**Annex B - Technical Offer Form**

| Number of Branches & their Locations in Lebanon |  | | |
| --- | --- | --- | --- |
| Branches opening hours |  | | |
| Daily capacity |  | | |
| Description of the process required for the payments to beneficiaries |  | | |
| Timeframe needed for the processing of the payments in days |  | | |
| Personal identification documents required from cash transfer recipients |  | | |
| Documentation of the payment process |  | | |
| Customer support center contact number |  | | |
| Customer support center availability | Working days | |  |
| Working hours | |  |
| Date |  | | |
| Bidder Authorization | Signature |  | |
| Stamp |  | |

**Annex B - Tenderers' Declaration Form**

We, the undersigned, accept in full and without restriction the conditions governing this tender as the sole basis of this competition, whatever its own conditions of sale may be, which we hereby waive. We have examined carefully, understood, and comply with all conditions, instructions, forms, provisions, and specifications contained in this tender dossier.

We are aware that failure to submit a tender containing all the information and documentation expressly required, within the deadline specified, may lead to the rejection of the tender at Mennonite Central Committee’s discretion. We have no reservation regarding the tender dossier and are aware that any reservation may result in the rejection of the tender by the Mennonite Central Committee. We are not aware of any corruption practice in relation to this competition. Should such a situation arise, we shall immediately inform the Mennonite Central Committee in writing.

We declare that we are not affected by potential conflict of interest, and that we and our staff have no link with other tenderers or parties involved in this competition. Should such a situation arise during performance of the contract, we shall immediately inform the Mennonite Central Committee in written format.

We accept and shall adhere to Mennonite Central Committee’s **Anti-fraud & corruption policy** and **Data Protection Policy (Annex D)**, **Supplier code of conduct policy (Annex E).** We accept Mennonite Central Committee’s standard payment terms, prepaid monthly via bank transfer in fresh USD.

|  |  |
| --- | --- |
| Company name and address |  |
| Representative’s name |  |
| Representative’s job title |  |
| Date |  |
| Representative’s signature |  |