbursements used, or e-transfers?	
Currency of Disbursements Provided:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Organization:	
Reference Contact Number and Email:	
Reference Contact Physical Address:	

Client # 2

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Were cash disbursements used, or e-transfers?	
Currency of Disbursements Provided:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Organization:	
Reference Contact Number and Email:	
Reference Contact Physical Address:	

Client # 3

Name of Project:	
Location of Project:	
Contract Amount:	
Period of Performance:	
Were cash disbursements used, or e-transfers?	
Currency of Disbursements Provided:	
Description of Services Provided:	
Reference Contact Name:	
Reference Contact Organization:	
Reference Contact Number and Email:	
Reference Contact Physical Address:	