



CALL FOR CASH TRANSFER SERVICES PROVIDER

REF:NO: 002346

Global Assistance is a humanitarian relief throughout the world. Our primary efforts are to assist our global community in addressing the needs for foods and nonfoods, youth empowerment activities items and others humanitarian aid in the neediest areas of the world. Global Assistance was founded in 1991. We are currently implementing the project on Strengthening youth's groups to acquire cooperative saving skills geared towards increasing productivity and sustainability while responding to the very vulnerable with cash transfer. The project goal is to save lives of conflict affected communities through cash transfers. The project targets 170 beneficiaries

INSTRUCTIONS

- Bidders must have financial capacity to pre financed the payments
- Security, transportation, accommodation to and from the projects location will be cover by the company
- Bidders must show a good methodology or mechanism to be use during the payments Exercise
- Should have qualify staffs to carry out the activity in field location or Juba South Sudan
- Bank Statement for the last three months
- Copy of certificate of in cooperation
- Copy of certificate Chamber of Commerce
- Copy of Tax Certificate or Tax Identification Number
- Recommendations Letters from previous NGO/Companies

TERMS OF REFERENCE FOR CASH TRANSFER AGENT

Scope of work The main scope of work is to deliver and distribute cash in either in (SSP) or (USD) to the authorized person to receipt the cash in South Sudan.

Distribution schedule and locations

Delivery location and Schedule will be agreed as per the instruction letter signed by GA authorized signature.

Security, transport and personnel

The service provider shall pre-finance cash delivery and distribution to the 170 selected beneficiary as per agreed upon schedule. They will also be expected to put in place own transportation to field locations and security arrangements including insurance and liaison with state security organs as may be required. They should also have adequate and competent staff to deliver the cash to the selected location provided by GA. GA shall take no liability for any losses or damages resulting from service provider personnel negligence and/or related to security or arm conflict or robbery.

Commission and Reimbursement

After the delivery and distribution of cash is done to the right destination and recipient as mentioned in the Instruction letter and upon presentation and verification of cash delivery and distribution documents duly signed by GA authorized representative, the service provider will be expected to invoice GA for reimbursement of the delivery SSP in USD as agreed. GA will only effect reimbursement and commission payment through bank transfer to service providers account

TERMS AND CONDITIONS

Tax and insurance:

The service provider shall be responsible for his/her income tax and/or insurance during the assignment. Code of conduct:

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for GA.

Contract:

GA will enter into a contract with a competitively selected service provider (selection shall be based on capacity to pre-finance the transfers as well as cost of the commission among other criteria.) The contract shall clearly stipulate; transfer terms and condition, agreed upon commission rates, timelines respective roles of GA and the service provider as well as additional terms and conditions of service.

The bid should clearly indicate the following:

- Currency of offer -USD
- Number of days required for delivery to field Aweil, Malakal, Juba and Wau
- Validity of the offer should be min 3 months
 - Payment terms will be within 7-14 business days after receipt of service and invoice, by Electronic bank transfer/checks.
- A reference list.
- Business Contact details including President/Owners of the company.

SUBMISSION OF BIDS.

Registration for submission:

Send your application at latest by November 14th 2022, to the Grants Manager Through Email faith@global-southsudan.org and CC willy@global-southsudan.org or Call 0919442294. Submission by emails is excepted Only.

Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

Language for the bids

The language for the bids shall be English only.

Disclaimer

This is only a Call for quotations and GA South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, GA South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations. The decision of the GA South Sudan Procurement Review Committee shall be final

