



HEALTHCARE FOUNDATION ORGANIZATION (HFO)

To improve and advance the "Quality of Healthcare" in South Sudan and its regions

Email: healthcarefoundation.org@gmail.com | ed.healthcarefoundation.org@gmail.com |
pc.healthcarefoundation.org@gmail.com | hr.healthcarefoundation.org@gmail.com

Finance & Grant Department

HFO Request for Proposal-Cash Delivery Services

Ref: Request for Proposal (Cash Delivery Services)

Healthcare foundation Organization (HFO) is a registered non-profit, non-governmental, multi- sector relief and development organization dedicated to fighting poverty and injustices; and to enhance provision of holistic social services to reduce human suffering. HFO was established in 2007 and official and legally registered in **2015** to equip people with skills and to facilitate relief and development assistance to communities.

The organization's staff and beneficiary communities will work as a team in close coordination and collaboration with all stakeholders and partners to build synergy and increase communities' resilience with the hope to becoming self-sufficient, and to increasing the pool of empowered capable community members who are able to transform their communities out of extreme hunger, poverty, illiteracy and diseases thereby improving their access to social services, increase opportunities to better their social welfare and economic livelihoods.

HFO MANDATE, VISION AND MISSION:

Our Mandate:

Our mandate is to support humanitarian and development assistance in South Sudan and expand operations in the East Africa region and the continent of Africa to provide holistic social services to vulnerable communities in need through the following:

- a) Strengthening capacities of communities for self-reliance
- b) Economic and social development of vulnerable children, youth and women.
- c) Responding to community needs during emergencies, recovery and development.
- d) Engaging key stakeholders at all levels in policy formulation, implementation and advocacy





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- e) Addressing discrimination and violence in all its forms against women, children and men
- f) Pursuing our mission with integrity, excellence and compassion in service delivery

Our Vision:

"HFO envisions empowered, holistically transformed and peaceful communities growing in unity and diversity towards self-reliance"

Our Mission:

"HFO exists to inspire, empower and transform communities to move towards self-reliance through provision of holistic social services and development assistance"

OUR CORE VALUES:

We hold ourselves accountable to our mission, vision, values, and goals; these are the essence of our internal interactions, and form the foundation for our engagements locally, nationally and globally. Our successes will be measured not only by HFO performance but also, and more importantly, by its impact. To be successful, HFO must remain distinctive, maximize our comparative advantages, and ensure our culture and environments exemplify our values. The organization endeavors to uphold a set of core values to guide all its undertaking. These values are:

- a) **Transparency and Accountability:** HFO values openness in selection of staff, timely payment of staff and suppliers, timely procurement and implementation, timely reporting to donors and stakeholder involvement.
- b) **Service:** HFO is founded on Christian principles of love, peace, joy, patience, kindness, faithfulness, honesty, self-control, hope, order and commitment in service of humanity. In its work, the organization embraces the model of Jesus Christ who came not to be served but to serve. At all times seek to honor God by quality service delivery.
- c) **Equity and equality:** HFO believes that people with different needs belong to the community and have equal access to human and financial resources without discrimination. The organization is committed to respecting rights and including women, children and vulnerable individuals within our society in service delivery.





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- d) **Respect:** HFO upholds respect values within its staff and stakeholders, which includes: beneficiaries, donors and authorities. This is evidenced on our respect to agreements and compliance to systems and procedures.
- e) **Professionalism:** HFO believes in recruiting and retaining qualified staff, quality service delivery, continuous learning, skills development and change management
- f) **Integrity:** The organization believed in wholeness in service delivery, character, uprightness and practicing honesty in day today deeds.

Unity and Diversity: HFO affirms the importance of unity with diversity of race, religion, gender and language in its staff, partners, and communities

This request for proposal serve to inform the potential financial institution to submit their proposal

Request for Proposal details:

Date: 6 Oct 2020

Re: Request for Proposal for Cash Delivery Services

Due Date for Response: 15 Oct 2020

To: Potential Financial Services Provider

Submission Details

From:

- Primary Contact Email fa.healthcarefoundation.org@gmail.com
- Second healthcarefoundation.org@gmail.com
- Third logp.healthcarefoundation.org@gmail.com

Additional Instructions for Responding to this RFP:

Please limit contact to individual identified above. Submit your response electronically, and as five paper copies. Complete all sections without alteration.





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A. Background and Information

1. Overview of Institution

- a. Number of Professional Staff to be assigned for any query
- b. Number of Locations
- c. Client Visits per Year
- d. New Clients per Year
- e. Current Number of Active Clients
- f. Commercial Insurance
- g. Services Provided

B. Request for Information

Vendor Information

1. Vendor Primary Contact person

- Name:
- Title:
- Office/Location Address:
- Phone Number:
- E-Mail address:

4. Is your company a subsidiary of another company and, if so, what company? Has your company acquired or merged with any other organizations in the past three years? If so, please list each organization and the purpose behind such activity.

5. How long has your company been in existence and how long has it developed and delivery cash in South Sudan?

7. Provide your most recently completed fiscal year financial statements and annual report, or other evidence of financial sustainability.

8. List the names of any technology companies that your organization partners with, the nature of your relationship, and the value that it brings to your proposed solution and to our organization.





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9. Identify any awards or recognition your company has earned for the proposed services.

Price Proposal:

Provide the commission charges inform of percentage for delivering cash to various HFO field sites in both Jonglei and Northern Bahe El Ghazal.

This should include whether there is a compounding rate of interest in an event that the delay of reimbursement of the disbursed fund occur or the rate of interest remain unchange.

Requirements:

Registered as Finanacial Institution	
Prove of Reserve Ration	
List of Senior Managers	Optional
Security of cash in transit	

Opening Date: 6 Oct 2020

