



Procurement Notice

Expressions of Interest (EOI) Mobile Payment Solutions (MPS)

[Reference number: Treasury/EOI/001/2013](#)

Issue Date: September 24, 2013
Closing Date for Receipt of EOI: October 14, 2013 at 6:00pm NY time
Address EOI response:

**The Treasurer
UNDP Treasury Division,
304 East 45th Street, FF 4th Floor
New York, NY 10017
Tel: (212) 906 5694
Email: gilda.hukom-ortega@undp.org**

**The envelope/electronic submission
should quote the following subject:** **EOI for Mobile Payment Solutions**

Background

The United Nations Development Programme (UNDP), an international organization headquartered in New York, globally supports its 177 offices in payment processing. Over 150 country offices also independently process their local payments in the national currency. UNDP relies primarily on electronic payments generated from its ERP system Peoplesoft and processes them through integrated solutions with its banking partners. Approximately 10% of the payments are processed through cheques (may vary from 5% to 20% from country to country). However, because of its global presence and unique mandate in development, in the countries where the banking system is not present or the geographic coverage is limited, physical cash payment to beneficiaries is a requirement. Payments through cheques and cash are normally for low value to small vendors, suppliers; and meeting/seminar participants for their travel and daily allowance. In 2012, UNDP paid USD 181 million globally for meeting related daily allowances. Almost half of this was made in country offices in Africa and Asia Pacific, which represents USD 88 million (USD 61 million in Africa and USD 27 million in Asia) of high volume, low value transactions.

UNDP seeks to increase the level of electronic messaging utilization globally to significantly reduce the requirement of physical cash distribution and cheque issuance as payment methods. The objective of this EOI is to introduce in the UNDP country offices in Asia Pacific and Africa regions (please refer www.undp.org for more details of these regions), the use of Mobile Payment Solutions (MPS) as an alternative disbursement solution where traditional banking systems are weak or nonexistent; strengthen UNDP's control over small value transactions, improve transparency and reduce transaction costs, and minimize the use of cash.

Purpose

UNDP, HQ, Treasury unit calls for Expressions of Interest (EOI) from qualified companies who have the capacity to manage and implement a payment mechanism relying on a mobile device

in the countries in Asia Pacific and Africa regions. Companies having strong presence and experience with corporate counterparts within the region are highly encouraged to participate. UNDP may enter into Long Term Agreements (LTA) with the short-listed firms following a competitive bidding process.

Information Required in the Response:

All companies that wish to participate in the process are required to provide below information. The information provided will be used to assess your company's interest and suitability to qualify for pre-qualification for the services mentioned above. The provision of the pre-qualification information should include all relevant documents that are essentially required for meeting the pre-qualification criteria as well as enable the project management to undertake the evaluation.

Interested companies must provide the information and evidence that they are qualified to perform the MPS services required during the course of the proposed project. Interested companies must submit the following documents:

A. Company Profile

1. Legal registration of the company
2. Your contact information (full name and address)
3. Provide a summary of your company including the number of years in business, organizational structure, the nature and scope of its operations, its size, number of employees, areas of particular expertise, unique customer services, and any other related information that would provide an overview of the company.
4. Provide copies of the most recent audited financial statements.
5. Describe your experience in serving large corporate and/or international organizations for MPS
6. Describe your key technology solutions for MPS and other technological capability of your company, including:
 - i. ability to offer fully integrated 'Host-to-Host' payment processing solutions,
 - ii. SWIFT capabilities,
 - iii. online reporting,
 - iv. any other independent payment platform, and
 - v. possible interface with Peoplesoft.

B. Describe your local networks in Africa and Asia Pacific regions which are supporting MPS. Include the list of branches/ agents/ network by country and sub regions inside a country; describe the nature of their affiliation with your company, (e.g., own branch, contracted agent etc.). Provide names, titles, telephone and fax numbers, and email addresses of key contacts of this network

C. Describe your capacity of payment disbursement in hard currencies and local currency.

D. Describe your major banking partners and provide names, contact details of at least three major banking correspondents of your company.

E. Describe who are your partner banking institutions, mobile operators (MNO), and money transfer companies affiliated to execute the MPS in each country/region.

F. Describe by country/region, in detail the MPS business model you intend to offer in response to this EOI to UNDP. Explain who will be your major partner bank, MNO, and money transfer company for each country/region where service will be offered. Also explain if cross border mobile payments within each region are possible, and how.

- G. Provide a sample of your client list. Please also provide a list of at least three references of clients of similar size and complexity as the UNDP. The list should include current contact person, mailing address, and phone number.
- H. Pre-qualification form (attached)
- I. Any other relevant supporting documents

The EOI and accompanying documents must be received by UNDP, Treasury Division in New York no later than the date, time, and address specified at the top of this Procurement Notice.

Electronic submission must be sent in PDF format to gilda.hukom-ortega@undp.org and must not exceed 5MB per email. Companies responding may send more than one email if the file size is more than 5MB. Please state in each email the number of emails sent (e.g. Email 1 of 10 etc.).

The EOIs will be subject to evaluation and only short-listed companies will be contacted. Companies will be selected in accordance with the procedures set out in the UNDP Procurement Guidelines and UNDP Financial Rules and Regulations and will be invited to participate in a competitive procurement process. Please note that this EOI does not entail any commitment by UNDP to award a contract or bear the cost of the documents. UNDP reserves the right to accept or reject any or all EOIs without assigning any reason. Documents sent by facsimile will not be accepted. EOIs received after the above deadline will not be considered.

Pre-qualification Form

SECTION 1: COMPANY DETAILS AND GENERAL INFORMATION

1. NAME OF COMPANY/INSTITUTION:

2. STREET ADDRESS:

POSTAL CODE: _____ CITY: _____

COUNTRY: _____

3. P.O. BOX and MAILING ADDRESS:

4. TEL NO: _____ 6. E-MAIL ADDRESS: _____

5. FAX NO: _____ 7. INTERNET ADDRESS: _____

8. CONTACT NAME AND TITLE:

9. PARENT COMPANY (Full legal name):

10. SUBSIDIARIES, ASSOCIATES AND/OR OVERSEAS REPRESENTATIVE(S):
(Attach list, if necessary)

11a. NATURE OF BUSINESS (Tick one box only):

Banking: ☐ Mobile Network Operator: ☐ Money Transfer Company: ☐
Other (specify): _____

11b. TYPE OF BUSINESS:

Corporate/Limited: ☐ Partnership: ☐ Government Agency: ☐ University: ☐
Other (specify): _____

12. YEAR ESTABLISHED:

13. NUMBER OF FULL-TIME EMPLOYEES:

14. LICENSE NUMBER/STATE WHERE REGISTERED: _____

15. TAX ID/ VAT NUMBER: _____

16. TECHNICAL DOCUMENTS ARE AVAILABLE IN:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify): _____

17. WORKING LANGUAGES:

English ☐ French ☐ Spanish ☐ Russian ☐ Arabic ☐ Chinese ☐ Other (specify): _____

SECTION 2: FINANCIAL INFORMATION

18. ANNUAL VALUE OF TOTAL INCOME FOR THE LAST 3 YEARS:

(1) Year	US\$	million	(2) Year	US\$	million	(3) Year	US\$	million
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19. ANNUAL VALUE OF EXPORT SALES FOR THE LAST 3 YEARS:

(1) Year **US\$** million (2) Year **US\$** million (3) Year **US\$** million

19. ANNUAL VALUE OF EXPORT SALES FOR THE LAST 3 YEARS:

(1) Year US\$ million (2) Year US\$ million (3) Year US\$ million

20. BANK NAME: _____
ADDRESS: _____
SWIFT/BIC ADDRESS: _____
21. BANK ACCOUNT NUMBER: _____
ACCOUNT NAME: _____

ACCOUNT NAME:

22. PLEASE PROVIDE A COPY OF THE COMPANY'S MOST RECENT ANNUAL OR AUDITED FINANCIAL REPORT. IF AVAILABLE, PLEASE PROVIDE CREDIT RATING BY DUN AND BRADSTREET, OR EQUIVALENT.

SECTION 3: TECHNICAL CAPABILITY AND INFORMATION ON GOODS/SERVICES OFFERED

23. IF, AVAILABLE, PLEASE PROVIDE A COPY OF YOUR LATEST QUALITY ASSURANCE CERTIFICATION (e.g. ISO 9000 or equivalent).

24. INTERNATIONAL OFFICES/REPRESENTATION:
(Countries where the Company has local offices/representation)

[illegible][illegible]

SECTION 4: EXPERIENCE

26. RECENT CONTRACTS WITH THE UNITED NATIONS and/or OTHER INTERNATIONAL AID ORGANIZATIONS:

Organization	Value in US\$	Year	Goods/Services Supplied	Destination

27. TO WHICH COUNTRIES HAS YOUR COMPANY EXPORTED and/or MANAGED PROJECTS OVER THE LAST 3 YEARS?

28. DOES YOUR COMPANY HAVE A WRITTEN STATEMENT OF ITS ENVIRONMENTAL POLICY?

(If YES, please attach a copy) Yes ☐ No ☐

29. IS YOUR COMPANY EDI ENABLED? Yes ☐ No ☐

SECTION 5: OTHER

30. PLEASE LIST ANY DISPUTES YOUR COMPANY HAS BEEN INVOLVED IN WITH THE UNITED NATIONS ORGANIZATIONS OVER THE LAST 3 YEARS:

31. LIST ANY NATIONAL, OR INTERNATIONAL TRADE OR PROFESSIONAL ORGANIZATIONS OF WHICH YOUR COMPANY IS A MEMBER:

32. CERTIFICATION:

I, the undersigned, warrant that the information provided in this form is correct and, in the event of changes, details will be provided as soon as possible:

Name _____ Functional _____

Title _____

Signature _____ Date _____

PLEASE RETURN THE COMPLETED FORM TO THE FOLLOWING CONTACT:

By courier:

The Treasurer
UNDP Treasury Division, 304 East 45th Street, FF 4th Floor, New York, NY 10017
Tel: (212) 906 5694
Subject: EOI for Mobile Payment Solutions

By email: gilda.hukom-ortega@undp.org (Maximum 5MB for each email)

Subject: EOI for Mobile Payment Solutions, email # of ##

INSTRUCTIONS FOR COMPLETION OF THE REGISTRATION FORM

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1 Full name of Company
- 2 Full Street address
- 3 Full mailing address (including P.O. Box, if any)
- 4 Telephone number, including correct country and area codes
- 5 Fax number, including country and area codes
- 6 E-mail address
- 7 Internet address
- 8 Provide name of person (including title) or department to whom correspondence should be addressed
- 9 Full legal name of parent Company, if any
- 10 Provide names and addresses of all subsidiaries, associates and overseas representatives, if any (on a separate sheet if necessary)
- 11 Tick one box only. If "Other" is ticked, please specify
- 12 Indicate the year in which the organization was established under the name shown in Item 1
- 13 Indicate the total number of full-time personnel in the Company
- 14 Provide licence number under which the Company is registered, or the State where it is registered
- 15 Provide VAT number, or Tax ID of the Company
- 16 Tick appropriate boxes to indicate in which languages the Company is able to provide technical documents
- 17 Tick appropriate boxes to indicate in which languages the Company is able to work in
- 18 Provide total annual sales in US Dollars (mil), of the Company, for the last 3 financial years
- 19 Provide total export sales in US Dollars (mil), of the Company, for the last 3 financial years
- 20 Provide full name, address and SWIFT address of the Bank used by the Company
- 21 Provide Company's bank account number and name of account
- 22 Provide copy of the Company's most recent Annual Report or audited financial report. If available, provide rating by Dun and Bradstreet (or equivalent) - specify which
- 23 List any Quality Assurance Certificates (e.g. ISO 9000 series) that have been issued to your Company, and provide a copy of the latest certificates
- 24 List all countries where the Company has local offices or representation
- 25 Please list up to 15 of the core goods/services offered. If available, provide the UNCCS code and describe them according to the UNCCS description. List the National/International Quality Standard to which each item conforms
- 26 Enter the name(s) of UN organizations that your Company has dealt with recently. Provide the value and the year of the contract, the goods/services supplied and the country of destination of each contract. If you have had more than 7 such contracts, please attach a separate sheet indicating the others. Documentary evidence of such contracts is required, e.g. copies of purchase orders. Organizations in the UN system are: UN, UNCTAD, UNEP, UNCHS(Habitat), UNICEF, UNDP, WFP, UNHCR, UNFPA, UNOPS, UNRWA, UNU, ILO, FAO, UNESCO, ICAO, WHO, WB, IMF, UPU, ITU, WMO, IMO, WTO, WIPO, IAPSO, IFAD, UNIDO, IAEA, ITC, ECA, ECE, ECLAC, ESCAP and ESCWA
- 27 List export markets, in particular all developing countries, to which your Company has exported over the last 3 years
- 28 The Earth Summit, held in Rio de Janeiro in 1992, emphasized the necessity to protect and renew the earth's limited resources. AGENDA 21 was adopted by 178 governments and lays emphasis on the UN to exercise leadership, i.e. towards promoting environmentally sensitive procurement policies for goods and services. Please indicate whether your Company has a written statement of its Environmental Policy and, if so, provide a copy
- 29 Is your Company EDI enabled
- 30 List all disputes your Company has been involved in with UN organizations over the last 3 years. If more space is required, please use a separate sheet
- 31 Provide details of all national and international trade or professional organizations to which your Company belongs
- 32 This form should be signed by the person completing it, and their name and title should be typed, along with the date.