



Request for Proposal

Financial Service Providers

Background

NEF is a non-profit international development organization that has supported livelihoods recovery and community-based economic development in the Middle East, Africa, and Caucasus since 1915. NEF draws on local teams, experience, and partnerships in these regions to create community-led solutions to reduce poverty, create economic opportunity, and empower conflict and crisis-affected groups to improve their outlook and wellbeing.

Purpose

The Near East Foundation (NEF) is seeking proposals from eligible vendors to provide the services described in this Request for Proposals (RFP). NEF aims to engage a skilled financial service provider (FSP) to administer Cash Transfer and Cash Distribution Services in specified locations within Sudan. To enable you to submit the bid, please find enclosed:

Scope of Work

1. Provide direct physical cash to the designated point as mentioned in this request for proposal
2. Provide Cash transfers as instructed.
3. Make transfers via mobile banking (Mbok) upon request.

Manner of Submission

1. Your bid shall be prepared in the English language.
2. Your bid shall comprise the following documents:
 - a. **A copy of this RFP, printed, signed, dated, and stamped.**
 - b. **Company profile including past performance with similar works completed inside Sudan.**
 - c. **Copy of your registrations(s) contact details and designations of proposed contract managers (including telephone number and email address);**



d. Bidder shall provide USD Bank Account Details (Issued on a Bank Letterhead with Bank name, Bank branch name, Bank Address, Company Name that match the bidder's name, Account number, and swift code).

e. Your bid shall be prepared in PDF format fully signed and stamped, the bid shall be sent via Email to procurementsudan@neareast.org m before the set deadline.

Subject Line: Financial Service Providers

In the body of the email please indicate your company's official name and full address.

- e. All pages of the bid must be signed by the duly authorized manager and stamped with the business stamp.
- f. Bid must be received by NEF at the above email address on or before **1st April 2024, 11:59 PM Sudan time**. Any bid received after this date may be rejected. NEF may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective proposers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by NEF at its own initiative or in response to a clarification requested by a prospective proposer.
- g. You are requested to hold your bid valid for **90 days** from the deadline for submission. NEF will make its best effort to select Individual/firm/institution within this period.
- h. The contract will be fixed price contract covering all works related to the delivery of services in the set locations.
- i. **The Contract will be a Blanket agreement valid for 6months**
- j. Please note that the cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.
- k. Any requests for clarification should be referred to the email address set above in writing and before the deadline to submit bids. Any written reply to a particular question may be copied to all other invited firms/institutions, at the discretion of NEF.
- l. Near East Foundation is not committed to award based on the lowest bids.
- m. All suppliers doing business with NEF should maintain high standards on ethical issues, respect and apply basic human and social rights, ensure non-exploitation of child labor, and give fair working conditions to their staff. NEF reserves the right to reject quotations provided by suppliers not meeting these standards. Vendors doing business with NEF will be screened on anti-corruption due diligence before confirming an order or contract.



Payment Terms and Conditions

Payment terms shall be after service, payment lead time shall be **14 working days** from the date of submission of the supplier's invoice, and this also depends on the supplier bank regulations.

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

Invoices must have the following:

- Addressed to Near East Foundation Office
- Dated.
- description of the service provided.
- Provide the full amount to be paid.
- Shows the currency of the claim.

NEF kindly request bidders to provide us with an offer for item/service listed on below table:

Description	Cash Transfer Locations	Currency for Cash Transfer	Service Charge fee %	Rate SDG to USD	Lead time to provide the cash service request
Financial Service Providers					
Providing Physical Cash to NEF beneficiaries in listed Locations	South Kordofan Abujiebha	SDG			
Providing Physical Cash to NEF beneficiaries in listed Locations	South Kordofan Abassiya	SDG			
Providing Mobile Banking services (Bankak) to NEF suppliers and vendors	South Kordofan Abujiebha	SDG			
Providing Mobile Banking services (Bankak) to NEF suppliers and vendors	Kassala State	SDG			
Providing Mobile Banking services (Bankak) to NEF suppliers and vendors	White Nile State	SDG			



Selection Process

Proposed Schedule

20/03/24	RFP issued
25/03/24	Questions concerning RFP and project emailed to procurementsudan@neareast.org no later than 5:00pm CAT.
26/03/24	Answers to questions will be made available to all offerors.
01/04/24	Proposals are due no later than [28th March 2024]. <i>Late submissions may not be accepted.</i>
05/04/24	Notification to selected offeror
10/04/24	Estimated project commencement date

The NEF Selection Committee will review all proposals received on time using the selection criteria established in this RFP based on the best value offered to NEF. The Selection Committee reserves the right to reject any or all proposals, in whole or in part, to award multiple contracts, and/or to enter into negotiations with any party, in the best interests of NEF. NEF may cancel this RFP at any time prior to contract award.

Selection Criteria

Bids will be evaluated as follows:

Evaluation criteria	Corresponding Submission Requirement	Weight
Service Fees %	Service fee	30
Lead time to deliver the service	Provide the number of days required to complete the service	30
Past experience with other organizations on cash distribution	Provide a list of organizations you have delivered similar services to	15
Service provider capacity to cover locations provided in the RFP	Confirm the ability to cover the locations requested by NEF	25



ANNEX III: BID SUBMISSION FORM

Ref: Financial Service Providers

TO: Near East Foundation

Dear Sir/Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Price Component attached herewith and made part of this bid.

We undertake, if our bid is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated. We understand that you are not bound to accept any bid you may receive and that a binding contract would result only after final bid analysis are concluded.

Priced BOQ:

(Insert your detailed BOQ based on the design proposed and the location of work).

Turnaround Time

_____ Days after signing the contract by both parties.

Dated _____

Signature _____

Validity of the offer: _____ Days

Duly authorized to sign bid for and on behalf of:



Contractor Information

Information about the company/ business

معلومات عن الشركة / النشاط التجاري

	Name of the company/ organization/ service provider as mention in the registration documents
	Address (road, city, state, country)

Please attach: A copy of the registration papers (Key individuals Information: like the general manager, finance manager, board of directors (in case of more than one key individual exist, then each one of them should fill the form separately).

	Name in English as in the ID or Passport
	Place of birth: Country / City
	Date of birth
	Nationality of the person

Please attach a copy of Personal ID or the Passport