

# INVITATION TO TENDER

## Tabitha for Relief and Development

### 17/02/2025

**RFQ-031-1608B-2025**

**Cash Money Transfer**

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**SUBMISSION DEADLINE: 17:00 on 24/02/2025**

**FORMAT FOR SUBMISSION: BIDDER RESPONSE DOCUMENT**

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#### **PART 1: INVITATION TO TENDER**

- Introduction to Tabitha
- Project Overview and Requirements
  - Award Criteria
  - Vetting
- Bidder Instructions

#### **PART 2: CORE REQUIREMENTS AND SPECIFICATION**

- Section 1 – pass and fail Criteria
- Section 2 – additional evaluation criteria
- Section 3 – commercial questions

#### **PART 3: BIDDER RESPONSE DOCUMENT**

- Specific Requirements
- BIDDER SUBMISSION CHECKLIST

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO TABITHA

Tabitha for Relief and Development is a local Lebanese NGO, a Christian relief and development organization with a long-standing history of providing humanitarian aid and development programs to vulnerable communities worldwide. Our mission is to deliver essential humanitarian assistance, psychosocial support, community-based protection initiatives, food security and livelihood opportunities.

**Our Vision** – Create a world where all people can live in dignity and have access to resources and opportunities necessary to improve their well-being. This includes tackling the root causes of poverty, providing humanitarian assistance in times of crisis, and fostering community development to empower individuals and families for a better future.

**Our Mission** – Work for lasting change in the lives of the most vulnerable and marginalized people in Lebanon. Through relief and development programs, Tabitha aims to alleviate poverty, promote social justice, and empower individuals and communities to build a sustainable future.

### 2. PROJECT OVERVIEW

Item	Description
<b>Description of Goods / Services</b>	<i>Cash Money Transfer</i>
<b>Outcome of Tender (Contract)</b>	<i>Contract / Purchase Order – the successful supplier(s) will be awarded a ‘Contract’ which will commit Tabitha to purchase the supplier financial services as defined in the contract at the agreed rates unless any “Force Majeure” happens</i>
<b>Duration of Award</b>	<i>from End of February 2025 to End of June 2025</i>

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [PART 2 – BIDDER RESPONSE DOCUMENT](#) of this Tender Pack.

### 3. AWARD CRITERIA

Tabitha is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 3.1 ESSENTIAL CRITERIA

Criteria which bidders must meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

### 3.2 PASS AND FAIL points:

Essential criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements.

### 3.3 COMMERCIAL CRITERIA:

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed criteria as per the prices provided.

## 4. 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. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), Tabitha may withdraw their award decision.

## 5. BIDDER INSTRUCTIONS

### 5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	17/02/2025
Deadline for questions from Bidders	21/02/2025
Deadline for Bid Submission	24/02/2025
Award Contract	26/02/2025

### 5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in Part 3 of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids should be submitted in two separated **stamped and sealed envelopes** (financial and technical offer) with samples to Tabitha's office in Baabda, near Sacre Coeur Hospital to Mrs. Mounira Rached.

### 5.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **17:00 GMT+2 ON 24/02/2025**.

### 5.4 KEY CONTACTS

All questions relating to the tender should be sent via email no later than 21/02/2025 to:

Name	Email Address
Rony Touma	<a href="mailto:r.touma@tabithalb.org">r.touma@tabithalb.org</a>

**\* Please allow up to 2 days for a response.**

Where the enquiry may have an impact on other bidders within the process, Tabitha will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – BIDDER RESPONSE DOCUMENT

### INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- Section 1 – pass and fail criteria
- Section 2 – additional evaluation criteria
- Section 3 – commercial questions

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by Tabitha. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Tabitha through email using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## SECTION 1 – PASS and FAIL CRITERIA

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

Item	Question	Bidder Response	
<b>1</b>	Bidder accepts Tabitha ‘Declaration of intent’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	<b>Yes / No</b>	<b>Comments / Attachments</b>
<b>2</b>	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 Tabitha will undertake independent checks to validate this.	<b>Yes / No</b>	<b>Comments</b>
<b>3</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Tabitha (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	<b>Yes / No</b>	<b>Comments</b>
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<i><b>Legitimate Business Address</b></i>	
		<i><b>Tax Registration Number &amp; Certificate</b></i>	
		<i><b>Business Registration Certificate</b></i>	
		<i><b>Trading License</b></i>	
<b>4</b>	The Bidder must confirm the availability of the service requested as mentioned.	<b>Yes / No</b>	<b>Comments</b>

## SECTION 2 – ADDITIONAL EVALUATION CRITERIA

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

Item	Question	Bidder Response
1	Online system with multi-user access that enables Tabitha to log in and register beneficiaries	Yes / No
2	Ability to upload excel file with the amount to be transferred to the beneficiaries	Yes / No
3	Ability of an automatic system to notify beneficiaries about the amount transferred and how they can cash it.	Yes / No
4	Availability of the transaction's status, to know if the beneficiary cashed or not the money transferred	Yes / No
5	Availability of scanned receipt when the beneficiary cash the money.	Yes / No
6	Availability of statement of account, money received, money transferred, fees...	Yes / No
7	Accept Bank transfer as payment modality	Yes / No

## SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	PRICE <i>(Include all Taxes and additional costs-please specify the currency)</i>
<b>Fees for transferring between 3,500,000 LBP and 15,000,000 LBP monthly for at least 70 beneficiaries</b>	
<b>Fees for transferring between 100 USD and 250 USD monthly for at least 4 beneficiaries</b>	
<b>Additional Fees</b>	
<b>Additional Remarks</b>	

**Tabitha intends to transfer the LBP amount for around 70 beneficiaries, and the USD amount to 4 to 10 beneficiaries. The exact number of beneficiaries may vary depending on the schooling days.**

## PART 3 – CORE REQUIREMENTS & SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

Tabitha is looking to contract a company to purchase financial services as below:

Tabitha needs to transfer an amount between 3,500,000 LBP and 15,000,000 LBP to around 70 beneficiaries for 5 months.

Tabitha also needs to transfer an amount between 100 USD and 250 USD to around 10 Beneficiaries.

The number of beneficiaries and the amount transferred will depend on the schooling days.

### 2. BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:		
No	Section	Please Tick
1	Section 1 – pass and fail criteria	
2	Section 2 – additional evaluation criteria	
3	Section 3 – Commercial Questions	
We, the Bidder, confirm we have provided all of the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Provided a Sample	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Declaration of Intent	<a href="#">Declaration of Intent.pdf</a>	

We confirm that Tabitha may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....