**Reference#: HA-IQ-ITT-008**

**Contracting Authority:** Human Appeal-Uk in Iraq.

**Deadline for submission of offer:** 5:00 PM, 14-Jan-2024.

**Contract Title:** Call for Proposals for Cash Transfer Agencies/Mobile Cash Transfer Services in Kurdistan and Iraq-Framework Contract.

Would like to provide Human Appeal with a financial proposal for all cash distribution and funding programs (i.e. Staff salaries, cash for food, contractor, housing, renting, cash for work, or any other aid assistance offered by Human Appeal to its beneficiaries) in Kurdistan regions and Federal of Iraq.

**Option A. Pre-Paid:**

1. Pre-Paid (Human Appeal will deposit funds to the contractor's bank account direct after signing the contract and prior to the distribution procedure).
2. Contractor must indicate in the delivery time column how many calendar days it will take to complete the delivery after obtaining cash from Human Appeal, commencing with cash reception and ending with the submission of all completed documents with invoice.)
3. All payment will be in IQD and the commission will payed from the total transferred amount per distribution.
4. The vendor's financial proposal/ commission would include both mobile team service and direct cash transfers to recipients at the agencies' offices or at the fields.

**1.1 Option A- Pre-Paid services**

Human Appeal Cash Transfer Sub-office services: include Staff Salaries, as well as property rentals in the locations listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Governorate** | **District** | **Commission/Fees %** | **Delivery time (Days)** | **Currency** |
| **1** | Erbil | All Erbil and belong sub districts. | **%** |  | Iraqi Dinar |
| **2** | Dohuk | All Erbil and belong sub districts. | **%** |  | Iraqi Dinar |
| **3** | Kirkuk | Kirkuk Hawija/Al Zab | **%** |  | Iraqi Dinar |
| **4** | Anbar | Ana, Falluja, Haditha. | **%** |  | Iraqi Dinar |
| **5** | Diyala | Baqubha, Muqtadiya. | **%** |  | Iraqi Dinar |
| **6** | Nineveh | Mosul, Hamdaniya,Alqosh. | **%** |  | Iraqi Dinar |
| **7** | Baghdad | All Baghdad | **%** |  | Iraqi Dinar |
| **8** | Salahaddin | All Salahaddin. | **%** |  | Iraqi Dinar |

**1.2 Option A. Pre-Paid: Services**

Cash Distribution Services (including contractor/supplier services, cash for work, beneficiaries, and so on) will be provided either through the Mobile team or through the office agencies, with the commission covering both scenarios in the locations listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Governorate** | **District** | **Commission/Fees %** | **Delivery time (Days)** | **Currency** |
| **1** | Erbil | All Erbil and belong sub districts. | **%** |  | Iraqi Dinar |
| **2** | Dohuk | All Erbil and belong sub districts. | **%** |  | Iraqi Dinar |
| **3** | Kirkuk | Kirkuk Hawija/Al Zab. | **%** |  | Iraqi Dinar |
| **4** | Anbar | Ana, Falluja, Haditha | **%** |  | Iraqi Dinar |
| **5** | Diyala | Baqubha, Muqtadiya | **%** |  | Iraqi Dinar |
| **6** | Nineveh | Mosul, Hamdaniya,Alqosh, except Sinjar and Rabea’a | **%** |  | Iraqi Dinar |
| **7** | Baghdad | All Baghdad | **%** |  | Iraqi Dinar |
| **8** | Salahaddin | All Salahaddin | **%** |  | Iraqi Dinar |

**Option B: Post Paid**

1. In the Post Paid Human will issue payment within 30 days of receipt of invoice, by bank transfer after receiving completed relevant doc’s by the vendor.
2. Please specify in the delivery time how many calendar days would it take to process the service will elapse between the days of distribution and the receipt of the required Human appeal documentation
3. Vendor should have access the districts of Iraq& KRI, where the contract will be implemented.

**Post-Paid Services:** Cover all services and payments, including office and Cash Distribution services such as office services, staff wages, orphan beneficiaries, Cash for work, office rental, power, and Supplier's service in the locations listed below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Governorate** | **District** | **Commission/Fees raye %** | **Delivery time (Days)** | **Currency** |
| **1** | Erbil | All Erbil. | **%** |  | Iraqi Dinar |
| **2** | Dohuk | All Dohuk. | **%** |  | Iraqi Dinar |
| **3** | Kirkuk | Kirkuk Hawija/Al Zab. | **%** |  | Iraqi Dinar |
| **4** | Anbar | Ana, Falluja, Haditha | **%** |  | Iraqi Dinar |
| **5** | Diyala | Baqubha, Muqtadiya | **%** |  | Iraqi Dinar |
| **6** | Nineveh | Mosul, Hamdaniya,Alqosh, | **%** |  | Iraqi Dinar |
| **7** | Baghdad | All Baghdad | **%** |  | Iraqi Dinar |
| **8** | Salahdeen | All Salahdeen | **%** |  | Iraqi Dinar |

**Important**

* In case of any additional operation areas Human appeal will inform the Vendor to provide services after Amendment in the agreement or contract.
* Vendor can submit financial proposal for one or both options Pre & Post Paid services**.**
* The additional locations cumulative rate from bidder is desirable and valued during the evaluation process and lead to additional marks as final recommendation to select the Vendor.

**Company name:**

**Name of Signatory:**

**Position:**

**Email:**

**Phone:**

**Address:**

**Date:**

**Signature & Stamp.**