

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

**Country Coordination Office**  
**Plot No: 445 Kololo Road 3k South**  
**Tong Ping, Juba Town**  
**South Sudan**

**22 September 2021**

**Specification of Bidding**  
**SOB-WAU-2021-0263**

**For finance service providers for cash distribution in Wau Town in South Sudan**

- A. Annex 1: Specification of Tendering
- B. Annex 2: Bill of Quantity

We look forward to receiving your tenders on **27 September 2021 at or before 4:00pm** via E-mail to: **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **ITT-WAU-2021-0263 for finance service providers for cash distribution**

Thank you for your cooperation.

Sincerely Yours,



**South Sudan Coordination Office**

Nermin Silajdzic, Country Logistics & Security Coordinator

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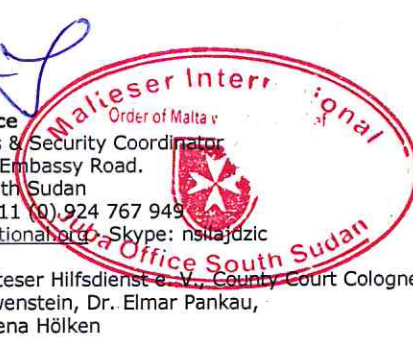
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Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726

Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,

Douglas Graf Saurma-Jeltsch, Verena Hölken



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## A. SPECIFICATION OF BIDDING

Related to our advertised Invitation to Tender ITB-WAU-2021-0263 Malteser International (MI) herewith calls for finance service providers for cash distribution in Wau Town in South Sudan.

Under the following reference number:

Donor project numbers: WAU-1357 and USAID-1369

### 1. Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop's Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, it's activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of Call for Tenders:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to order for finance service providers for cash distributions in Wau Town in South Sudan.

The technical specifications and conditions of the tendering process are described below in the Specification of Tendering.

Suppliers 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](mailto:mb.procurement-juba@malteser-international.org)** on **27 September 2021 at or before 4:00pm**

- The tender shall be written in English
- The tender should be valid for **60 days after the deadline**

### 3. General conditions

- The tender shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the tender will be expressed as a percentage of market exchange rate for transfer of USD value in SSP to MI beneficiaries.
- The proposed percentage of the market exchange rate will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International, unless otherwise, the supplier 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 condition at the time.



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#### 4. Technical specification

Issuing of cash to between 600 up to 2.500 vulnerable families in South Sudan from 15<sup>th</sup> of October 2021 up to 31<sup>st</sup> of December 2023 (27 months).

The distribution agent 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 Sudanese Pounds according to the request shared by Malteser International (MI) who will calculate the amount of money given to beneficiaries as per the criteria of the project. The amounts distributed per months are up to 45,000 USD in SSP. The total amount distributed is going to be a minimum of 425.000 USD.
- b) Transport Cash to the distribution sites using its own transport facilities, whereas MI should not be involved in the transportation and security of the cash before or during the distribution. The distribution agent 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 MI.
- c) Distributions will be not more than **15 days** per month as per distribution calendar to be provided by MI. The expected time spent by the distribution agent in the process of distribution would be **1 to 3 hours per day** of distribution.  
The average quantity to be taken per day of distribution would be 4,000 USD in SSP with a maximum of 8,000 USD in SSP.
- d) Distribute cash to the selected, verified, and registered vulnerable beneficiaries who MI will be responsible to check the identity of the beneficiaries and then the distribution 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, MI will be responsible to refund the beneficiary. At least one MI staff 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
- f) MI will only be accountable for the cash distributed to the beneficiaries with special consideration (House to House Beneficiaries). This Amount shall be requested by MI from the distribution 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) MI is going to reimburse the distribution agent after completion of the monthly distribution at the end of each month in USD according to the agreed conditions

#### 5. Timetable

Activities	DATE	TIME*
Deadline for submission of tenders	27 September 2021	04:00 pm
Opening of submitted tenders	28 September 2021	
Notification of award to the successful contractor	5 October 2021	-
Signature of framework agreement	6 October 2021	-

\* All times are local time in Juba, South Sudan

#### 6. Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

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## **7. Language of tenders**

All tenders, official correspondence between companies and MI, as well as all documents associated with the tender request will be in English.

## **8. Submission of tenders**

Each tender must have received via E-mail to: **[mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)** on **27 September 2021 at or before 4:00pm**

## **9. Content of tender**

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

**Part 1 - Tender:** A tender for supply and delivery of cash transfer services to beneficiaries in Wau, South Sudan. The following information is supposed to be stated

- Issuing of cash to between 600 up to 2.500 vulnerable families in South Sudan from 15<sup>th</sup> of October 2021 up to 31<sup>st</sup> of December 2023.
- Description of the procedures used by the distribution agent to handle the cash distribution
- In case another agent is implementing the distribution on the ground, please include his profile as well as his experiences,
- Copy of license to carry out cash distributions,
- Proof of experience in similar assignment/cash distribution with INGOs, UN agencies or donors,
- 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,
- Company's Financial Statement of last three months,
- Company's official address,
- Bank account details (where money would be paid),

## **10. Ownership of tenders**

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

## **11. Opening of submitted tenders**

The tenders will be opened on 28 September 2021 in Malteser International Country Coordination Office in Juba, South Sudan, by the Evaluation committee. The selection process will be recorded in writing by the evaluation committee.

## **12. Tender evaluation**

The criteria applied for the evaluation will be the legal conformity, the percentage of market exchange rate proposed, the technical experiences, the compliance with technical specifications and quality standards, capacity to deliver, bank branch proximity to beneficiaries, delivery time and whether the



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bank meets timeframes as specified. The work will be awarded to the winning tenderer according to the timetable mentioned above.

**13) Specific Technical and Financial Evaluation Criteria to standards:**

- Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee
- Framework agreement will directly be issued to the selected supplier upon approval

**14) Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque as specified below:

- Payment terms will be within 10 business days after receipt of goods and invoice (beneficiary payment confirmation and supplier invoice), by Electronic bank transfer.

Tender clarifications:

Please contact Country Finance Coordinator Hellen Ayugi on the phones 0928 417 204 and 0918 446 373.

On behalf of Malteser International:

Sincerely,


22 September 2021



**South Sudan Coordination Office**  
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