**BRD No. SCI-SDN-CASH-2024-03**

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| --- | --- | --- | --- | --- | --- |
| **Date RFQ sent out:** | | **27/02/2024** | | | |
| **Date Bid Closes:** |  | **03/03/2024** | | | |
| **Procurement person responsible:** | | **Waddah Essamuldeen Ali** | | | |
|  |  |  |  |  |
| **RETURN QUOTATION TO: SAVE THE CHILDREN** | | | | | |
| **Contact name** | Waddah Essamuldeen Ali | | | | |
| **E-mail** | [waddah.esssamuldeen@savethechildren.org](mailto:waddah.esssamuldeen@savethechildren.org) | | | | |
| **Phone** |  | | | | |
| **Fax** |  | | | | |
| **Mobile** | +249900105134 | | | | |
| **Address** | Hai Almatar, Square#2, House#2, Portsudan, Sudan | | | | |

|  |  |
| --- | --- |
| **SUPPLIER NAME:** | |
| **Contact name** |  |
| **E-mail** |  |
| **Phone** |  |
| **Fax** |  |
| **Mobile** |  |
| **Address** |  |

|  |  |  |
| --- | --- | --- |
| **Supplier confirmation of offer** | | **Supplier stamp** |
| **Name** |  |  |
| **Title** |  |
| **Signature** |  |

**Terms of Reference (TOR)**

**1. Introduction**

Save the Children International in Sudan is working across Sudan e.g. Red Sea, Khartoum, South & North Kordofan, North, West & Central Darfur States etc. in Sudan. Our thematic coverage includes child rights governance, child protection, education, health, nutrition, WASH, livelihoods, and humanitarian emergencies. We maintain diversified sources of funding including SIDA, BHA, SHF, BMZ, DFATD, GSK, EC/ECHO etc Currently the ongoing war has resulted in the challenging functionality of the banking system, and many other related services within the country.

**2. Purpose**

This RFQ is ensuring that there is a back-up option for Cash disbursements services and transfers as a contingency plan in case the banking system completely collapses, Save the Children will not use this service as the primary service.

**3. Scope of Work *but not limited to:***

1. Provide direct physical cash to the designated point as mentioned in the stipulated Order arrears.
2. Provide Cash transfers as instructed in the stipulated Orders.
3. Make transfers via mobile banking (Bankak) upon request.
4. **Timeframe**

Lead time for services shall be **ONE Week** from date of PO.

1. **Payment Terms and Conditions**

Payment terms shall be after service, payment lead time shall be 7 working days from the date of submission of the supplier’s invoice if payment is to be made in Sudan and 30 days if payment is to be made overseas.

Payment will be made after a reconciliation is done and signed off by SCI’s finance team to confirm the disbursement of the agreed cash amount.

Invoices must have the following:

* Addressed to SCI Sudan Country Office.
* Have a unique number.
* Dated.
* Sufficient description of the service provided.
* Shows the full amount requested.
* Shows the currency of the claim.

# PART 1 – INSTRUCTIONS

## AWARD CRITERA

SCI is committed to running a fair and transparent process, ensuring that all bidders are treated equally during this process. Responses will be evaluated against the same four weighted categories of criteria:

1. **ESSENTIAL CRITERIA –** bidders **must** meet these to progress to the next round of evaluation. If a bidder does not meet any of these criteria, they will be excluded from the process immediately.
2. **SUSTAINABILITY CRITERIA –** used to evaluate the impact a supplier has on the environment, local economy and community.
3. **CAPABILITY CRITERIA –** used to evaluate the bidders’ ability, skill and experience.
4. **COMMERIAL CRITERIA –** Criteria used to evaluate the commercial competitiveness of a bid.

## VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed.

## BIDDER INSTRUCTIONS

Bidders are to fill the attached RFQ and BRD forms.

Bids are to be submitted by:

1. **Electronic Submission via Email**

* Email should be addressed to [**Sudan.Bids@savethechildren.org**](mailto:Sudan.Bids@savethechildren.org)
* Note – this is a sealed mailbox which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “**SCI-SDN-CASH-2024-03**
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

## SECTION 1 – ESSENTIAL CRITERIA

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

## 

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **MANDATORY CRITERIA:** Supplier accepts Save the Children’s ‘Terms and Conditions of Purchase’ included in **Appendix 1** of this document, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’ | **Yes / No** | **Comments** |
|  |  |
| ***2*** | **MANDATORY CRITERIA:** The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts mentioned in **Appendix 1** of this document, throughout the sourcing process and during the term of any Purchase Order or Contract awarded. The polices listed below:  1)Child Safeguarding Policy 2) Anti-Bribery & Corruption Policy 3) Human Trafficking & Modern Slavery Policy 4) Protection from Sexual Exploitation and Abuse Policy 5) Anti-Harassment, Intimidation & Bullying Policy 6) IAPG Code of Conduct | **Yes / No** | **Comments** |
|  |  |
| ***3*** | **MANDATORY CRITERIA**: The Bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | **MANDATORY CRITERIA**: The Bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * **Business registration certificate** * **License to provide Financial Services.** | **Yes / No** | **Attachment (s)** |
|  |  |

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES** | **Client Name** | **Contact Details (Name & Email)** | **Total amount of Physical Cash Delivered** |
| **1)** |  |  |
| **2)** |  |  |
| ***2*** | The Bidder to provide their **geographical coverage** indicating the states they operate in Sudan. | **Bidder Response to populate the RFQ form per state, incase there is a state that the bidder is not able to provide service in Bidder to state N/A** | | |
| **1) Insert State** | | |
| **2) Insert State** | | |
| **3) Insert State** | | |
| **4) Insert State** | | |
| ***3*** | The bidder to provide the **lead times** to provide the service after issuing the Purchase Order (PO) | **Bidder Response** | | |
|  | | |
| ***4*** | The Bidder accepts **100%** payment after fully completing the services as per the PO issued. | **Bidder Response** | | |
|  | | |
| ***5*** | The bidder to a provide their **financial statement** for the 2023. | **Bidder Response** | | |
|  | | |

## SUSTAINABILITY QUESTIONS

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | The Bidder’s has workforce **permanently** located at the geographical coverage locations listed in their response to **Capability Evaluation Question No.2.** | **Yes / No** |
|  |
| **Comment (s)** |
|  |

## SECTION 3 – COMMERCIAL QUESTIONS

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide their **financial offer/service fee percentage per location** | **Bidder to fill in the RFQ form attached.** |
|  |
| ***2*** | Is the service fee percentage proposed by the Supplier **Fixed** for a duration of **6 months.** | **Yes / No**  ***(if no, please specify how long is the fixed pricing period)*** |
|  |

**\*\***Bidders to fill in the RFQ form and indicate percentage for each location – the commercial evaluation will be done location per location.

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | |
| **Policy** | **Policy / Document** | **Signature** |
| Terms & Conditions of Purchase |  |  |
| Child Safeguarding Policy |  |  |
| Anti-Bribery & Corruption Policy |  |  |
| Human Trafficking & Modern Slavery Policy |  |  |
| Protection from Sexual Exploitation & Abuse |  |  |
| Anti-Harassment, Intimidation & Bullying Policy |  |  |
| IAPG Code of Conduct |  |  |