

**Specific Procurement Notice (SPN)**  
**Request for Proposals Framework Agreement for Cash Transfer Services**  
**(Primary Procurement, Two-Envelope Bidding Process)**

**Procuring Agency:** *Social Fund for Development (SFD)*

**Country:** *Republic of Yemen*

**Name of Project:** *Unconditional Cash Transfer Program (UCTP)*

**Framework Agreement Title:** *Cash Transfer Services*

**RFP No:** *100-14489*

1. The Social Fund for Development has received financing from the UNICEF toward the cost of the Unconditional Cash Transfer Program (UCTP), and intends to apply part of the proceeds toward payments under Call-off Contracts that may be awarded under the *Framework Agreement (FA) for Cash Transfer Services* concluded pursuant to this RFP Primary Procurement process.
2. The Procuring Agency is undertaking the Primary Procurement with a view to concluding a *Framework Agreement*. The Procuring Agency is the sole Employer under the *Framework Agreement*. The Procuring Agency now invites proposals from eligible Proposers for the following Cash Transfer Services pursuant to a Framework arrangement: The Payment Agency will be responsible for timely delivery of cash transfers to ESPECR beneficiaries in a safe physical paying environment. Fixed and outreach (mobile) payment sites will be used throughout the payment period, covering various districts assigned by SFD. For this, each payment agent (fixed and mobile sites) stays in one place for a given number of days until the maximum number of beneficiaries living within a radius of 10km are paid. The expected number of working days for a fixed payment site is 26 days, and for mobile teams will vary depending on the needs. More details on the Services are provided in the Terms of Reference (Section VII).
3. The *Framework Agreement* to be concluded will be "Single-User." "The Single-User entitled to procure under the *Framework Agreement* is SFD-UCTP.
4. Framework Agreements will be concluded with more than one service provider.
5. The selection of a FA service provider to be awarded a Call-off Contract will be done through a Secondary Procurement as defined in the Framework Agreement. However, the conclusion of a Framework Agreement shall not impose any obligation on the Procuring Agency, including participating Employers, to procure the Cash Transfer Services under a Call-off Contract. The conclusion of the Framework Agreement does not guarantee that a service provider in the framework agreement will be awarded a Call-off Contract.
6. The present contract shall be awarded according to the respective stipulations of the SFD's Program Operational Manual (POM) and SFD Procurement Manual (PM) as far as they are not in conflict with the common international procurement practice and the WB procurement guidelines.
7. The *Framework Agreement* shall be concluded for a Term of 1 year from the commencement date stated in the Framework Agreement. The initial period could be extended for an additional year subject to satisfactory performance and availability of funds.
8. The Primary Procurement shall establish a Closed Framework Agreement(s).
9. Interested eligible Proposers may obtain further information from *SFD-UCTP, Procurement Department*, E-mail: [uctp-procurement@sfd-yemen.org](mailto:uctp-procurement@sfd-yemen.org) and inspect the Bidding document during office hours 0900 to 1500 hours at the address given below.
10. The Bidding document in *English* may be purchased by interested Proposers upon the submission of a written application to the address below and upon payment of a non-refundable fee of 30,000 YER. The method of payment will be *cash*.
11. The Proposer's designated representative is invited to attend a pre-Proposal meeting on *Dec 20<sup>th</sup>, 2021 at 11:00 a.m. at the address below*. The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
12. Proposals must be delivered to the address below on or before *Dec 27<sup>th</sup>, 2021 at 10:30 a.m.* Electronic Bidding will not be permitted. Late Proposals will be rejected. Proposals will be publicly opened in the presence of the Proposers' designated representatives and anyone who chooses to attend, at the address below on *Dec 27<sup>th</sup>, 2021 at 11:00 a.m.*
13. The address referred to above is :

*SFD-UCTP*

*Procurement Department,*

*Unconditional Cash Transfer Program UCTP, Sana'a, Hadda Street beside Al-Qimah Hall*

*Tel: 00967 1 435 103*

*Fax: 00967 1 435 102*

*e-mail: [uctp-procurement@sfd-yemen.org](mailto:uctp-procurement@sfd-yemen.org)*