**Annex F**

**Bidder Response Form (to be filled out by service provider)**

**REF. NUMBER: ITT-SSD-JUBA-023-099**

*Please complete information against each requirement in accordance with Scope of Work Annex A, even if the information requested in this form is already included in your Company Profile / Proposal. Additional rows can be inserted for all questions as necessary.*

**Section 1 - Bidder’s general business details**

1. General information

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: | | | |
| Phone: | | Fax: | |
| Email: | | Website Address (If any): | |
| Parent company Name (if applicable): | | | |
| Principle Address: | Registered Address: | | Payment Address: |
| Country of Registration |  | | |
| Company Owner Name(s): |  | | |
| Company CEO Name(s): |  | | |
| Registration number: | | Tax number: | |
| Year of registration: | | Annual Turnover: | |

1. Please provide details of the type of your company and your main activities as well as the details of your primary products/services.
2. Please list the key people in your management team who would be involved in type of services or supplies you are bidding for. Includes CEO/ Owner/ CFO; one employee should be the key point of contact for RI:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Nationality** | **Job Title** | **Telephone Number** | **Email Address** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* 1. Are you willing to provide us with the copy of IDs of key people to conduct mandatory watch list screenings against donor SDN lists (Specially Designated Nationals and Blocked Persons)? If YES, please include copies of ID in your tender document.

Yes  No

1. Have you worked before with NGOs/ INGOs to provide such services you are bidding for?

Yes  No

Provide the names of Client Organizations:

1. Have you worked with NGOs/ INGOs before providing these services in South Sudan?

Yes  No

Provide the names of Client Organizations:

* 1. Please provide details ofat least three **recent** client references whichRI may contact (preferably INGOs): (includes name and email address)

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Organisation** | **Contact**  **Name** | **Contact Email address** | **Details of services you provided to this client** |
|  |  |  |  |
|  |  |  |  |

Please include copies of the Contract or written recommendation from client organizations.

1. Provide Preferred Bank Account Information into which RI shall make payments:

|  |  |
| --- | --- |
| **Bank Name:** |  |
| **Bank Address:** |  |
| **Account Name:** |  |
| **Currency** |  |
| **Correspondent Bank:** |  |
| **SWIFT:** |  |
| **IBAN:** |  |

1. Are you legally registered/authorized to Operate/provide services in South Sudan?

Yes  No

1. Do you or any of your agents have any current criminal or court cases at this time?

Yes  No

1. Have you or your agents ever been accused of sexual exploitation, child abuse/child protection, or fraud?

Yes  No

1. Do you agree to report any/all pressure from or payments to a Prohibited Party?

Yes  No

1. Do you or any of your agents own or are controlled by any Prohibited Parties in whole or in part?

Yes  No

1. Does the Company (or owner/senior management/ agent) have any personal associations or ties with Relief International or its staff?

Yes  No

If YES, describe:

1. Does the Company Comply with all international anti-money laundering and counter-terrorism finance laws? Please provide a copy of the company’s internal policy if available.

Yes  No

**Section 2: Bidder capacity**

*If the response to any of the below is no, please provide details of why not and the proposed alternative*.

1. How long will it take you to set up services, starting from signing the contract until having the services operational?
2. Do you have existing outlets in all the Counties listed? If yes, provide a map showing locations.

**Juba**  **Mathiang (Longichuk County)**  **Uddier (Longichuk County)**   **Jikmir (Nassir County)**

**Maiwut County** **Kiechkoun(Nassir County**  **Maban County**   **Renk County**  **Melut County**

1. What is your standard working hours? Would your company be able to offer services outside of your usual working hours in the event of an emergency?
2. Detail any benefits or additional services your organization can offer RI as part of the contract.

If not, please provide details of validity.

|  |
| --- |
|  |

5. RI prefers to clear the invoices (covering services offered by your company inside South Sudan) within 30 days after the services have been offered and the invoices submitted. Please confirm if your company agrees with this period;

Yes  No

If not, please describe your terms for payments

|  |
| --- |
|  |

**Section 3: Control and Risk Management**

1. What security measures are in place to secure information, data sharing, and transaction instructions?
2. Do you have a data protection policy? If yes, please provide a copy of the policy.

Yes  No

1. Does your company have policies and process controls in place to combat fraud/theft/diversion, dealings with terrorist organizations, handle the internal investigation, whistleblowing procedures, etc.? Please provide a copy of the policy if available.

Yes  No

**Section 4: Confirmation of service minimum requirements and compliance**

We, the Bidder, hereby confirm we have read and understand the following documents (please tick the box) and agree that breaching any of these will result in immediate termination of the agreement:

|  |  |
| --- | --- |
| Annex A – Scope of Work |  |
| Annex B - Tender and Contract Award Acknowledge Certificate |  |
| Annex C - **Terms and Conditions of Tendering** |  |
| Annex D General Terms & Conditions of Contract (which will be signed by the successful Bidder) |  |
| Annex E- Supplier Code of Conduct (which will be signed by the successful Bidder) |  |

**Section 5: Documents Checklist**

**The following documents and items are included in our bid (please tick the box to confirm):**

|  |  |
| --- | --- |
| Annex B -Tender and Contract Award Acknowledge Certificate |  |
| Annex F -Supplier Response Form |  |
| Written recommendation or Copy of Contract from two Client organizations. |  |
| Provide a brief (maximum three pages) company profile and technical proposal to meet the service requirements and support required from RELIEF INTERNATIONAL for transfers). A Company Profile includes brief information about the company, management structure, core business areas, length of experience, and more inside South Sudan. Financial strength, number, and level of clients, strength points the system in comparison with others in the market, etc. |  |
| Copies of company valid certificate of business and Tax registration |  |
| Proof of Company ownership/ Article of incorporation etc. |  |
| ID copies of the key management team involved with RI in Cash Transfer services. |  |
| Copy of Insurance coverage for South Sudan Cash Transfer services |  |

We confirm that RI may, in its consideration of our offer and subsequently, rely on the statements made herein.

**Acceptance by the Bidder:**

|  |  |
| --- | --- |
| Signature | : |
| Name | : |
| Job Title | : |
| Company | : |
| Date | : |