

Request for Proposal

for the provision of
Cash Assistance/Cash Transfer Services



Danish Refugee Council
DRC Main office,
Abo Remaneh | Mhdi Bin Barakeh Street | building No.25
Damascus
Syria

15.06.2026

To: Financial Service Providers

Request for Proposal No.: RFP-SYR-26-05 Financial Service Provider (FSP) for Cash Distribution Services

Important note: This tender document is not transferable

Dear Sir/Madam:

The Danish Refugee Council (DRC) has received grants from multiple donors for the implementation of Cash Assistance Programming in Syria. DRC requests you to submit technical and financial offers for the supply of the service(s) listed below:

1. Over the Counter OTC.

This tender is to establish framework agreement and provide financial services in area of Syria for the period of two years, further extendable for an additional one year if both parties agree.
The bids must be valid for a minimum of 60 days.

I. TENDER DETAILS

The Tender details are as follows:

Line	Item	Time, date, address as appropriate
1	RFP published	15.06.2026
2	Pre-bids meeting	18.06.2026 11:00 Syria Time – 08:00 UTC Time
3	Closing date for clarifications	22.06.2026 17:00 Syria Time – 14:00 UTC Time
4	Closing date and time for receipt of Tenders	29.06.2026 17:00 PM Syria Time – 14:00 UTC Time
5	Tender Opening Location	DRC CO Office Syria/ Damascus
6	Tender Opening Date and time	30.06.2026 10:00 AM Syria Time - 7 AM UTC Time

PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE

II. IMPORTANT INFORMATION REGARDING THIS RFP:

- This tender consists of one lot according to the technical solution or delivery mechanism.
 - **LOT 1:** Delivery through an agent/over the counter (OTC) – through a formal acting as an intermediary – including money transfer agents and traders
- **Registration in Syria is mandatory, FSP who doesn't have valid registration in Syria as FSP will be disqualified.**
- **Payments in USD/SYP would be requested based on Central Bank instructions.**
- This tender Document is not an agreement and nor is it an offer to any party other than an invitation to submit a proposal those who were selected and qualified to submit the bids.
- This tender is to establish framework agreement and provide financial services in area of Syria for the period of two years, further extendable for an additional one year if both parties agree.
- This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods.
- No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.
- A Framework agreement is not binding DRC to place any Purchase Orders. DRC will place orders to the awarded supplier(s) based on the agreement as per its requirement.
- DRC may choose to split the contract award to more than one supplier.
- DRC may choose to cancel the agreement if deemed necessary.
- The bids must be valid for a minimum of 60 days.

III. GENERAL

A. **ORGANIZATIONAL BACKGROUND**

DRC is providing support to displacement-affected communities in **Syria**, in order to enhance resilience through community-based protection and socio-economic self-reliance support.

B. **PROJECT BACKGROUND**

The Cash Assistance Programme's goal is to provide choice and flexibility to beneficiaries for usage of cash as per their needs. This will cover DRC's programme sectors: Economic Recovery (Food security and Livelihood), Protection, Education, NFI, Shelter, WASH, etc.

C. **TARGET AREA AND MODALITY**

DRC intends to provide cash assistance in form of Smart cards and pre-paid cards – for cash grants and electronic vouchers – through banks or non-bank FSPs **who are registered in Syria**, and Delivery through an agent/over the counter (OTC) – through a formal acting as an intermediary – including money transfer agents and traders.

This request for proposal is seeking bids specifically for the implementation of delivery mechanisms listed in section II. **IMPORTANT INFORMATION REGARDING THIS RFP** and classified as Lots, in the period of 2026 until 2027.

D. **ESTIMATED AMOUNTS TO BE DISTRIBUTED**

The projections of the amounts to be distributed indicated in this section are valid for all lots.

Estimated annual expenditures in USD or SYP equivalent	USD 8,000,000.00
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The figure(s) referenced in this section are reliant on DRC securing funding for 2026 and are an estimate based on the current / proposed funding levels. All figures are best estimates and could be significantly higher or lower and does not commit the DRC in any way to commit these amounts.

As the geographical location of beneficiaries is subject to change, DRC reserves the right to activate any of the technical solutions according to their relevance to the needs identified in the course of its programs.

In order to allow the DRC to exercise this right, the pricing structure shall clearly set out the tiered billing arrangements as required in Appendix A.1a Pricing Structure and **Appendix A.2 Financial Proposal**.

E. TECHNICAL REQUIREMENT FOR SERVICE

DRC will use four Technical Criteria to assess the FSP Technical proposal. Each of these categories includes sub-categories that each FSP will be evaluated on. The table below is presenting DRC expectations toward the FSP in each respect. Further guidance in this respect can be found in the **Annex A.1: Technical Proposal Guidance**.

Technical Criteria	Sub-categories	Expectations
1. FSP General Capacity	Financial capacity (relative to caseload and factoring in other clients, currencies)	Having the financial capacity to reach at least the requisite number of beneficiaries in the required period of time
	Human and other resource capacity (relative to caseload and factoring in other clients)	Having sufficient human and other resources to cover additional activities created by delivering DRC programming
	Experience/track record (reputation, reliability, accreditation)	Having experience with and good references from a range of other clients (e.g. NGOs, UN agencies, government) to confirm the content of the technical proposal
2. Delivery Mechanism(s) Specific Information	Coverage (geographic – general and relative to targeted population)	Being able to cover large range of areas in the country, areas covered by DRC programmes and/or other hard-to-reach areas
	Timeliness (start-up, ongoing, emergency)	Providing the services in a timely manner and being able to quickly respond to emergency
	Distribution capacity (no. distributions per day/week/month per location, incl. remote/offline locations)	Being able to deliver at least the requisite number of distributions in the required time, including in remote and hard-to-reach areas.
	Accessibility (documentation, digital/other literacy, inclusion etc.), convenience and preferences	Providing a service that is easily and safely accessible to DRC's target beneficiaries and that suits their preferences
	Hardware requirement (provision, rental)	Providing services that require minimum equipment and use existing hardware and equipment or providing requisite equipment at reasonable cost

3. Quality of Support & Other Services	To DRC: <ul style="list-style-type: none"> Platform, dashboard Reporting Monitoring and follow-up Technical support Focal Point/ Contact Number 	Providing online platforms to manage and monitor distributions Providing efficient, reliable and integrated reporting systems Providing efficient, reliable and integrated monitoring systems Providing initial and ongoing training and staff capacity building with respect to the provision of the service Providing a high quality and reactive technical support, especially in case of provided services Providing one or more specific technical, strategic, financial focal point to closely collaborate with DRC Providing a system that could enable inter-operationality between the FSP system(s) and other FSP systems or DRC systems. Providing a system that is directly accessible and manageable by DRC itself
	To End-User: <ul style="list-style-type: none"> User experience / support Training Troubleshooting Accountability mechanism 	Providing training or capacity building to users on the delivery mechanism and related technology Providing support system to beneficiaries before, during and after the transfer(s) that corresponds to their capacity and preferences Providing efficient, accessible and inclusive accountability mechanism for beneficiaries
4. Risk Identification, Mitigation and Response	Safety and security of distribution mechanism and process	Providing secure and safe way to deliver cash to end users in the respect of humanitarian principles, considering do no harm and conflict sensitivity approaches
	Data management and protection (sharing, confidentiality)	Having strong data management and protection policies and practices that ensure the highest standard to protect end-users' rights
	Human and/or system error	Providing systems and internal controls to reduce, mitigate and detect human and/or system errors
	Fraud and corruption, loss, theft	Providing a delivery mechanism and related systems that can identify, minimize, and mitigate risks of fraud, corruption, loss and theft
5. Pricing Structure (PLEASE DO NOT INCLUDE ANY FINANCIAL INFORMATION HERE)	Fixed, Marginal and Other Costs – for each party (incl. recipient)	
	Variables (scale, distance, security, currency/exchange rates, <i>ex ante/ex post</i> transfer etc.)	
	Proposed payment method, schedule	
	Other relevant information	

IV. SELECTION AND AWARD CRITERIA

The criteria for awarding contracts resulting from this RFP is based on 'best value for money' for each lot. For the purpose of all RFP tenders DRC defines best value for money as:

Best value for money should not be equated with the lowest initial bid option. It requires an integrated assessment of technical, organizational and pricing factors in light of their relative importance (i.e. reliability, quality, experiences, and

reputation, past performance, cost/fee realism, delivery time, reasonableness, need for standardization, and other criteria depending on the item to be procured).

For all bids deemed technically compliant as per the specification stipulated in section III. E. **TECHNICAL REQUIREMENT FOR SERVICE**, DRC will give a weighted combined technical and financial score. The weighted score will determine the contract award.

The technical criteria for this RFP and their weighting in the technical evaluation are:

Technical criteria #	Technical criteria	Weighting in technical evaluation [Total 100%]
1	FSP General Capacity	20%
2	Delivery Mechanism(s) Specific Information	30%
3	Quality of Support & Other Services	10%
4	Risk Identification, Mitigation and Response	20%
5	Pricing Structure (technical aspects only)	20%

A. Administrative Evaluation

A bid shall pass the administrative evaluation stage before being considered for technical and financial evaluation. Bids that are deemed administratively non-compliant may be rejected. Documents listed below shall be submitted with your bid.

#	Annex #	Document	Instructions
1	A1	RFP Technical Proposal Guidance	Complete ALL sections in full, sign, stamp and submit
2	A1a	RFP Pricing Structure	Complete ALL sections in full, sign, stamp and submit
3	A1b	Confirmation of Post Payments Acceptance	Complete ALL sections in full, sign, stamp and submit This is mandatory criteria. Bidders who do not accept post payment modality, will be disqualified.
4	A.2	RFP Financial Proposal	Outlining the commission percentages they will be charging and any other charges, either to DRC, third party vendors or cash recipients. Either fixed, flat fee or commission percentages. If tiered pricing is offered, bidders must clearly state the rates for each transfer volume tier. They must also explain how the discounted rates will be applied after a threshold is reached, including whether the discount applies only to the amount above the threshold or to all subsequent Purchase Orders.
5	B	Terms of Reference (ToR)	The document must be filled, stamped, signed and submitted
6	C	General Conditions of Contract	The document must be stamped, signed and submitted
7	D	Supplier Code of Conduct	The document must be stamped, signed and submitted

8	E	Supplier Profile and Registration Form	The document must be filled, stamped, signed and submitted
9	F	Data Processing Agreement	This is mandatory document to be signed at the contracting stage
10	G	Tender and Contract Award Acknowledge Certificate	The document must be filled, stamped, signed and submitted
11	N/A	Technical Proposal, addressing the technical specifications described in section III.E. TECHNICAL REQUIREMENT FOR SERVICE and section IV. SELECTION AND AWARD CRITERIA.	Technical proposal presenting the proposed solution and addressing the technical requirements of bidders template
12	N/A	Registration in Syria as FSP Company registration certificate	This is mandatory document <ul style="list-style-type: none"> Registration in Syria is mandatory, FSP who doesn't have valid registration in Syria as FSP will be disqualified.
13	N/A	Official Financial Statements and/or Banking Documentation Submit copies of at least one of the following for the last 3 years (2025-2023): 1) Audited financial statements (if available); 2) Certified bank statements; 3) Transaction summary reports	Please submit the copies

If any information required during the administrative evaluation is not provided by the bidders, DRC may choose to request bidders to supply this information within 48 hours of the tender opening. Please note that this is only applicable for documentation that does not alter the details in the bid, such as price information.

B. Technical Evaluation

To be technically acceptable, the bid shall meet or exceed the stipulated requirements and specifications in the above sections of the RFP. A Bid is deemed to meet the criteria if it meets the conditions, procedures and specifications in the RFP without substantially departing from or attaching restrictions with them. If a Bid does not technically comply with the RFP, it will be rejected.

In the technical evaluation, bids will be evaluated using, inter alia, the five criteria outlined in section III. **3. TECHNICAL REQUIREMENT FOR SERVICE**, and points will be allocated in the scale from 1 to 10 for each of the technical criteria.

All bidders must obtain an average score of at least 5/10 in each of the five criteria and at least 5/10 (50%) for the total overall technical score, in order to proceed to the financial evaluation.

C. Financial Evaluation

All bids that pass the Technical Evaluation will proceed to the Financial Evaluation where the technical score will be weighed against the financial bid, as disclosed in **Annex A.2: Financial Proposal**. Bids that are deemed technically non-compliant will not be financially evaluated.

V. TENDER PROCESS

The following processes will be applied to this Tender:

- Tender Period
- Pre-bids meeting

- Tender Closing
- Tender Opening
- Administrative Evaluation
- Technical Evaluation
- Financial Evaluation
- Contract Award
- Notification of Contract Award

VI. PRE-BIDS MEETING

Interested FSP are invited to attend online pre-bid meeting, during the meeting DRC will explain the tender and submission process and to respond to FSPs inquiries, the meeting will occur on **18.06.2026 11:00 Syria Time – 08:00 UTC Time**

You can attend the meeting using this Link: [Attend Pre-Bids meeting](#)

VII. SUBMISSION OF BIDS

Bidders are solely responsible for ensuring that the full bid is received by DRC in accordance with the RFP requirements, prior to the specified date and time mentioned above. DRC will consider only those portions of the bids received prior to the closing date and time specified.

The following documents shall be contained with the bid:

- **The Technical Proposal, the Financial Proposal plus any other documents that could provide relevant information to your offer.**

Bids not received before the indicated time and date as set forth on page 1, or delivered to any other email address, or physical address will be disqualified.

Bids submitted by mail, email or courier by so is at the Bidders risk and DRC takes no responsibility for the receipt of such Bids.

Bidders are solely responsible for ensuring that the full Bid is received by DRC in accordance with the RFP requirements.

A. Hard Copy:

Hard copy Bids shall be separated into 'Financial Bid' and 'Technical Bid':

- The Financial Bid shall only contain the financial proposal.
- The Technical Bid shall contain all other documents required by the tender as mentioned in section A. Administrative Evaluation, but excluding any pricing information

Each part shall be placed in a **sealed** envelope, marked as follows:

RFP No.: RFP-SYR-26-05 FSP
TECHNICAL BID
Bidder Name:

RFP No.: RFP-SYR-26-05 FSP
FINANCIAL BID
Bidder Name:

Both envelopes shall be placed in an outer **sealed** envelope, addressed and delivered to:

RFP No.: RFP-SYR-26-05 FSP
To the address: Danish Refugee Council
DRC Main office,
Abo Remaneh | Mhdi Bin Barakeh Street | building No.25
Damascus - Syria

Hard copy RFP submissions shall be placed in a **sealed** envelope, marked as follows:

a. You can send the RFP documents to our address in DRC Syria:
Syria, Damascus | Abo Remaneh | Mhdi Bin Barakeh Street | building No.25

B. Email submission

Bids can be submitted by email to the following dedicated, controlled, & secure email address:

tender.syr@drc.ngo

When Bids are emailed the following conditions shall be complied with:

- **The RFP number shall be inserted in the Subject Heading of the email**
- **Separate emails shall be used for the 'Financial Bid' and 'Technical Bid', and the Subject Heading of the email shall indicate which type the email contains**
 - The financial bid shall only contain the financial proposal.
 - The technical bid shall contain all other documents required by the tender, but excluding all pricing information
- Bid documents required, shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.
- Email attachments shall not exceed 4MB; otherwise the bidder shall send his bid in multiple emails.
- Google Drive links aren't accepted and offer will be disqualified.

Failure to comply with the above may disqualify the Bid.

DRC is not responsible for the failure of the Internet, network, server, or any other hardware, or software, used by either the Bidder or DRC in the processing of emails.

DRC is not responsible for the non-receipt of Bids submitted by email as part of the e-Tendering process.

Bids can be submitted in one of two ways; hardcopy or electronically. If the Bidder submits a Bid in both Hardcopy and electronically, DRC will choose the version that is the most advantageous to DRC.

VIII. COMPLETION OF BID FORM

A. Prices Quoted

Any discount offered shall be included in the Bid price.

B. Currency

The currency of the Bid and delivery shall be **in both USD and SYP**. No other currencies are acceptable.

C. Language

The Bid Form, and all correspondence and documents related to this RFP shall be in English.

D. Presentation

Bids shall be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations shall be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. All documentation shall be written in English. All Bids shall be signed by a duly authorized representative of the Bidder.

E. Split Awards

DRC reserves the right to split awards.

F. Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFP from the date of Bid closure. DRC reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

IX. ACCEPTANCE

DRC reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFP Closure.

X. AWARD OF CONTRACTS

This RFP does not commit DRC to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by

DRC. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of DRC and the successful Bidder.

DRC may award contracts for part quantities or individual items. DRC will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. DRC reserves the right to cancel any RFP, to reject any or all Bids in whole or in part, and to award any contract.

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract may be excluded from future DRC RFPs.

XI. CONFIDENTIALITY

This RFP or any part hereof, and all copies hereof shall be returned to DRC upon request. This RFP is confidential and proprietary to DRC, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to others without the prior written consent of DRC, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFP, Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFP.

XII. COLLUSIVE BIDDING AND ANTI-COMPETITIVE CONDUCT

Bidders and their employees, officers, advisers, agent or sub-contractors shall not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- The preparation of submission of Bids,
- The clarification of Bids,
- The conduct and content of negotiations,
- Including final contract negotiations,

In respect of this RFP or procurement process, or any other procurement process being conducted by DRC in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to DRC, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

XIII. IMPROPER ASSISTANCE

Bids that, in the sole opinion of DRC, have been compiled:

- With the assistance of current or former employees of DRC, or current or former contractors of DRC in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
- With the utilization of confidential and/or internal DRC information not made available to the public or to the other Bidders,
- In breach of an obligation of confidentially to DRC, or contrary to these terms and conditions for submission of a Bid, shall be excluded from further consideration

Without limiting the operation of the above clause, a Bidder shall not, in the absence of prior written approval from DRC, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFP was an

official, agent, servant, or employee of, or otherwise engaged by, DRC and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFP relates.

XIV. CORRUPT PRACTICES

DRC has zero tolerance for corruption.

The Bidder represents and warrants that neither it nor any of its potential subcontractors are engaged in any form of corruption, defined by DRC as the misuse of entrusted power for private gain.

This definition is not limited to interactions with public officials and covers both attempted and actual corruption, as well as monetary and non-monetary corruption. The definition includes, but is not limited to, corruption in the form of: facilitation payments, bribery, gifts constituting an undue influence, kickbacks, favouritism, cronyism, nepotism, extortion, embezzlement, misuse of confidential information, theft, and various forms of fraud, such as forgery or falsification of documents, and financial or procurement fraud. No offer, payment, consideration or benefit of any kind, which could be regarded as an illegal or corrupt practice, shall be made, promised, sought or accepted – directly or indirectly – as an inducement or reward in relation to activities funded by DRC, including tendering, award or execution of contracts. DRC reserves the right, without prejudice to any other right or remedy available to it, according to any violation of this clause to immediately reject the submitted offer, and to take such additional action, civil and/or criminal, as may be appropriate.

The Bidder agrees to accurately communicate DRC's policy with regards to Anti- Corruption to Third Parties. The Bidder furthermore agrees to inform DRC immediately of any suspicion or information it receives from any source alleging a violation of this policy to the contact details of the specific DRC country operations via <https://pro.drc.ngo/where-we-work/>, or via DRC's Code of Conduct Reporting Mechanism: <https://pro.drc.ngo/code-of-conduct/> . Reports of suspected corruption can also be reported directly to DRC HQ at c.o.conduct@drc.ngo.

XV. CONFLICT OF INTEREST

A Bidder shall not, and shall ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of DRC and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any DRC contract a conflict of interest arises, or appears likely to arise, the Bidder shall notify DRC immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of DRC, or cases in which any DRC official, employee or person under contract with DRC may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder shall take steps as DRC may reasonably require, to resolve or otherwise deal with the conflict to the satisfaction of DRC.

XVI. WITHDRAWAL/MODIFICATION OF BIDS

Requests to withdraw a Bid after the Bid Closure Time shall not be honoured.

Withdrawal of a Bid may result in your suspension or removal from the DRC suppliers List.

A Bidder may modify its Bid prior to the RFP closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFP closure.

XVII. LATE BIDS

All Bids received after the RFP closure will be rejected.

XVIII. OPENING OF THE RFP

The Tender Opening will take place at the time and location stated above. The opening of the RFP is not public.

XIX. CONDITIONS OF CONTRACT

All Bidders shall acknowledge that the DRC General Conditions of Contract.

XX. CANCELLATION OF THE RFP

In the event of an RFP cancellation, Bidders will be notified by DRC. If the RFP is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFP may be cancelled in the following situations:

- where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- the economic or technical parameters of the project have been fundamentally altered;
- exceptional circumstances or force majeure render normal performance of the project impossible;
- all technically compliant Bids exceed the financial resources available; or
- there have been irregularities in the procedure, in particular where these have prevented fair competition.

DRC shall not be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of an RFP, even if DRC has been advised of the possibility of damages. The publication of a procurement notice does not commit DRC to implement the programme or project announced.

XXI. QUERIES ABOUT THIS RFP

For queries on this RFP, please contact the DRC Syria Supply Chain at syr-procurement@drc.ngo

All questions regarding this RFP shall be submitted in writing to the above. On the subject line, please indicate the RFP number. **Bids shall not be sent to the above email.**

All questions during the tender period, as well as the associated answers, will be shared with all invited suppliers.

All questions during the tender period, as well as the associated answers, will be shared with all suppliers invited, or for open tenders published at: <https://drc.ngo/resources/tenders>

XXII. RFP DOCUMENTS

This RFP document contains the following:

1. This covering Letter
2. Annex A.1: Technical proposal guidance
3. Annex A1a: Pricing Structure
4. Annex A1b: Confirmation of Post Payments Acceptance
5. Annex A2: RFP Financial Proposal
6. Annex B: Terms of Reference (ToR)
7. Annex C: General Conditions of Contract

8. Annex D: Supplier Code of Conduct
9. Annex E: Supplier Profile and Registration Form
10. Annex F: Data Processing Agreement
11. Annex G: Tender and Contract Award Acknowledge Certificate

Under DRC's Anticorruption Policy Bidders shall observe the highest standard of ethics during the procurement and execution of such contracts. DRC will reject a Bid if it determines that the Bidder recommended for award, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, the Contract.

Yours sincerely
DRC Syria Supply Chain
