



**Dorcas**  
South Sudan

**Dorcas Aid International | South Sudan**

**Ref No: DAI-SS-004/2021**

**BID DOCUMENT FOR CASH DELIVERY OR SEND TO  
VOLUNTEERS IN AKON NORTH**

**Warrap States**



| Planned Time Table                |            |
|-----------------------------------|------------|
| Tender Issue Date                 | 25/11/2021 |
| Questions from Suppliers Due Date | 1/12/2021  |
| Deadline for Reply                | 2/12/2021  |
| Tender Closing Date               | 9/12/2021  |
| Tender opening date               | 10/12/2021 |
| Contract Start Date               | 1/1/2022   |

**GENERAL INSTRUCTIONS**

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

**1. Preamble**

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 services shall be addressed at least **Five (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@dorcac.nl](mailto:procurementcommitteeSS@dorcac.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@dorcac.nl](mailto:procurementcommittees@dorcac.nl) on or before December 9, 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 will not be considered. Any bids received by DAI-SS after this deadline will be rejected. *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# DAI-SS-004/2021- Monthly Cash delivery or send to Volunteers**”*



### **6. Cost Structure and non-escalation**

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided. 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 RFP. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

### **13. Corrupt or Fraudulent Practices**



# Dorcac

## South Sudan

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.dorcac.org](mailto:a.kroese@south-sudan.dorcac.org).

For any information please call using lines indicated here below:

Tel: +211-916-995-143  
+211-910-005-060  
+211-927-005-060  
+211-915-046-343

**DORCAS AID INTERNATIONAL SOUTH SUDAN**

**[Terms of Reference]**

**Monthly Cash delivery or Send to Volunteers in Akon North**

**1. Location:**

**1.1 Specific Locations:**

- ✓ Peth market
- ✓ Akon Town
- ✓ Akuong

**Service Title:** Company (Contractor) for Monthly Cash delivery or send via  
Local money transfer to Akon North

**Length of contract:** **12 Month- 1 January 2022- 31 December 2022**

**2. BACKGROUND**

Dorcac 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 Barh El Ghazal and Warap states areas.

**3. LOOKING FOR**

Dorcac has planned to contract highly qualified and experienced potential company for Monthly cash delivery or send through local money transfer to volunteers in Akon North specific locations under article 1 subsection 1.1 above. Numbers of beneficiaries varies from month to month but from 53 and above.

**NOTE:** Company shall pay in local currency using the highest available market exchange rate and submit invoice of total paid equivalent in USD including commission charges

**Example** November 2021 pay list

| S/N                | Description                             | UoM     | Qty in SSP       | Rate | Total in USD      |
|--------------------|---|---------|------------------|------|-------------------|
| 1                  | Payment of volunteers for November 2021 | Lum Sum | 2,100,000        | 400  | \$5,250.00        |
| 2                  | Transfer commission 10%                 | Lum Sum | 210,000.00       | 400  | \$525.00          |
| <b>Grand total</b> |   |         | <b>2,310,000</b> |      | <b>\$5,775.00</b> |

**4. 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 on monthly delivery or send cash through local money transfer to volunteers in professional and orderly manner.

**5. ROLE OF THE SERVICE PROVIDER**

The contractor (Service Provider) will have to deliver or send cash to volunteers in the locations mentioned above or any other new location identifies in accordance with the roles outline below:

- a) Deliver or send monthly cash to volunteers to the locations mentioned above or new location identifies.
- b) Payment must be made in local currency



- c) Service provider shall use the available ruling market rate to pay the volunteers
- d) The service provider should provide its own transport and security of the money when delivering the cash or whatever main use to have cash reach to individual in their location.
- e) Services provider shall submit invoice in USD currency equivalent of amount sent plus commission.
- f) Dorcas Staff will only support in the list of beneficiaries and their location of payment
- g) The Service provider will be paid after completion of the payment. Payment will be effect within 10 working days from the invoice date

## **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 delivery or sending of cash.

## **REQUIREMENTS OF THE CONTRACTOR FOR THE RFP**

### **A. Experience**

For a contractor to be accepted to participate in the tender process, must provide evidence (satisfactory contract completion certificates) of at least 3 years experiences working with national and international organisations in South Sudan.

### **B. Legal documents from the government of South Sudan**

The contractor must present a copy of the valid financial intuition 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 (Current Tax Clearance Certificate);
- Valid Certificate of member of Chamber of Commerce;
- Valid Operational License/ permit from Central Bank of South Sudan
- Valid Operational License;
- Company Profile
- Bank details and financial capabilities.

### **C. Bidding amount**

The companies participating in this tender should present the pro forma invoice fully completed with the **percentage % charges of delivery or sending commission**. 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: RFP 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                            |        |
| 5   | Valid Licenses from the Central Bank of South Sudan          |        |
| 6   | 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 |
|--|------------------------------|---------------|---------|
| <b>1) Experience:</b> <ul style="list-style-type: none"> <li>• Potential companies experience in undertaking assignments of similar nature and experience of Cash delivery and disbursement in similar locations.</li> <li>• Recommendations from different clients and detailed successes,</li> <li>• At least three (3) years experiences with humanitarian employers.</li> <li>• Testimonials and other certificates indicating the experience of the company,</li> <li>• Contract references;</li> </ul> | 3<br><br>3<br><br>3<br><br>3 |               |         |
| <b>2) Team Composition:</b> <ul style="list-style-type: none"> <li>• 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,</li> <li>• Organizational structure – organ gram; number of employees and organizational chart.</li> </ul>  | 5<br><br>5<br><br>5          |               |         |



|  |           |  |  |
|--|-----------|--|--|
| <ul style="list-style-type: none"> <li>Composition of staffs including from head to the actually deployed staffs.</li> </ul>   |           |  |  |
| <b>3) Payment arrangement methods:</b> <ul style="list-style-type: none"> <li>Operational methods, i.e. description of how the payment will be done to individuals, in locations mentioned above or any other identifies.</li> <li>Schedule of payment lead time (required to meet the deadline mentioned in the PO).</li> </ul>   | 8         |  |  |
| <b>4) Financial Situation and Performance, Terms and Conditions:</b> <ul style="list-style-type: none"> <li>Audited Financial data for a minimum of three continuous years (,2019, 2020, 2021):               <ul style="list-style-type: none"> <li>Statement of Financial Position (Total Asset, Total Liability, Net worth, Current Asset, Current Liability, working capital);</li> <li>Information from Income statement (Summary);</li> <li>Information from the Cash Flow (Summary)</li> </ul> </li> <li>Payment Term,</li> <li>Validity of Offer,</li> <li>Period of commencement of the actual duty.</li> </ul> | 5         |  |  |
|  | 2.5       |  |  |
|  | 2.5       |  |  |
|  | 5         |  |  |
| <b>Total Score out of 60</b>   | <b>60</b> |  |  |

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:**

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

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**Postal Address:**

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**Company Email Address:**

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**Name of Contact Person:**

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**Email Address of Contact Person:**

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**Contact Persons Phone number:**

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