SSD/ITT/2017/014

**TENDER RESPONSE**

**Cash Transfer Services**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

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

1. General information

|  |
| --- |
| Company Name: |
| Contact Name: |
| Phone: | Fax: |
| Email: | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number: | Tax number: |
| Year of registration: | Annual Turnover: |
| Name(s) of Owner(s) AND Date(s) of Birth: |
| List of names of Board of Directors: |

Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the****Children account** | **Direct****telephone number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

List all type of Cash Transfer Services that your Organization/Company provide in South Sudan directly

|  |
| --- |
| **Type Of Cash Transfer Service** |
|  |
|  |
|  |

Please add any additional details relating to the type of cash transfer services your Organization/Company provide:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide details of at least 4 client references to whom you have provided the same services which Save the Children has advertised in this tender for **within the past 12 months** which Save the Children may contact (preferably NGOs):

|  |  |  |  |
| --- | --- | --- | --- |
| **Client Organization** | **Contact Name** | **Phone Number** | **E-mail Address** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 2: Bidder capacity and Pricing**

1. Please indicate your capacity to service the locations that Save the Children works in my completing the table below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Location** | **Can you deliver to this location twice monthly (Y/N)** | **Maximum amount of USD you can deliver in a month** | **Maximum amount of SSP you can deliver in a month** | **Would the cash have to be flown in (Y/N)** | **Number of hours between when cash requested and when delivered on the ground** | **Any other Comments** |
| Torit |  |  |  |  |  |  |
| Kapoeta |  |  |  |  |  |  |
| Nimule |  |  |  |  |  |  |
| Malualkon |  |  |  |  |  |  |
| Rumbek |  |  |  |  |  |  |
| Bor |  |  |  |  |  |  |
| Abyei |  |  |  |  |  |  |
| Waat |  |  |  |  |  |  |
| Akobo |  |  |  |  |  |  |
| Lankien |  |  |  |  |  |  |
| Lopa-Lafon |  |  |  |  |  |  |

1. **Please provide your best price for the following scenarios**

Scenario a: 0% commission on USD cash transfers. If flights are required to deliver cash to each location, Save the Children will bear the cost. SSP transfers to be paid to the supplier in USD at the following exchange rate:

|  |  |  |
| --- | --- | --- |
| **Cash transfer type** | **USD** | **SSP** |
| To Field Office | 1 |  |
| Direct to Beneficiaries | 1 |  |

Scenario b: 1% commission on USD cash transfers. If flights are required to deliver cash to each location, Save the Children will bear the cost. SSP transfers to be paid to the supplier in USD at the following exchange rate:

|  |  |  |
| --- | --- | --- |
| **Cash transfer type** | **USD** | **SSP** |
| To Field Office | 1 |  |
| Direct to Beneficiaries | 1 |  |

Scenario c: 2% commission on USD cash transfers. If flights are required to deliver cash to each location, Save the Children will bear the cost. SSP transfers to be paid to the supplier in USD at the following exchange rate:

|  |  |  |
| --- | --- | --- |
| **Cash transfer type** | **USD** | **SSP** |
| To Field Office | 1 |  |
| Direct to Beneficiaries | 1 |  |

Scenario d: Please add any other pricing scenarios below that you believe would be of interest to Save the Children:

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

2. Can you fix these prices for the duration of the contract? Yes No

If not, please provide details of how long they will remain fixed?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

4. Detail any benefits or additional services your organization can offer Save the Children as part of the contract

5. What are your workings days & Office Timing?

6. Do you have any Hotline service after working hours or service on off Days ?

7. What is your policy on confirmation and cancellation of PO?

8. Do you have the ability to supply currency denominations that Save the Children ask for? What limitations do you have regarding currency denomiations

9. Can you gaurentee that the cash will be delivered all the way to our field offices and that the suppliers bears all risk prior to confirmation that the cash has been received at our field offices

10. What measures and controls do you have to safeguard the cash and minimise the risk of fraud for both the supplier and customer?

**Section 3: Confirmation of bidders compliance**

We, the Bidder, hereby confirm compliance with:

 The required specification for the products

 The Conditions of Tendering

 Save the Children’s Terms and Conditions of Purchase

 Save the Children’s Child Safeguarding policy

 Save the Children’s Anti-Bribery and Corruption policy

 The IAPG Code of Conduct

The following documents and items are included in our bid:

1. Certificate of incorporation, including current stamp of validity (2016)
2. Tax ID certificate and up-to-date certificate of tax payment,
3. Audited financial accounts for 2014 and 2015
4. Copy of insurance agreement (if applicable)
5. Current bank statement
6. Brief Company history

 Section 1: Bidder’s general business details.

 Section 2: Bidder capacity

 Section 3: Pricing proposal

We confirm that Save the Children 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