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Date: Jan 4, 2025

**REQUEST FOR QUOTATION FOR PROVISION OF FINANCIAL SERVICES TO SUPPORT IMPLEMENTATION OF CASH-BASED INTERVENTIONS IN SUDAN**

The Islamic Relief Worldwide is a humanitarian organization, providing assistance to the needy people without discrimination as to nationality, race, religious beliefs, class, or political opinions. IRW Country Office (Sudan) is assisting and supporting the people of Sudan in various responses emergency, recovery, and development operations.

ISLAMIC RELIEF WORLDWIDE (Sudan Office) is registered under license # 1011 as 1991 Date with HAC as nongovernmental organization

Hence would like to request your best technical and financial proposals for the **provision of financial services to support the implementation of Cash-Based Interventions in Sudan state (Red sea state- Port Sudan, Gedaref state, Blue Nile state, North Kordofan state, west Kordofan state, Sennar State and Omdurman state)** as per the terms and conditions mentioned in this document.

**Below table reflect state wise tentative cash distribution targets.**

Sr. No	State/Localities	Tentative target HHs
1	Red Sea state	2000
2	Gedaref state	2000
3	Blue Nile state	1000
4	North Kordofan state	1000
5	Central Darfur state	2000
6	Sennar state	1000
7.	Omdurman	1000
<b>TOTAL</b>		<b>10,000</b>

**Terms & Conditions**

**General**

- Only shortlisted Suppliers will be called for meeting.
- Please acknowledge your acceptance to bid by signing and stamping on all the Request for Proposal documents (RFP) and include it in the sealed envelope.
- Quoted prices for the above services shall be inclusive of all kinds of govt/VAT taxes and duties as per prevailing Tax Laws of Govt. of Sudan (if any)
- All prices must be quoted in SDG.
- Any damage, loss, theft and demurrages before delivery of services to end user will be responsibility of financial service provider.
- Evaluation of the quotation and award of business shall be province wise or as a whole depends on the services offered by FSP.
- Payment shall be made in the form of Bank transfer/crossed cheque after delivery of services to end user.

- Expected duration of current cash-based intervention is up to December 31, 2025 subject to extend and expansion to more states (in case of expansion prior agreement regarding terms and conditions is mandatory by both parties)
- Once a contract is awarded, the Financial Service Provider is required to follow the IRW processes throughout the duration of the Agreement.
- All documents, marking and labelling should appear in English Languages (where applicable)
- the tenderer shall bear all costs associated
- The payment will be disbursed to FSP within 5 days from the date of receipt of the invoice, and upon satisfactory receipt of supporting documentation on the reconciliation of transfers and delivery to beneficiary, and submission of all required and agreed reports/documents.
- Service provider is expected to maintain the highest degree of business ethics when working with the IRW
- The service provider shall not be involved in any fraudulent activities, misrepresent information, or facts for the purpose of influencing the selection and contract awarding process in its favor.
- The Service provider represents and warrants that no official of the IRW has been, or shall be, admitted by the service provider to any direct or indirect benefit arising from this Request for Proposal, Purchase Order/Contract or the award thereof. The service provider agrees that breach of this provision is a breach of an essential term of the Service Contract.
- All rates presented in the Financial Proposal shall be considered fixed during the entire service unless otherwise agreed in the Framework agreement
- Payment will be made to the account designated in the Service Provider's relevant invoice/locked in agreement
- IRW (Sudan office) reserves the right to accept the whole or part of the offer. Furthermore, prior to the issuance of the purchase order IRW reserves the right to cancel the tender altogether without assigning any reason. IRW reserves the right to accept or reject any or all tenders or split the order between sellers without assigning any reason whatsoever.

#### **Bid Submission Requirement**

- Sealed Bids addressed to “**Procurement Committee**” should be drop in quotation box placed at any of **the above field offices** on or before **Jan 9, 2025 @1600 Hrs.** Sudan time.

#### **Validity of Bid**

Bids shall remain valid for at least 60 days from the date of opening. If the last date falls on a holiday, the validity shall be extended to the next working day of the Company thereafter.

#### **Technical Proposal**

##### **Experience and Capacity**

**The technical proposal shall contain at least the following information and templates:**

- Profile of the Financial Service Provider showing the suitability of firm/trader (with a minimum of 1 Year of experience) to undertake such assignments based on records of previous experiences.
- Brief description of the firm/trader indicating its set up with a number of professional staffs engaged to Carry out the professional services
- Experience in targeted areas (as specified in above)
- Use of sub-contractors, intermediary or outlets
- the delivery mechanisms in place (cash-in-envelop, mobile money, electronic cards etc.)
- Geographical areas their services cover i.e. Number and location of service points/units in targeted areas

- Potential coverage (area covered by service – access for beneficiaries)
- Daily capacity per service points/units (amounts and number of customers)
- Readiness and time to deliver
- Security features and internal control processes (for transfer and withdrawal).
- Reference or milestones of a similar project with partner.
- Process for payment of fees and complaint procedures.
- Monitoring and reporting system

### **Financial Proposal**

The costs associated with cash transfer services (fixed costs, transaction fees, other fees, insurance, etc.)?

Completely prices given should be inclusive of income tax, service tax, and other taxes payable as per the rules and regulations of the Government.

The payment will be done after the deduction of all payable taxes.

Other cost if any.

All rates presented in the Financial Proposal shall be considered fixed during the entire service unless otherwise agreed in the Framework agreement

All cost must be quoted in SDG

The IRW country office Sudan will make payments within 10 days upon submission of invoices for satisfactory delivery of agreed milestone program outputs and required documents verified by the IRW representative.

### **Documents to be attached with proposals but not limited to**

- Certified copy of the company registration certificate/Owner`s national ID.
- Confirmation of the financial service provider that they will strictly abide by the stipulations of these terms of reference, without any restrictions or exceptions.
- Original Statement of the Supplier`s Bank (confirming bank account, bank name, address, Banking codes)
- Proof of insurance (if any)

### **Templates**

- Transfer Instruction template if any
- Transfer Confirmation Report if any
- Reconciliation Reports if any

For Islamic Relief \_\_\_\_\_ Sig & Seal of bidder \_\_\_\_\_

## 2. Complaints..... please to write us

If you see any violation of rights or any incident of corruption, please contact us at:

[complaints@irworldwide.org](mailto:complaints@irworldwide.org)

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and Address any violation of rights of aid workers, suppliers, contractors, our beneficiary and communities.

## Supplier Code of Conduct

### 1 Islamic Relief' s Supplier Code of Conduct

### 2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labor Standards as defined by the ILO (International Labor Organization). The United Nations Global Compact's 10 principles as stated below:

## Human Rights

**Principle 1:** Businesses should support and respect the protection of internationally proclaimed human rights; and

**Principle 2:** Make sure that they are not complicit in human rights abuses.

## Labor

**Principle 3:** Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

**Principle 4:** The elimination of all forms of forced and compulsory labor;

**Principle 5:** The effective abolition of child labor; and

**Principle 6:** The elimination of discrimination in respect of employment and occupation.

## Environment

**Principle 7:** Businesses should support a precautionary approach to environmental challenges;

**Principle 8:** Undertake initiatives to promote greater environmental responsibility; and

**Principle 9:** Encourage the development and diffusion of environmentally friendly technologies.

## Anti-Corruption

**Principle 10:** Businesses should work against corruption in all its forms, including extortion and bribery.