

# Schedule No. 7.

**Bid Submission Form**

Name of Tenderer:

Name of person authorized by the Tenderer:

Address of Tenderer:

Phone:

E-mail address:

Registration number of Tenderer:

Bank account number: (including Bank’s name, SWIFT number and address):

Bank account number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bank’s Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SWIFT number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We hereby declare that our company offers the delivery of the services, according to the terms and conditions of the technical specifications listed in the Contract Notice

**Financial Offer**

The cost presented in this table should reflect the final cost that PAH will cover. Detailed breakdown of the final cost should be attached separately where applicable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Location and Activity** | **Location** | **Rate and Commission % to Deliver in USD** | **Rate and Commission % to deliver in SSP** |
| **1** | **Enter your Rate for cash Delivery** | **Juba** |  |  |
|  | **Enter your Rate for cash Delivery** | **Bor** |  |  |
|  | **Enter your Rate for cash Delivery** | **Pibor** |  |  |
|  | **Enter your Rate for cash Delivery** | **Likuangole** |  |  |
|  | **Enter your Rate for cash Delivery** | **Vertet** |  |  |
|  | **Enter your Rate for cash Delivery** | **Gumuruk** |  |  |
|  | **Enter your Rate for cash Delivery** | **Malakal** |  |  |
|  | **Enter your Rate for cash Delivery** | **Renk** |  |  |
|  | **Enter your Rate for cash Delivery** | **Manyo** |  |  |
|  | **Enter your Rate for cash Delivery** | **Nasir** |  |  |
|  | **Enter your Rate for cash Delivery** | **Mandeng** |  |  |
|  | **Enter your Rate for cash Delivery** | **Maker** |  |  |
|  | **Enter your Rate for cash Delivery** | **Yei** |  |  |

Prices quoted in the financial offer shall remain valid and unchanged for the entire contract period. Bidders unable to commit to fixed pricing for one year will be considered **non-compliant** and disqualified from further evaluation. Please commit.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Payment conditions and method: Please include the payment method and stages

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Payment can only be made by bank transfer please confirm. Yes, No, comment ------------------------------------------------------------------------------------------------------------

**Technical Response:**

Tenderers should note that some of the information requested below will be required under the minimum requirement and some of the information will be used for scoring purposes.

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| --- | --- | --- |
| **No** | **Description** | **Response (please provide attachment in case space is not sufficient or in case additional documents are required)** |
| 1 | Delivery lead time for each location | Juba \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Malakal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pibor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nasir \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Renk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 | Company is able to deliver small amount at short notice per location per day, amount can be around 100 to 400 dollars or equivalent  in SSP. Please explain your ability and willingness for delivering small cash | Juba\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Bor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Pibor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Likuangole\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Vertet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Gumuruk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Malakal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Renk\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Manyo\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nasir\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mandeng\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Maker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Yei\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 | Do you accept the return of unused cash (partial or full) from PAH without charging additional fees?  ☐ Yes  ☐ No  If No, please indicate:  The fee percentage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. Please describe your standard process for accepting returns, including required documentation (e.g., return receipts, reconciliation forms):  Write here:  ......................................................................................................................................................  ......................................................................................................................................................  ......................................................................................................................................................  3. What is your return acceptance rate (approximate percentage of return requests accepted)?  \_\_\_\_ %  4. Additional comments (if any):  ...................................................................................................................................................... |  |
| 4 | 1. Describe any environmental policies or procedures your company follows:  ......................................................................................................................................................  ......................................................................................................................................................  2. List specific practices used to reduce environmental impact during operations (e.g., fuel saving, paperless processes):  ......................................................................................................................................................  3. Do you hold any environmental certifications or standards (e.g., ISO 14001)?  ☐ Yes – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ☐ No  4. Additional comments on your company’s approach to environmental responsibility:  ............................................................................................................................................... |  |
| 5 | **1. Please list the locations where you currently operate and can deliver the requested services (e.g., cash delivery, returns handling):**  ☐ Bor  ☐ Pibor  ☐ Juba  ☐ Other(s) – Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **2. Describe your current operational capacity in each of the above locations:**  *Include office presence, staff availability, delivery partners, security arrangements, etc.*  ......................................................................................................................................................  ......................................................................................................................................................  ......................................................................................................................................................  **3. Do you have existing partnerships, agents, or infrastructure in these locations?**  ☐ Yes  ☐ No  If yes, please describe:  ......................................................................................................................................................  ......................................................................................................................................................  **4. Describe in short any past experience implementing similar projects in these locations (if applicable):**  *Include project name, organization, year, and type of service delivered.*  ......................................................................................................................................................  ......................................................................................................................................................  **5. Are you able to extend services to areas beyond those you mentioned above if** required?  ☐ Yes  ☐ No  If yes, please specify which areas and the basis of your capability (e.g., partnerships, temporary deployment):  ...................................................................................................................................................... |  |
| 6 | 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. Please provide a minimum of three (03) evidence in form of PO or Contract. |  |
| 7 | Do you confirm that all prices offered will remain fixed (i.e., not exceed the quoted rates) for the full one-year contract period?  ☐ Yes  ☐ No  If No, your offer will be considered non-compliant and may be rejected. |  |

I confirm that my bid has a validity of 90 days. If your bid does not have this validity, please state what bid validity you offer.

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to PAH according to the information provided here; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Name and seal of the Company

Address

Representative Name:

Position with the Company:

Place, date:

Signature

Any terms not defined in this document shall have the meaning given to them in the Rules of Conduct applicable to tenders organized by Polish Humanitarian Action

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| **No.** | **Checklist of Schedules and Annexes to the Bid** | **Please tick** |
| 1. 3 | Bid Submission Form, itself; filled, stamped and signed; (Schedule 7 ) |  |
| 1. 4 | Tenderer’s Statement; filled, stamped and signed; (Schedule 8 ) |  |
| 1. 5 | Registration in South Sudan with an office in South Sudan; |  |
| 1. 6 | 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; |  |
| 1. 7 | At least 3 References confirming experience in similar work/Service (schedule 25); |  |
| 1. 9 | Company CV or profile (tenderer CV); |  |
| 1. 11 | Schedule 28 financial situation; |  |
|  | Tax clearance certificate from National Revenue Authority. |  |
|  | Environmental Policy |  |