

Schedule No. 5

Contract Notice

Polska Akcja Humanitarna, hereinafter PAH, known under the English translation Polish Humanitarian Action, with its registered office at Al. Solidarnosci 78a, Warsaw, Poland, entered into the National Court Register under KRS No. 136833 and TIN NO. 525-14-41-253, with a Country office in South Sudan, Plot No. 26, Block No. 3-K South, 1st Class, Thong Ping Residential Area next to ICAP or South African Embassy, hereinafter referred to as the Investor, plans to execute a tender for Cash Delivery services for its country office under shared costs.

1. Conditions for Participation in Tender:

Only companies that meet the following conditions may participate in this tender:

- a. Those entitled to carry out business activities, in compliance with the legal rules and regulations of South Sudan, and who possess the necessary permissions or licenses required to carry out similar business activities;
- b. Those possessing the experience, knowledge and technical potential, as well as the personnel necessary to deliver the order;
- c. Those with their office in the territory of South Sudan;
- d. Those whose financial and economic condition guarantees the delivery of the order;
- e. Those not subject to exclusion from the tender procedure for the reasons set forth in the attached Tenderer's Statement Schedule 8;
- f. Partial bids, bids to be executed in a consortium or in a partnership between two or more entities are permitted, under the condition that none of these entities submits a separate bid for the independent execution of part or all of the contract under this announcement.

2. Formal Criteria of Tender Documents:

2.1. The indispensable documents that must be attached to the Bid Submission Form, in order for it to be considered valid, are:

- a. Schedule 7 Bid Submission Form;
- b. Schedule 8 Tenderer's Statement;
- c. Bidders must provide proof of financial capacity by submitting a completed, signed, and stamped Schedule 28 Financial Statement, along with bank statements for the last two (2) years;
- d. Tax clearance certificate from National Revenue Authority;
- e. Bidders must submit Schedule 25, completed, signed, and stamped, providing contact details for at least three (3) references from clients in similar contexts (e.g., NGOs/INGOs). At least one reference must relate to similar work, such as a money transfer agency;
- f. Power of attorney or any other document that grants the power to represent the Company and to assume financial obligations on behalf of the company (where applicable);

- g. Company Profile;
- h. Tenderers must accept that payment terms will only be through bank transfer;
- i. Tenderers must accept that invoice settlement should be 30 days credit;

All of the above jointly referred as “Tender Documents”.

- 2.2. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted. All blank spaces in the Tender Documents must be filled in by the company submitting the bid. Erasing or omitting is not permitted.
- 2.3. All Tender Documents, where required, must be sealed and signed by an authorized representative of the company, and the certificate of such authorization must be attached to the bid (in accordance with Clause 2.1(f)).
- 2.4. Tender Documents may be amended or withdrawn until the deadline for the submission of bids. The amendment thereof can only be done in the same form as stated in the Bid Submission Form, while withdrawal at any written form indicating the Bid, however both amendment and withdrawal must clearly state at the top of the envelope either AMENDMENT or WITHDRAWAL. Applications for the amendment or withdrawal of bids received after the deadline or without WITHDRAWAL or AMENDMENT at the top of the envelope will not be taken into consideration. Whenever a bid has been withdrawn before the closing date and time, such bid will remain unopened. If any tender document was withdrawn or amended after the deadline, such amendment or withdrawal will be considered invalid.
- 2.5. No Tender Document is to be copied. Any Tender Document will be considered private and confidential.
- 2.6. The English language shall be the point of reference in case of any ambiguity or lack of clarity.

3. Minimum Criteria of Tender Documents:

This stage will determine whether the tender that has been submitted meets the minimum requirement. Only those tenders meeting the minimum requirement will go forward to the second phase of the evaluation.

- a. Tenderers must demonstrate previous experience in similar work with at least two (2) different INGOs within the last two (2) years. Please fill out Schedule 25 accordingly.
- b. The bidder must confirm their ability to fix prices as the maximum rates to be charged throughout the one (1) year duration of the contract.

4. Selection Criteria (Qualitative Criteria)

4.1. Evaluation points will be awarded based on the following criteria (For inputs, please refer to schedule 7 – Technical Response):

- a) A comprehensive and clear breakdown of prices must be shown as part of the financial offer – any transport fees, taxes, customs charges, component parts, packing fees etc. must be shown separately if any. Prices offered will be evaluated on full cost basis (including all fees and taxes);

Marks for cost will be awarded on the inverse proportion principle (shown below):

Score vendor = maximum score (price min / price vendor)

- b) Delivery lead time for each location;

- c) Minimum cash delivery amount per request, by location, as proposed by the tenderer;
- d) Evaluation will consider the tenderer's approach to accepting returned cash (unused funds);
- e) Bidders will be evaluated on their approach to minimizing environmental impact during the execution of the contract.
- f) Availability of network agents across the Country; ^[OBJ]
- g) Bidders will be evaluated based on their demonstrated experience in delivering similar services in specific geographical areas, particularly for INGOs or NGOs, within the last two (2-5) years. ^[OBJ]

4.2. PAH retains the authority to revise its selection of the successful tenderer in cases where contract negotiation or finalization is unreasonably protracted. Additionally, PAH reserves the right to terminate the tender process at any point before the contract is signed.

5. Requirements for Bid Submission:

5.1. The bid should include comprehensive subject matter and should be drawn-up in accordance with the following terms and conditions:

- a) All required Tender Documents can be obtained:
From NGO Forum website by visiting <https://comms.southsudanngoforum.org> from 21/05/2025 to 10/06/2025.
- b) The bids of interested companies and all required Tender Documents to be delivered in the following way

Electronically to Tender.ss@pah.org.pl and in the subject field state:

- PAH/South Sudan/2025/23 tender for Cash Delivery Services
- Name of your firm with the title of the attachment
- Number of emails that are sent e.g., 1 of 3, 2 of 3, 3 of 3.

C) The deadline for submission is by 10th June 2025 by 3:30 PM Juba Local time

D) The bid should be prepared on the form that it is obtained.

E) The bid should be prepared in English language.

F) The bid should state the gross amount in the USD currency.

5.2. The Investor shall in no case cover any expenses incurred while preparing the bid, irrespective of the outcome of the tender procedure (also in case of the cancellation of the tender procedure or a delay in bid acceptance).

5.3. Bids submitted upon expiration of the submission date and time shall not be considered.

5.4. Clarification and Query handling

PAH has taken care to be as clear as possible in the language and terms it has used in compiling this contract notice. PAH will not accept responsibility for any misunderstanding of this document or any others relating to this tender.

Requests for additional information or clarifications can be made up to 5 working days before the deadline, and no later. Any queries about this contract notice should be addressed in writing to PAH via email to procurement@pah.org.pl and answers shall be collated via this link <https://shorturl.at/EsQit>.

6. Bid Acceptance:

- 6.1. Bids will be opened after the deadline for bid submission. The criteria for bid acceptance are as explained in clause 2&3.
- 6.2. The bid process will be comprised of two stages. Initially, the first stage will involve the evaluation of the bids with regard to Formal Criteria, Minimum Requirement and completeness. Subsequently, the second stage will involve a substantive evaluation according to the Selection Criteria defined by the Tender Commission. Tenderer whose bid will be rejected will receive a Letter of rejection at the last stage of tender evaluation, and the tenderer whose bid is selected will receive the award letter at the last stage of the tender evaluation.
- 6.3. The winning bid shall be chosen by the Investor within 10 working days after the opening of bids.
- 6.4. Partial bids are considered eligible however PAH prefers bids with full offer covering all locations requested.

7. Notice of Invalidation of Tender or Rejection of Bid:

- 7.1. Only bids fulfilling the criteria set forth in Clause 1 (Conditions for Participation in Tender), Clause 2 (Formal Criteria of Tender Documents), Clause 3 (Minimum Requirement) and Clause 4 (Requirements for Bid Submission) of this document will be considered eligible for tender. Non-conformity with such clauses may result in bid rejection.
- 7.2. Other reasons for the invalidation of the tender or rejection of the bid are:
 - a) The Investor shall decline any bid of a firm or cancel the contract if it finds out that the firm used corrupt, fraudulent, collusive or coercive practices.
 - b) The Investor shall exclude from the procedure companies that do not conform to the tender requirements or if it is found that materials received of importance for the tender procedure are untrue.
- 7.3. The Investor reserves the right to invalidate the tender at any stage, without further explanation.
- 7.4. A physical site visit may be carried out as part of due diligence.

8. Winning Tenderer:

- 8.1. In case of winning the tender, the Tenderer shall be obliged to conclude the contract within 30 working days from receipt of the Letter of Selection under the threat of the bid being declined.
- 8.2. The bid is valid until the final selection is made by the Tender Commission.

9. Annexes to the Notice:

The Annexes to this Contract Notice are as follow:

1. Bid Submission Form – Schedule 7;
2. Work of Similar Nature – Schedule 25;
3. Tenderer Statement – Schedule 8;

4. Financial Statement - Schedule 28

1. Right to Appeal:

The Tenderer has a right to file a written appeal to the Chairperson of the Tender Commission regarding a breach of the tender procedure. The appeal may be filed within 4 days to the Country Director of South Sudan Mission via email address; cd.ssud@pah.org.pl or personally after recognition of such breach, but not later than 4 days after receiving a Letter of Rejection, if applicable.

Signature: _____

Country Director, PAH South Sudan

Date: 20th /05/2025