



Date: 15th October 2024.

REQUEST FOR QUOTATION NOTICE

Universal Intervention and Development Organization (UNIDOR) in partnership with Norwegian Refugee Council (NRC) is implementing a project: Lifesaving multi-purpose cash assistance to communities affected by record-level flooding in Panyijiar and Rubkona counties, while responding to the very vulnerable with cash transfer along with provision of agricultural tools and seeds, in Unity state.

The project goal is to save lives of flood affected communities through cash transfers, inputs provision on food security and livelihoods, therefore, the project seeks to avert dire food security situation in two payams (Nyal and Mayom-in Panyijiar) and two payams (Pakur and Panhiany-in Rubkona counties through provision of multi-purpose cash assistance or transfer.

Transportation and distribution of cash to 200 beneficiaries (HHs) in Rubkona, particularly in Pakur and Panhiany payams and Panyijiar County in Nyal and Mayom payams respectively.

1. Bidders must have the financial capability needed to pre-finance the payment.
2. Security, transportation, accommodation to and from project sites will be cover by the company.
3. Bidders must provide a detailed implementation plan or mechanism on how they intend to accomplish said activity.
4. Interested bidders must be registered, and holder of a valid permit licensed to operate as a FSP from Bank of South Sudan (BOSS). Bidders without valid permits are automatically disqualified.
5. Bidder must have adequate number of staff to ensure service delivery in time and be able to meet insurance coverage for staff and funds.

6. Cash to be delivered to beneficiary cannot be worn out or torn, preferably new notes.
7. It is the sole responsibility of the contractor to acquire the necessary permits/clearance of cash and transportation of cash to all the field locations as it is required according to the law of South Sudan. The service provider shall be responsible for his/her income tax and/or insurance during the assignment.
8. The service provider should specify the Currency of offer -USD
9. Service provider should clearly specify the number of days required to assemble and deliver the required cash to the field (Rubkona and Panyijiar counties).
10. Validity of the offer should be min 3 months
11. Payment terms will be within 30-60 business days after receipt of service and invoice, by cheque.
12. A reference lists.
13. Provide the most recent Audited financial statements of its accounts.
14. Business Contact details including President/Owners of the company.
15. Clearly state the percentage of the commission Charge if any and the rate used for conversion of cash from USD to SSP during Invoicing and what each beneficiary will be entitled too.
16. Annual Turnover of between \$100,000-\$200,000.

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 UNIDOR. All bidders obliged to abide by the organization Code of conduct.

NOTIFICATION OF THE OUTCOME.

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/Bid and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR 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 UNIDOR South Sudan Procurement Review Committee shall be final.

CONTRACT:

UNIDOR will enter into a contract with a competitively selected service provider.

The contract shall clearly stipulate; terms and condition to be performed by the service provider timelines, mode of payment among others.

LABELING AND SEALING OF BIDS:

The company MUST clearly label DISTRIBUTION AND TRANSPORTATION OF CASH on the sealed envelope.

Each hand delivered quotation/bid must be registered individually on the bids submission book which is available in the security guard room. Unregistered quote/bid will not be considered even if it is dropped in the tender box.

CLARIFICATIONS

Any request for clarification must be made in writing through the following emails:

1. nyak@unidorss.org
2. okumuj@unidorss.org
3. wilgo@unidorss.org

Not later than 18th, October, 2024 at 12:00 pm CAT.

DEADLINE FOR THE SUBMISSION OF THE QUOTATION/BIDS

The deadline for submission of the offer will be strictly on **Tuesday the 22nd, October 2024, at 12:00 pm CAT.**