



Dorcas

Dorcas Aid International South Sudan

Ref No: DSS-5275-PRIDE-005/2021

**BID DOCUMENT FOR DISBURSE START UP GRANTS TO
BENEFICIARIES IN WAU MUNICIPALITY AND GOGRIAL
COUNTY**

Western Bahr El Ghazal & Warap States

Planned Time Table	
Tender Issue Date	29/11/2021
Questions from Suppliers Due Date	3/12/2021
Deadline for Reply	2/12/2021
Tender Closing Date	6/12/2021
Tender opening date	7/12/2021
Contract Start Date	10/12/2021
Please note, the normal tender period is shorten because of the urgency	

GENERAL INSTRUCTIONS

Please read carefully the method of tender submission and comply accordingly.

1. DORCAS AID INTERNATIONAL-SOUTH SUDAN (DAI-SS) reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

2. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Organization will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Clarification of Bidding Document

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the consultancy shall be addressed at least **two (5) days** before the deadline for submission of bids, in writing to the assigned administrative personnel.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to procurementcommitteeSS@dorcass.nl

4. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, DAI-SS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format provided at the time of collecting/receiving the bid document. To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, DAI-SS may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

5. Deadline for Submission of Bids

Bids should reach at the bid box situated in the country office DAI-SS or email:

procurementcommittees@dorcass.nl on or before Monday December 6, 2021 at 16:00 hrs. The office of DAI-SS is located in Wau town, Sikkahadid, Western Bhar El Ghazal state. Bids received after the above specified date and time shall not be considered. *Bidders should provide a technical and financial proposal in two separate folders clearly Marked "Technical Proposal" and "Financial Proposal" both of which should then be submitted with the subject reading "Tender# DSS-5275-Pride-005/2021-Cash grant disbursement"*

6. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided above. No price escalation under this contract shall be allowed. DAI-SS shall not compensate any bidder for costs incurred in the preparation and submission of this RFP, and in any subsequent pre-contract process.

7. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

8. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this BID DOCUMENT will be critically reviewed. A responsive proposal is deemed to contain all documents or information specifically called for in the Technical document. A bid determined not responsive will be rejected by the organization and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

9. Currency for Pricing of Tender

All bids in response to this bid announcement should be expressed in United States dollars (USD). Expressions in other currencies shall not be permitted.

10. Correction of Errors.

Bids determined to be substantially responsive will be checked by DAI-SS for any arithmetical errors. Errors will be corrected by DAI-SS as below:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- b. Where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c. Where there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

The price amount stated in the Bid will be adjusted by DAI-SS in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, her/his bid will be rejected.

11. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

12. Confidentiality

The Bidder shall treat the existence and contents of this RFP, and all information made available in relation to this RFP, as confidential and shall only use the same for the purpose for which it was provided.

The Bidder shall not publish or disclose the same or any particulars thereof to any third party without the written permission of DAI-SS, unless it is to Bidder's Contractors for assistance in preparation of this Tender. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

13. Corrupt or Fraudulent Practices

DAI-SS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

DAI-SS will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. Further, a tenderer who is found to have indulged in corrupt or fraudulent practices, risks being debarred from participating in any bid.

Please report any malpractices to a.kroese@south-sudan.dorcas.org.

For any information please call using lines indicated here below:

Tel: +211-916-995-143
+211-927-005-060
+211-915-046-343

DORCAS AID INTERNATIONAL SOUTH SUDAN**[Terms of Reference]****CASH GRANT DISBURSEMENT****Location:****Specific Locations:**

- ✓ Agok HAC Child Friendly Space. Southern of Wau town
- ✓ Child Friendly Space in Logologo
- ✓ Kuac South, Warap State, North of Wau town

Service Title:

Company (Contractor) for Grant disbursement

Length of contract:**one time services duration to be determine****BACKGROUND**

Dorcas is a Christian, international relief and development organization, founded in 1980 in The Netherlands. Dorcas has been involved in relief and development projects in Eastern Europe, the Middle East and Africa and provides assistance irrespective of race, religion, gender and political affiliation. Dorcas is currently present in Ethiopia, Kenya, Tanzania, Mozambique, Egypt, South Sudan, Albania, Romania, Moldova, Ukraine, Syria, Lebanon, Iraq and Yemen. We are running our humanitarian programs in Western and Northern Bahr el Ghazal areas including Akon North.

LOOKING FOR

Dorcas has planned to contract highly qualified and experienced potential company to disbursement cash grant to four hundred fifty (**450**) beneficiaries to the location mentioned above.

GENERAL DISCRIPTION OF THE SERVICE

Under the guidance of the DAI-SS operation department and overall technical support of the project staff, the selected service provider shall disburse the cash grant to beneficiaries in professional and orderly manner.

3. ROLE OF THE SERVICE PROVIDER

The contractor (Service Provider) will have to disburse a start-up cash grant to the selected beneficiaries in accordance with the roles outline below:

- a) Disbursement of cash to the selected beneficiaries in the mentioned locations with minimal assistance from the project staff.
- b) Payment must be made in USD to the beneficiaries.
- c) The service provider should provide its own transport and security of the money and at the location.
- d) Clearance from various national agencies must be fulfilled by the service provider.
- e) Dorcas is not liable to any risk incurred during the delivery of this service.
- f) Dorcas Staff will only support in the identification of beneficiaries and making sure that the beneficiaries have signed correctly and provided the needed identifications and telephone numbers where necessary
- g) The Service provider will be paid after completion of the grant disbursement.
- h) The distribution should be made based on the table below:

S/No	VTCS	Beneficiaries per center	Amount in USD	Location
1.	Agok Outreach VTC	115	\$9,200	Agok HAC CFS. Southern part of Wau town
2.	Loklogo Outreach VTC	85	\$6,400	CFS in Logologo South of Wau town.
3.	Kuac South VTC	250	\$20,000	Kuac South Payam Headquarters Warrap State
	Total	450	\$36,000	

6. HEALTH AND SAFETY

The contractor (Service Provider) shall take all reasonable precautions to prevent any death or injury to persons during said undertaken activities (payment of cash).

Under this contract, the contractor's (Service provider) has the obligation and responsibility to safeguard the safety and security of its personnel, during the disbursement of grant.

7. REQUIREMENTS OF THE CONTRACTOR FOR THE TENDER

A. Experience:

For a contractor to be accepted to participate in the tender process, must provide evidence (satisfactory contract completion certificates) of at least 5 years experiences working with national and international organisations in South Sudan.

B. Equipment and work force:

The contractor should present a list of the security service delivery equipment that is going to execute for the contract, specifying the following: Uniforms, radios, security equipment, defensive batons, Supervisory service, personal liability and life supports.

All equipment's listed should be in perfect operational conditions and if changes are required during the execution of the contract, any equipment of similar characteristics needs to be put in place and Dorcas Aid International South Sudan has to be informed in written.

The contractor must provide a list of the workforce that it intends to use for execution of the project, detailing percentage of females and males.

C. Legal documents from the government of South Sudan.

The contractor must present a copy of the valid private security operational license certificate; a copy of the company's registry in the South Sudan's Ministry of Legal Affairs. It is advisable to make sure that the following documents are in place before involving in this bidding process:

- Valid Certificate of incorporation/Registration;
- Valid Tax Compliance Certificate (Tax Clearance Certificate);
- Valid Certificate of member of Chamber of Commerce;
- Valid Operational security License/ permit;
- Valid Operational License;
- Valid Licenses from the South Sudan National Security, to carry out operations in south Sudan or Letter of "No Objection" from General Directorate of C.I.D & Crime Prevention, under Ministry of Interior, and;
- Company Profile

D. Bidding amount.

The companies participating in this tender should present the pro forma invoice fully completed with the commission charges in **PERCENTAGE %**. The full amount quoted should cover all expenses for the service delivery and other activities under the contract, as well as any indirect cost and/or administrative costs that the contractor must incur.

ANNEX 1: TENDER EVALUATION CRITERIA

The three stage evaluation procedures will be used to evaluate all tender documents. The total number of points which each bidder may obtain for its proposal is:

- | | |
|----------------------------|----------|
| 1. Mandatory Requirements: | (Yes/No) |
| 2. Technical Proposal: | 60 Marks |
| 3. Financial Proposal: | 40 Marks |

1. Mandatory Requirements

The tender document (Technical and Financial) shall be evaluated on the basis of its adherence to the following compulsory requirements.

SN	Document /Requirements	Yes/No
1	Valid Certificate of incorporation/Registration	
2	Valid Tax Compliance Certificate (Tax Clearance Certificate)	
3	Valid Certificate of member of Chamber of Commerce	
4	Valid Operational License/ permit	
6	Valid Licenses from the South Sudan National Security, to carry out operations in south Sudan or Letter of "No Objection" from General Directorate of C.I.D & Crime Prevention, under Ministry of Interior.	
7	Company Profile	
<i>Proceed to the next stage (Yes/No)</i>		

2. Evaluation of the Technical Proposal(Details)

The Technical detail of the bid document shall be evaluated on the basis of its responsiveness to the ToR. (Specifically, the following criteria shall apply):

CRITERA	Maximum Points	Bidders Score	Remarks
1) Experience: <ul style="list-style-type: none"> Potential companies experience in undertaking assignments of similar nature and experience of Cash delivery and disbursement in similar locations or area. Recommendations from different clients and detailed successes, At least three (3) years experiences with humanitarian employers. Testimonials and other certificates indicating the experience of the company, 	4 3.5 4 3.5		
2) Team Composition: <ul style="list-style-type: none"> Tabulate the team composition to include the general qualifications, suitability for the specific task to be assigned and overall years of relevant experience to the proposed, Organizational structure – organ gram; number of employees and organizational chart. Composition of staffs including from head to the actually deployed staffs. 	5 5 5		

3) Payment arrangement methods: <ul style="list-style-type: none"> • Operational methods, i.e. description of how the payment will be done to 450 individuals, in 6 locations, highlighting any differences to the Terms of Reference and innovative practices. • Movement from location A to B Etc. • Detailed work schedule including travel dates and time. 	7 4 4		
4) Financial Situation and Performance, Terms and Conditions: <ul style="list-style-type: none"> • Financial data for a minimum of Four continuous years (2019, 2021): <ul style="list-style-type: none"> ○ Statement of Financial Position (Total Asset, Total Liability, Net worth, Current Asset, Current Liability, working capital); ○ Information from Income statement (Summary); ○ Information from the Cash Flow (Summary) • Payment Term, • Validity of Offer, • Period of commencement of the actual duty. 	5 3 3 4		
Total Score out of 60	60		

A company that attains scores of **40 out of 60** and above in the technical evaluation will be invited to proceed to further review.

3. Evaluation of the Financial Proposal

The Financial Proposal shall be given in unit cost basis. The maximum number of points for the Financial Proposal shall be weighted at **40 Points**. (The Maximum number of points will be allocated to the lowest Financial Proposal (Cheapest quotation). All other Financial Proposal will receive points in inverse proportion according to the below formula).

Points of the Financial Proposal being evaluated =

$$\frac{(\text{Maximum number of points for the financial proposal}) \times (\text{Lowest Price})}{(\text{Price of Proposal being evaluated})}$$

A total score obtained including Technical and financial proposal is calculated for each company.

The bid obtaining the overall highest score is the winning bid.

BIDDER INFORMATION FORM

Company Registration Name:

Company physical Address, i.e. Street, Town, State:

Postal Address:

Company Email Address:

Name of Contact Person:

Email Address of Contact Person:

Contact Persons Phone number:
