

Request for Proposals for

PROVISION OF MONEY TRANSFER SERVICES FOR IMMAP INC IN IRAQ AND SYRIA



August, 10, 2023

Dear Sir/Madam,

iMMAP Inc is seeking to engage with known suppliers for the provision of Cash transfer services that are registered with Republic of Iraq. iMMAP Inc is soliciting bids from suitable providers for the purpose of establishing a framework agreement for a period of up to 2 years with one or several suppliers. The required services include cash transfer to iMMAP Inc offices, payment to suppliers, and payment of salaries in various location, including Federal Iraq, Kurdistan region of Iraq and Northeast Syria.

iMMAP Inc is an international non-governmental organization (INGO) that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP Inc. has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes. iMMAP Inc's expertise in data collection, analysis and presentation has revolutionized the decision-making process for diverse, multi-sectoral partners who seek enhanced coordination and sustainable solutions through information management. iMMAP Inc. is home to a robust and dynamic team of recognized experts in social science, software development, statistics, (GIS), performance monitoring and evaluation, technical assistance and capacity development.

We anticipate that the bidder whose proposal suggests the best solution in response to the requirements set forth in this RFP will be selected by **September 15, 2023**.

We thank you in advance for your effort, and interest in partnering with iMMAP Inc.

INTRODUCTION

1. BACKGROUND

iMMAP Inc. supports humanitarian actors to solve operational and strategic challenges. Our pioneering approach facilitates informed and effective emergency preparedness, humanitarian response, and development aid activities by enabling evidence-based decision-making for UN agencies, humanitarian cluster/sector leads, NGOs, and government operations.

2. SCOPE OF SERVICES

iMMAP Inc. invites bidders to submit their proposal for the facilitation of cash transfers to Iraq and Syria (NES). iMMAP would require the transfer of USD (cash) from/to the following locations:

From	To
HQ (US)	Erbil
	Baghdad
	Basra
	Hasakeh
Erbil (Iraq)	Baghdad
	Basra
	Hasakeh

The service provider is responsible for the safe and timely delivery of cash transfers to iMMAP Inc.'s offices in the above-mentioned locations.

iMMAP Inc intends to issue Framework Agreements to registered companies in Iraq in order to operate as money transfer agent **upon request**.

3. CONTRACT

Framework Agreement from September 15, 2023 – September 14, 2025.

A Framework Agreement is not binding iMMAP Inc. to process any Purchase Orders. iMMAP Inc. reserves the right to award a FWA to one supplier or multiple suppliers.

PROPOSAL SUBMISSION PROCESS AND TIMELINE

Issuance of this RFP in no way constitutes a commitment by iMMAP Inc. to award a contract. iMMAP Inc. reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

4. RFP COORDINATOR

Ahmed Mahdi, iMMAP Inc. Logistics Coordinator (amahdi@immap.org).

5. PROPOSER INQUIRIES

iMMAP Inc. will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP Inc. reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP Inc.

Written inquiries and requests for clarification of the content of this RFP must be received via e-mail at amahdi@immap.org by **04:30 pm Iraqi time on Aug 22, 2023**, as specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only the **RFP Coordinator** has the authority to officially respond to a proposer's questions on behalf of iMMAP Inc. Any communications from any other individuals and any other means than through the email specified above are not binding to iMMAP Inc.

6. CALENDAR OF EVENTS

Release RFP	August 20, 2023
Deadline for receiving proposer inquiries	August 24, 2023 - 04:30 PM
Responses to proposer inquiries due	August 27, 2023
Proposal submission deadline	August 31, 2023 - 04:30 PM
Announce award of "Successful Proposer"	September 10, 2023
Execute Contract	September 15, 2023

NOTE: iMMAP Inc. reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

7. PROPOSAL SUBMISSION

Proposal must be submitted before the above-mentioned deadline (**August 31 at 04:30 pm**) to the following email: amahdi@immap.org. Any other proposal submission modality will not be considered. Proposals received after the submission

deadline will not be considered.

The proposals must be received in **two separate emails**: one including the technical proposal and all relevant documentation and a second one inclusive of the financial proposal only. *Failure to comply with this requirement will result in the rejection of the bidder's proposal.*

Emails subjects:

- Email 1 - *[COMPANY NAME]* _Provision of Cash Transfer services – Technical proposal.
- Email 2 - *[COMPANY NAME]* _Provision of Cash Transfer services – Financial proposal.

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

8. PROPOSAL DESIGN

A. Proposal Package

Bidders should refer to *Annex 1 – Proposal Guidelines* of this RFP for the design of their offer.

Bidder's proposal packages must contain the following:

- **Technical Proposal (signed and stamp by the bidder)** with:
 - o Tax clearance certificate
 - o Business Registration certificate
- **Financial Proposal (signed and stamp by the bidder)** with:
 - o Bank account details

Missing documents will result in the rejection of the bidder's proposal.

B. Cost of preparing proposal

iMMAP Inc. is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract with iMMAP Inc. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer and shall not be reimbursed in any manner by iMMAP Inc.

PROPOSALS EVALUATION

1. ELIGIBILITY CRITERIA

iMMAP Inc. will only evaluate offers meeting these eligibility criteria marked on a pass or fail basis.

#	Criteria	Mark
1	Bidder proposal package is complete (cf. paragraph 8.A. above) -	Pass / Fail
2	Technical proposal and financial proposal are submitted in two different emails	Pass / Fail
3	Technical and financial proposals are stamped and/or signed	Pass / Fail
4	The service provider has a bank account in the name of the company	Pass / Fail
5	Bid validity (Bids shall remain valid for at least 60 days)	Pass / Fail

2. EVALUATION GRID

Technical Proposal		60%
#	Criteria	Mark
1	Bidder's experience and proof of satisfactory services: At least 2 contracts or reference letters to proof of previous INGO's experience with reference for similar contracts, (A higher number of years of experience and a higher number of NGO experience is given advantage), with their information.	10 points
2	Geographical coverage: Bidder is able to cover all locations needed by iMMAP	Yes: 10 points No: 0 point
3	Liquidity capacity Describe the average daily liquidity that can be supplied to all clients and to iMMAP Inc. In particular.	(Liquidity being reviewed / Highest liquidity rate provided) x 15 points
4	Delivery Time / per location	(Shortest timeline offered / delivery time being reviewed) x 15 points
5	Payment terms and method: iMMAP Inc. is to pay against the agreement as below: Full payment upon completion of service and provision of a completion certificate signed by iMMAP Inc. team. Payment to be made within 30 days after the delivery of the services. Payment will be by bank cheque or bank transfer.	Agree with payment terms and methods: 10 points Agree partially or do not agree with payment terms and methods: 0 point

Financial Proposal		40%
#	Criteria	Mark
1	Financial offer / per location	(Lowest offer / offer being reviewed) x 40 points

Technical proposal and financial proposal will be weighted respectively 60% and 40% of the bidders' offers.

3. ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed to determine compliant with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration. Risk mitigation procedures should also be provided. iMMAP Inc. takes very seriously duty-of-care obligations and compliance with the principles of 'do no harm'.

CONTRACT AWARD AND EXECUTION

1. ANNOUNCEMENT OF CONTRACTOR

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for final Contract.

2. CONTRACTING

iMAP Inc. reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received. iMAP Inc. reserves the right to Contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract between the selected proposer and iMAP Inc.

If the contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final Contract within 5 business days, iMAP Inc. may elect to cancel the Contract and award the Contract to the next-highest-ranked proposer.