

INVITATION TO TENDER FOR CASH TRANSFER SERVICES.

PRF #	567	Date	04th November 2021
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Suppliers Business Name:

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Registration number: (Please provide copies of your valid company Registration Documents and other relevant information in relation to this Request for Quotation).

Address/Business Location:

.....

Contact Person and Phone

Number.....

Contact Person:

.....

Please provide FH South Sudan with the cost for the bellow listed services by filling in your rates accordingly as specified in below table.

No.	PRF No.	Specifications	Units of measure	Qty. Needed	Unit Price (SSP or USD)	Total Price (SSP or USD)
	567	Jonglei state				
			USD-SSP	USD-USD	SSP-SSP	SSP-USD
			Commission Charge %	Commission Charge%	Commission Charge %	Commission Charge %
		Akobo County				
		Ayod County				
		Bor County				
		Duk County				
		Fangak County				
		Nyirrol County				
		Pibor County				
		Pochalla County				
		Twic East County				
		Uror County				

Upper Nile State				
AKoka County (may be served in Malakal)				
Baliet County (may be served from Malakal)				
Fashoda County (Kodok)				
Longichuk County (Mathiang)				
Maban County (Bunj)				
Maiwut County				
Malut County				
Malakal County (Malakal PoC and Malakal Town)				
Manyo (may be served from Renk or Kodok in Fashoda)				
Nasir County (Jikmir or Mandeng)				
Panyikang (may be served from Malakal)				
Renk County				
Ulang County				
Please refer to the attached TOR for more details.				

INSTRUCTIONS TO BIDDER:

✓ Quotations can be sent in a sealed envelope, addressed to the **Procurement Committee**, FH South Sudan Office, located within the same compound with CIC Africa Insurance (SS) Ltd., CIC Plaza, 714B-3K-South, Kololo Airport Road, Juba South Sudan. Or it can be sent through an email addressed to all the following emails:

- ✓ vmakovere@fh.org
- ✓ latanasio@fh.org
- ✓ hemmanuel@fh.org

❖ **Please call + 211 926 133 422 for direction in case you don't know our office.**

- ❖ The external packaging or envelopes containing the quotation documents **MUST NOT** bear the bidder's business name, or markings that may identify the bidding company or organisation.
- ❖ Please note that you can decide to bid for either all locations or choose locations that you are more comfortable with, and please indicate **PRF 567(Cash Transfer)** on the back of your envelop when submitting on hard copy.
- ❖ Quotation deadline is **Tuesday 23th-November-2021 at 4:00 PM.**
- ❖ Late submissions will be **rejected and automatically disqualified.**
- ❖ FH South Sudan payment terms are by bank transfer or cheque, payable within 30 days after the satisfactory delivery of goods.
- ❖ Please note that submission of invoice and other relevant supporting documents are requirements for payment processing.
- ❖ Please refer all technical questions to:
 - ✓ vmakovere@fh.org
 - ✓ latanasio@fh.org
 - ✓ hemmanuel@fh.org
- ❖ Please note that technical questions **MUST** be asked via email, not by phone.
- ❖ Main evaluation criteria will be:
 - ✓ Price competitiveness
 - ✓ Evidence of expertise in similar related services.
 - ✓ Delivery lead time once you are issued with Transfer instructions.
 - ✓ Valid business registration documentations
 - ✓ Familiarity with the selected location for the services.
 - ✓ Acceptance of FH payment terms of net 30 days after satisfactory delivery
 - ✓ References and contact details (contact person, email address and phone number).
- ❖ Quotations / Prices should include **ALL** applicable taxes as per South Sudan laws, and the supplier will be responsible for payment of all related taxes.
- ❖ Please note that in case of need for currency conversion, **the Bank of South Sudan exchange rate on the day and time of conversion shall apply**

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer’s best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to the FH Country Director on mbenjamin@fh.org

DISCLAIMER

- FH South Sudan does not bind itself to accept the lowest or any quotation at all.
- This Request for Quotation (RFQ) is not a purchase order and is not a guarantee of purchase from any company
- This RFQ is only intended to allow FH South Sudan to consider the prices etc., from various eligible companies, which may result in a procurement decision.
- Please note that there is no document to be requested from the office, you only need to fill the prices of your choice in this form including your quotation/Performa invoice.

The above prices are valid for day(s)/Month(s)

Estimated delivery time:

Terms of Payment:

Warranty if applicable:

Signature..... Date & Stamp: