I would like to share with you a list of the documents included in a standard tender package. Please find also attached in this email all those documents.

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| 1 | Request for Proposal | Document with the instructions to the tenderers. This document is shared to those FSP interested in bidding together with Annexes 1 to 6. |
| 2 | Annex 1. IFRC General Terms and Conditions | The NS should use their own Terms and Conditions. This document includes those from the IFRC and can be edited for the use of the NS.  Terms and conditions must be agreed by the tenderer before to continue with the contract.  This Annex will be included in the contract as Annex A. |
| 3 | Annex 2. FSP\_SoW  Template ready for unrestricted cash  (i.e. mobile money, bank transfers) | The SoW is a critical document, which requires engagement of various functions. The SoW is used to give detail and context of the typical cash assistance programme and what the FSP needs to understand about the way we work, and the type of projects expected to be delivered.  Always ensure that data protection requirements are reflected in both the SoW and the contract itself. |
| 4 | Annex 3. FSP\_Response sheet | This document must be amended and aligned with the SoW. It will help to understand if the FSP follows the requirements. |
| 5 | Annex 4. FSP\_Pricing\_Template | Template for the Pricing/Cost breakdown. Also, must be modified depending the services that are requested on the SoW. |
| 6 | Annex 5. Supplier Registration Form | Must be filled in and signed by the new suppliers. |
| 7 | Annex 6. Declaration of Undertaking | Must be agreed and signed by suppliers. |
| 8 | FSP Standard Contract Template | This document could be shared with the FSPs as an example of the future contract. The suppliers should agree to sign such conditions.  It can save time afterwards to avoid discussions when a supplier has been selected. |