

Malteser Hilfsdienst e. V., Malteser International, Erna-Scheffler-Str. 2, 51103 Cologne, Germany

Annex 1: Specification of Bidding (SOB) – SOB_JUB_2024_0172

Related to our advertised Invitation to Tender ITT_JUB_2024_0172 Malteser International (MI) herewith calls for tenders for cash distributions in various South Sudan locations including Juba, Wau, Yei and Renk for 24 months from 15.09.2024 to 14.08.2026

Under the following reference number:

Donor project numbers: **1400-JUB, other upcoming donor projects**

1. Description of the organization and its activities

Malteser International (MI) is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

Objective of Call for Tenders: In accordance with the overall targets of above-mentioned operations, Malteser International plans for cash distributions in various South Sudan locations including Juba, Wau, Yei and Renk for 24 months from 15.09.2024 to 14.08.2026. The technical specifications and conditions of the tendering process are described below in the Specification of Tendering. Service providers are invited to present tenders complying with the requirements here below specified.

2. Tender Presentation

The tender shall be received via E-mail to: **mb.procurement-juba@malteser-international.org** on **12 September 2024 at or before 4 pm**

- The tender shall be written in English
- The subject line of the email shall be **SOB_JUB_2024_0172** cash distribution.
- The tender shall be submitted in **one email** including all documents as specified in 3. Content of tender
- The tender should be **valid for 60 days** after the deadline

3. Content of tender

All submitted tenders must conform to the requirements mentioned in this SOB. Furthermore, they must include the following documents:

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Part 1 – Financial Proposal:

A tender for supply and delivery of cash transfer services to beneficiaries in various locations in South Sudan. The following information is supposed to be stated:

- The prices of the tender shall be expressed as a **commission fee (in %)** on the SSP amount of the distributed cash to be converted to USD as follows:

Lot	Location/Area	Commission Fee (%)
A	Juba and Juba County	
B	Wau Municipality (Wau County)	
C	Renk County	
D	Yei town	

Part 2 – Technical Proposal

- Description of the **standard operating procedures** used by the Financial Service Provider to handle the cash distribution referring to technical specifications outlined under 5. *Technical specification*
- In case third party agent on behalf of the Financial Service Provider is implementing the distribution on the ground, please include his profile as well as his experiences,

Part 3 – Legal documents (valid and up to date)

- Copy of the distribution agent’s certificate of incorporation
- Copy of Banking license if applicable,
- Copy Tax Identification Certificate and tax clearance certificate,
- Copy of Certificate of Operation.
- Copy of the company’s certificate of incorporation,
- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,

Part 4 – Supporting Documents

- Questionnaire for Tender (signed and stamped) – Annex 2
- Company’s official address,
- Company’s Financial Statement of last three months,
- Bank account details (where money would be paid)
- Proof of experience in similar assignment/cash distribution with INGOs, UN agencies or donor

4. General conditions

- The tender shall be valid for 60 days after the deadline
- All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

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- The tender shall be typed or written and signed on each page by the legal representative of the service provider,
- The rewarded service provider might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The proposed commission fee will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International, unless otherwise, the service provider is able to provide tangible justifications (e.g., changes in service delivery cost, security, etc)
- Malteser International reserves the right to accept or reject all tenders depending on prevailing conditions at the time.

5. Technical specification

The Financial Service Provider should be able to carry out cash distributions to beneficiaries together with Malteser International team in community and/or Household level to following locations:

Lot A – Juba and Juba County

Lot B – Wau Municipality (Wau County)

Lot C – Renk County

Lot D – Yei town

For the tender, it is not essential to bid for all locations, but service providers who are able to cover all locations will be given preference in the evaluation.

The Financial Service Provider should be willing to carry out the service following the terms described below:

- a) Prepare the amount of money which will be distributed to the beneficiaries in South Sudan Pounds according to the request shared by Malteser International (MI) who will calculate the cash envelope/package given to beneficiaries according to the separate project plans.
- b) Deliver Cash in envelope to the distribution sites using its own transport facilities and security, whereas MI should not be involved in the transportation and security of the cash before or during the distribution. The Financial Service Provider will be responsible of the money during the transportation, meaning that in case of loss of money by whatever reason, the lost money will not be refunded by Malteser International.
- c) Distributions will not be more than **10** days per cycle as per distribution calendar to be provided by Malteser International in each of the specific locations. The expected time spent by the distribution agent in the process of distribution would be **3 to 4 hours per day** of distribution. The average quantity to be taken **per day** of distribution would be **10,000 USD** or equivalent to SSP
- d) Distribute cash to the selected, verified, and registered vulnerable beneficiaries, whereas Malteser International will be responsible, to check the identity of the beneficiaries and then the Financial Service Provider agent's staff will handle the cash distribution. The responsibility of the distribution agent regarding the money will end once the beneficiary has received it. Therefore, in case of loss of money at the distribution site the distribution agent will need to cover this loss. In case that the loss occurs because of a mistake in the verification of the identity, Malteser International will be responsible to refund the beneficiary. At least one Malteser International staff(s) will be assisting the distribution agent being the link with the beneficiaries but not getting involved in the issuing of money.
- e) Provide the **security to the site of distribution**. The distribution agent's vehicle must remain ready at any time at the distribution site as required by the security measures.

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- f) Malteser International will only be accountable for the cash distributed to the beneficiaries with special consideration (House to House Beneficiaries). This Amount shall be requested by Malteser International from the Financial Service Provision agent in advance and will be accounted for and the distribution agent will be given the accountability document and the balance not distributed in the house-to-house distribution.
- g) Routinely agree and liaise with Malteser International team on any protection and safety improvements during the actual distribution to ensure minimization or elimination of risks because of the activity. This might be done through the joint reviews of the operating procedures ensuring that it respects the project purpose for the intended beneficiaries.
- h) Malteser International will reimburse the Financial Service Provider after completion of the planned cycle distribution at the within the month in USD according to the agreed conditions.
- i) Both Malteser International and the Financial Service Provider, will reconcile all the distribution lists each day upon finalizing the activity.

6. Ownership of tenders

MI reserves/funds ownership of all tenders received. Consequently, tenderers will not be able to stipulate requirements that their tenders are to be returned.

7. Opening of submitted tenders

The tenders will be opened on **13 September 2024** in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The evaluation process will be recorded in writing by the evaluation committee.

8. Tender Evaluation and Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

1. **Not submitted legal documents as specified at 3. Tender**
2. **Not bided according to the specifications**

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through a evaluation score analysis using the following selection criteria, which include both technical and financial criteria:

- **Price/Commission Fee**
- **Financial Capacity (Bank Statement,**
- **Delivery time (Lead time upon request)**
- **Documented Experience in Cash Distribution with other I(NGOs) in inquired areas that should be within 2 years to date**
- **Presence of functional office or contact address with staffs at the specific location bided**

The mentioned selection criteria are to be weighted (%) and for each of the eligible tender rating from 1-5 of the selection criteria will be applied from internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders. Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit. Thus, service providers are encouraged to be available for visits.

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The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The Bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint,
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award,
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
- d. The MI will favourably evaluate a schedule, which shows earlier completion than the MI's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

9. Agreement and Payment Terms

- Framework Agreement will directly be issued to the selected service provider upon approval
- The Framework Agreement does not constitute a binding purchase order.
- Separate fund instruction orders will be issued according to cash distribution cycles and payment will be done in USD by bank transfer or cheque on reimbursement basis upon receipt of an invoice within 10 business days.
- The estimated total amount requested through this framework agreement over a two-year period is the equivalent of USD 580,000.