



JESUIT REFUGEE SERVICES

INVITATION TO BID

Ref #: SDS01/J028/2020: MONEY TRANSFER SERVICES IN JUBA, YAMBIO & MABAN

SCHEDULE OF ITB ACTIVITIES:	
Issue ITB	11 th November, 2020
Questions from Supplier due date	25 th November, 2020
Deadline for reply	26 th November, 2020
Deadline for submitting the bid to JRS	1 st December, 2020
Evaluation of ITB	2 nd – 4 th December, 2020
References and Due Diligence	7 th December, 2020
Award of Contracts and Review	10 th December, 2020
Contract start	15 th December, 2020

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1. INTRODUCTION

1.1. The Jesuit Refugee Services

Jesuit Refugee Service is a Catholic Church-based international humanitarian organization, with a Mission to accompany, serve, and advocate for the rights of refugees and forcibly displaced persons. JRS has a priority to work wherever the needs of refugees and internally displaced people are urgent and unattended to.

In Yambio and Maban, JRS offers a wide range of rehabilitation and relief services most of which focus on Protection and mixed solutions for IDPs, Returnees and Host communities. JRS provides education scholarships and sanitary kits to girls and young women attending school on top of the teacher training scholarships for those wishing to attain their diplomas and degrees.

Through the community and school-based peace building initiatives, JRS utilizes mediation mechanisms and workshops to encourage and foster reconciliation as a means of moving away from violence.

With funding from UNHCR, BPRM, Tdh/BMZ, Xavier Network, JRS USA, Kosti, Solidarity, Spanish Jesuit Mission Office and Interculturas, JRS has been working in South Sudan since 1997, providing essential services in Yambio and Maban.

1.2. The Purpose of this Request for Proposal (RFP)

Through this Invitation to Bid (ITB), JRS seeks to secure competitive offers for the selection of a service provider to provide Money Transfer services in Juba, Yambio and Maban offices. Eligible and technically qualified providers competent to provide the services are invited to submit their bids.

Category Reference	Category Description
REF: SDS-J028-20-001	PROVISION OF MONEY TRANSFER SERVICES IN JUBA, MABAN & YAMBIO

The winning bidder(s) will enter into a fixed term contract of two (2) years. Bidders shall be domiciled and must have complied with all Government legal Regulations to operate in South Sudan and regular taxpayers. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices in South Sudan or any other country of operation.

1.3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of their bids, and JRS, "the Contracting Authority", will in no way be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2. THE BIDDING DOCUMENTS:

2.1. The Bidding Documents

The Bidder shall inspect all documents and information, forms, terms and conditions in this ITB and failure to furnish all information and address all areas of the bidding documents will be considered as substantially unresponsive and may lead to rejection of the bid in its entirety.

The Bidding documents comprise of the following documents:

- Bid Notice
- Supplier Questionnaire – to be filled online

- *JRS Conflict of Interest and Code of Conduct.*

Clarification of Bidding Documents

Any prospective Bidder wishing to seek for further clarification on the bidding documents may notify JRS through the email address: southsudan.logistics@jrs.net. The request for clarification must reach JRS not later than **25th November 2020**. JRS will respond by e-mail providing clarification by the **26th of November 2020**. Response such communication shall be shared with other bidders with explanation of the query without identifying the source.

3. PREPARATION OF BIDS:

3.1. Language of the Bid

The bid and all accompanying correspondence between the bidders and JRS shall be written in English language only. Any printed literature furnished by the bidder and written in another language must be accompanied by an English translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the English translation shall prevail. Any translations must be performed by a licensed translator as recognized and notarized by the Courts of South Sudan.

3.2. Documents Comprising the Bid

The submitted bid must include the following information. Failure to supply all requested information or comply with the specified formats may disqualify the bidder from consideration.

- *Cover letter explaining interest to provide Money Transfer Services in South Sudan.*
- *Technical proposal detailing the Firm Profile (5 pages maximum) with a brief description of the firm's organization and an outline of recent experience on similar services. The outline should indicate inter alia, the profiles of the Key Staff proposed, work plan and duration of previous engagements, contract amount and firm's involvement.*
- *A Financial Proposal detailing the costs of carrying out the assignment, remunerations and reimbursables.*
- *Certificate of Incorporation and or Registration in South Sudan.*
- *Certificate of Business Trading License in any Town in South Sudan.*
- *PIN Registration Certificates*
- *Tax Compliance Certificate/ Evidence of payment of tax to any relevant authority within South Sudan.*
- *Bank details and 3-Months Financial Statements from a reputable Bank in South Sudan*
- *Three Reference Letters and record of any previous relevant work with INGOs or UN Agencies*
- *A Bid detailing the Commissions payable and provisional Exchange Rates from the Central Bank of South Sudan.*
- *Supplier Information form (to be Filled online)*
- *JRS Conflict of Interest and Code of Conduct completed, stamped, signed and submitted.*

- *Any other document the bidder might feel will increase chances of award.*

3.3. Bid Prices & Price Changes

For the purpose of selecting the Service Provider, bidders must clearly indicate the Commissions payable and the Exchange Rates that they will use in honouring the ensuing contract. The Bidder must sign and stamp the Commissions and Exchange Rates schedule.

During the validity period of the ensuing Contract, any substantial changes in the rates and or exchange rates must be agreed upon by both parties **One (1) month** before implementing the change. JRS must then respond within 15 days of receipt of the Notice for price change. Once the changes are agreed between both parties, an addendum will be signed and included in the Contract.

3.4. Bid Currencies

All rates and amounts entered in the Bids and Commissions schedule and used in any documents, correspondence or operations pertaining to this tender shall be expressed in **United States Dollar**

3.5. Document Establishing Services Eligibility and Conformity to Bidding Documents

Pursuant to Clause 8, the bidder shall furnish, as part of their bid, documents establishing the eligibility and conformity to the Bidding Documents of all services to be offered under the ensuing contract.

The Documentary evidence of the services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the Services' essential performance characteristics.
- A **clause-by-clause** commentary on JRS's Specifications demonstrating the services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

3.6. Bid Security

For the Purpose of this ITB process, Bid Security or Bond shall not be applicable.

3.7. Period of Validity of Bids

Given the length of the contract, its JRS wish that the Bids remain valid for a minimum period of One (1) year to be reconfirmed on the expiry of that period for another one year.

3.8. Format and Signing

The original bid shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

The bidder shall include a cover letter in their proposal. The content of the cover letter shall include the following information:

- A table containing bid offer: item description, Rate of Commissions as well as Provisional Exchange Rates.

- A detailed specification of the services to be offered
- Delivery time upon issuance of transfer instructions.
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 12 Months).

4. SUBMISSION OF BIDS

4.1. Submission and Marking of Bids:

Bidders shall be submit sealed bids addressed to:

**The procurement & Tender Committee
Jesuit Refugee Services
Tong Ping, Near Indian embassy
Juba, South Sudan**

Before 1st of December 2020 at 1700hrs EAT

Bids submitted after the deadline will not be accepted.

Bidders must sign the bid register form at the reception of the office indicating their company name, telephone number, and date of submission.

4.2. Format

The Bidder's offer shall comprise of all the documents requested by JRS, price & Commissions Schedule and any other supporting documents in a sealed envelope. Please, indicate the **reference #** as indicated above.

4.3. Modification and Withdrawal of Bids

No modification of the bid shall be allowed after submission and deadline date.

5. BID OPENING AND EVALUATION

5.1. Preliminary Examination

JRS will examine the bids to determine whether they are complete, whether any computational errors have been made, required licenses have been furnished and that requisite documents have been properly signed and whether bids are generally in order.

5.2. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per *section 7 above* will be considered for the evaluation process with the below scoring criteria:

TECHNICAL EVALUATION CRITERIA

Tech Eval:	Description	Score (%)
Capacity	The Capacity of the financial Institution/ Company: 1. General Organization structure and or profile of the Bidding Company and the owners (10%) 2. A table showing recent and previous or ongoing services (10%) 3. The Capacity in terms of the Technical Qualifications (Key Staff/Number of Employees in the company (10%). 4. Number of Years (minimum 3) experience of the company in the sector or similar Services (10%) 5. Ability to Transport Staff to Money Delivery Locations on own cost or reimbursement basis (10%). 6. Detailed Commissions, Exchange Rates and Price Schedules aligned to these specific Services (10%) 7. Financial Capacity: Amount of Turnover of the Company from the Bank Statements (10%)	70%
Delivery Terms & Conditions	Completion Timeline: 8. Offered Delivery and Issuance completion Time in Juba, Yambio and Maban as compared to other bidders (20%). <i>(Score on Lead Time = (Shortest Lead Time Offered/Bidder Lead Time) *20%)</i>	20%
References Letters, evidence of previous works	This refers to the bidder providing: 9. Any documents, letters, contracts, purchase orders or relevant information demonstrating past experience and capacity to deliver (10%).	10%
	TECHNICAL EVALUATION SCORE OUT OF 100%	100%
Financial Proposal	FINANCIAL PROPOSAL SCORE. SCORE= (LOWEST BID OFFER PRICE/OFFERED BID PRICE)*100%	100%
TECHNICAL EVALUATION (60 Points) + FINANCIAL (40 Points)	<u>WEIGHTED SCORES:</u> TECHNICAL EVALUATION=[SCORE/100]*60 POINTS] FINANCIAL EVALUATION SCORE=(LOWEST BID PRICE/OFFERED BID PRICE)*40 Points	60 Points + 40 Points

	TOTAL WEIGHT (TECHNICAL EVALUATION + FINANCIAL EVALUATION)	100 Points
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5.3. Contacting JRS

Subject to *Clause 5*, no Bidder shall contact JRS on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or selected authorized supplier or vendor is announced.

5.4. Notification of Award

JRS will notify successful and unsuccessful bidders in writing about bid acceptance/unacceptance. For Successful bidders, JRS will share draft Contract for review before signature of the final contract. At this time, JRS may choose to negotiate with the selected bidder to finalize the offer.

6. CONTRACTING

6.1. Contract award and notification

JRS will award the Contract to the Bidder whose offer has been determined to be substantially responsive and considering rates, price, and performance factors.

6.2. Evaluation

The JRS where applicable shall have the right to assess and evaluate provider’s service and this will be done by key staff using the services.

Should the services not conform to the Service Level required and expected, JRS may discontinue the service without extension of time except at JRS’s sole discretion.

6.3. Commissions, Rates, Price Schedules, and Location

Bidders interested in the provision of Money Transfer Services covering the three JRS offices mentioned above, should provide the information requested.

Bidders must provide their list of Money Transfer Service benefits and limitations for the Contract.

Disclaimer

JRS reserves the right to alter the dates of the timetable.

JRS does not bind itself to accept the lowest or any Bid thereof.