

The Government of The United States of America  
Rural Free Delivery Route 1



## The office of the Treasury

Box #7  
The United States of America  
Global Postal Code-NAC: 850H2 MR7C8

Office hours: 9:00 - 9:00 UTC-6 Monday - Friday  
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### REQUEST FOR PROPOSALS

#### Contents

I.	Introduction and Disclaimers.....	3
A.	Purpose of the Request for Proposal .....	3
B.	Information Provided .....	3
C.	For interested parties .....	3
D.	Disclaimer .....	4
E.	Costs to be borne by respondents .....	4
F.	No Legal Relationship .....	4
G.	Respondent Obligation to Inform Itself .....	4
H.	Evaluation of offers .....	4
I.	Maintaining Secrecy and Confidentiality .....	4
J.	Acceptance of Selection Process .....	4
K.	Errors and Omissions .....	4
L.	Acceptance of Terms .....	5
M.	Requests for Proposal .....	5
N.	Notifications .....	5
II.	RFP RESPONSE .....	6
A.	Response .....	6
B.	One bid per bidder.....	6
C.	RFP Closing Date .....	6
D.	RFP Validity Period .....	6
E.	Late RFP Policy.....	6
F.	Receiving of RFP Response .....	6
G.	Requests for information.....	6
H.	Pre-Bid Meeting .....	7
I.	Disqualification .....	7



J. Selection process .....	7
K. Details of Bids to be submitted .....	7
L. Important .....	8
III. The Government of The United States of America .....	8
A. About .....	8
IV. Project Particulars .....	9
A. Continental Public Bank .....	9
B. Project Objective & Scope of Treasury Operations .....	9
C. Accounting Procedures .....	9
D. Taxation .....	9
V. EVALUATION METHODOLOGY .....	10
A. Tender Methodology .....	10
B. Clarification of Bids .....	10
C. Preliminary Examinations .....	10
D. Minimum Eligibility requirements .....	10
E. Technical Bid Evaluation .....	11
F. Commercial Bid Evaluation .....	11
G. Final Selection of the Bidder .....	11
VI. TERMS & CONDITIONS .....	12
A. Amendment to the bidding document .....	12
B. Modification and/ or Withdrawal of Bids .....	12
C. Price .....	12
D. Expenses .....	12
E. Terms of Payment .....	12
F. Non-Disclosure Information .....	13
G. Conflict of Interest .....	13
H. Disclosures .....	13
I. Indemnity .....	14
J. Assigning to Others .....	14
K. Termination .....	14
VII. Appendix .....	14
Bid Forwarding Letter .....	15
Minimum Eligibility Criteria .....	16
Technical Bid .....	17
Commercial Bid .....	18



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### REQUEST FOR PROPOSALS: Foreign Currency Exchanger Operations; and Foreign Currency Exchanger Operations Manual;

RFP# 18-0827-FCEXOM  
August 27, 2018

#### I. Introduction and Disclaimers

##### A. Purpose of the Request for Proposal

This Request for Proposal document ("*RFP document*" or "*RFP*") is to shortlist professionals/ firms/ companies of foreign currency exchanges and/or consultants, having experience in undertaking preparation and implementation of "*Foreign Currency Exchanger Operations*" and "*Foreign Currency Exchanger Operations Manual*" for the Government of The United States of America. The provision of the assignment is subject to observance of selection process and appropriate documentation being agreed between the Government of The United States of America and any successful Bidder as identified by the Government of The United States of America, after completion of the selection process as detailed in this document;

##### B. Information Provided

The RFP contains statements derived from information that is believed to be relevant at the date but does not purport to provide all the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with the Government of The United States of America. Neither the Government of The United States of America nor any of its office holders gives any representation or warranty (whether oral or written), express or implied as to the accuracy, updating or completeness of any writings, information or statement given or made in this RFP. Neither the Government of The United States of America nor any of its office holders has carried out or will carry out an independent audit or verification or investigation or due diligence exercise in relation to the contents of any part of the RFP document;

##### C. For interested parties

The RFP is intended solely for the information of the interested parties ("*Respondent*", "*Recipient*", "*Tenderer*", and "*Bidder*");



#### **D. Disclaimer**

Subject to any law to the contrary, and to the maximum extent permitted by law, the Government of The United States of America and its office holders disclaim all liability from any loss, claim, expense (including, without limitation, any legal fees, costs, charges, demands, actions, liabilities, expenses or disbursements incurred therein or incidental thereto) or damage, (whether foreseeable or not) ("Losses") suffered by any person acting on or refraining from acting because of any presumptions or information (whether oral or written and whether express or implied), including forecasts, statements, estimates, or projections contained in this RFP or conduct ancillary to it whether or not the Losses arise in connection with any ignorance, negligence, inattention, casualness, disregard, omission, default, lack of care, immature information, or misrepresentation on the part of the Government of The United States of America or any of its office holders;

#### **E. Costs to be borne by respondents**

All costs and expenses incurred by respondent in any way associated with the development, preparation, and submission of responses, including but not limited to the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by the Government of The United States of America, will be borne entirely and exclusively by the respondent;

#### **F. No Legal Relationship**

No binding legal relationship will exist between any of the respondents and the Government of The United States of America until execution of a contractual agreement;

#### **G. Respondent Obligation to Inform Itself**

The respondent must conduct its own investigation and analysis regarding any information contained in the RFP and the meaning and impact of that information;

#### **H. Evaluation of offers**

Each respondent acknowledges and accepts that the Government of The United States of America may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The RFP will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient;

#### **I. Maintaining Secrecy and Confidentiality**

The respondent shall be liable to maintain secrecy and confidentiality of all the information / data / operations, etc. of the Government of The United States of America;

#### **J. Acceptance of Selection Process**

Each respondent will, by responding to this RFP, be deemed to have read, understood and accepted the selection & evaluation process mentioned in this RFP document. The respondent ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP;

#### **K. Errors and Omissions**

Each respondent should notify the Government of The United States of America of any error, omission or discrepancy found in this RFP;



## L. Acceptance of Terms

A respondent will, by responding to the Government of The United States of America for the RFP, be deemed to have accepted the terms of this Introduction and Disclaimer;

## M. Requests for Proposal

1. Respondents are required to direct all communications related to this RFP, through the office of the Treasury for the Government of The United States of America:
  - a) **Contact:** Juan Antonio Cenicerros;
  - b) **Office:** office of the Treasury for the Government of The United States of America;
  - c) **E-mail:** [treasury@generalpostoffice.org](mailto:treasury@generalpostoffice.org);
  - d) **Website:** <http://treasuryfortheunitedstatesofamerica.com>;
  - e) **Mailing Address:** Fibonnacci 1123, PMA  
NAC: 850H2 MR7C8  
c/o: 2910 South Archibald Ave, #A645  
Ontario, California, 91761
2. The office of the Treasury for the Government of The United States of America may, in its absolute discretion, seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response;
3. Respondents should provide details of their point(s) of contact including Name, Telephone, email and full address(es) to ensure that replies to the RFP could be conveyed promptly;
4. If the office of the Treasury for the Government of The United States of America, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then the office of the Treasury for the Government of The United States of America reserves the right to communicate such response to all Respondents;
5. The office of the Treasury for the Government of The United States of America may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response;
6. Copy of the RFP must be submitted before the aforementioned closing date;
7. All copies of RFP's and attachments must be sent to the Mailing Address/ email address(es) noted above;
8. The person(s) signing the bid shall preferably initial all pages of the bid. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initialed by the person(s) signing the bid. The RFP and attachments must be sent via the method noted above on or before the last day of the receipt of bids. If the submission does not include all the information required or is incomplete, the proposal is liable to be rejected;

## N. Notifications

The office of the Treasury for the Government of The United States of America will notify all short-listed Respondents in writing as soon as practicable about the outcome of their RFP. The office of the Treasury for the Government of The United States of America is not obliged to provide any reasons for any such acceptance or rejection;



## II. RFP RESPONSE

### A. Response

1. The proposal must remain valid and open for evaluation according to their terms for a period of at least **ninety (90) days** from the time the RFP closes on the deadline for lodgment of RFP:
  - a) Last date for seeking clarifications for pre-bid meeting:  
**September 28, 2018**
  - b) Pre Bid meeting, if required (no clarifications would be given after pre-bid meeting):  
**October 28, 2018**
  - c) Last date for submission of bids:  
**November 28, 2018 by 5:00 PM UTC-6**
  - d) Date and time of opening of commercial bids:  
**December 28, 2018;**
2. Bid Price: No cost has been prescribed for the Bidding Document;

### B. One bid per bidder

Each bidder shall submit only one bid for the assignment;

### C. RFP Closing Date

RFP Response should be received by the office of the Treasury for the Government of The United States of America not later than the time noted above;

### D. RFP Validity Period

The Bids shall remain valid and open for evaluation according to their terms for a period of **ninety (90) days** from the date of the submission of bids;

### E. Late RFP Policy

Responses received after the due date / time would be considered late and may not be accepted or opened;

### F. Receiving of RFP Response

1. The submission of the response should be in the format outlined in this RFP and should be submitted preferably through mail delivery;
2. If the RFP response does not include all the documents and information required or is incomplete, the RFP is liable to be summarily rejected;
3. All submissions, including any accompanying documents, will become the property of the Government of The United States of America;
4. The Recipient shall be deemed to have licensed, and granted all rights to the Government of The United States of America to reproduce the whole or any portion of their submission for the purpose of evaluation and to disclose and/or use the contents of the submission as the basis for any resulting RFP process, notwithstanding any copyright or other intellectual property right that may subsist in the submission or accompanying documents;

### G. Requests for information

1. All Requests for Information ["RFI"] relating to the RFP, technical or otherwise, must be in writing only and may be sent via email;



2. The office of the Treasury for the Government of The United States of America will try to reply, without any obligation in respect thereof, every reasonable RFI raised by the Recipients in the manner specified;
3. Recipients are required to direct all communications for any RFI related to this RFP, to the designated contact(s) noted above and must communicate the same in writing by the time mentioned above;
4. No RFI / clarification would be entertained over the phone;
5. Except with express permission, the bidder should not communicate directly with any other office holder within the Government of The United States of America concerning this RFP;
6. Failure to comply with this requirement may result in the disqualification of the Bidder from the selection process;
7. However, the office of the Treasury for the Government of The United States of America will not answer any communication reaching the office of the Treasury for the Government of The United States of America later than the time stipulated for the purpose;
8. Respondents should invariably provide details of their email address as responses to RFI's will be provided to all Respondents via email;

#### H. Pre-Bid Meeting

1. A pre-bid meeting for clarifying the tender conditions, specifications, procedure for procurement etc. may be held;
2. The interested parties may submit their RFI's in the matter, if any, sufficiently in advance at least **three (3) days** before the date of pre-bid meeting to advise clarifications in the pre-bid meeting;
3. Further clarifications if any, would be issued in the form of addendum on the office of the Treasury for the Government of The United States of America website noted above, by way of communications via email to the prospective bidder which will form part of the tender document;

#### I. Disqualification

Any form of canvassing, lobbying, influence, RFI regarding shortlisting, status, etc. will be a disqualification;

#### J. Selection process

1. Successful Bidder will be selected through three (3) bids evaluation process:
  - a) **Pre-qualification** based on Eligibility criteria;
  - b) **Technical** Evaluation;
  - c) **Commercial Bid** evaluation;

#### K. Details of Bids to be submitted

1. All communications must include the following information:
  - a) Name of the bidder, Contact Number, and Contact e-mail address;
  - b) Include on the Envelope/ Subject Line of each email:
    - i. **Eligibility Bid:** RFP# 18-0827-FC EXOM;
    - ii. **Technical Bid:** RFP# 18-0827-FC EXOM;
    - iii. **Commercial Bid:** RFP# 18-0827-FC EXOM;
  - c) Bids should be enclosed with all relevant documentary proofs/ certificates duly sealed and signed;
  - d) The Government of The United States of America accepts no responsibility for the premature opening of any incorrectly marked Tenders;



## L. Important

1. Bidders must take the following points into consideration during preparation and submission of bids:
  - A. Authorized signatory must sign all the pages of the response. The bid shall contain no erasures or overwriting except as necessary to correct errors made by the bidder, in which case corrections shall be initiated by the person(s) signing the bid. The bidder shall duly seal each envelope separately;
  - B. Relevant documents must be submitted as proof wherever necessary;
  - C. Responses should be concise and to the point. Submission of irrelevant documents must be avoided;
  - D. If the bids do not contain all the information required or are incomplete, the proposal is liable to be rejected;
  - E. The RFP is hosted on the office of the Treasury for the Government of The United States of America website noted above and also on the REIGN OF THE HEAVENS SOCIETY POST [ROHPOST] website: <http://reignoftheheavens.com>;
  - F. The office of the Treasury for the Government of The United States of America reserves the right to change the dates mentioned above. Changes and clarification, if any, related to RFP will be posted on the aforementioned websites. Bidders must have close watch on the aforementioned websites during the intervening period before submitting response to RFP;

## III. The Government of The United States of America

### A. About

1. The Government of The United States of America has an integrated Continental Public Bank set up online which functions as a separate office within the Government of The United States of America;
2. The office of the Treasury for the Government of The United States of America is a Government office within the renewed, revamped, restored and re-populated original Confederacy styled: "The United States of America"; now formally declared a National Government formed as the Government of The United States of America;
3. The office of the Treasury for the Government of The United States of America has the authority over the official currency and Public Bank of the Government of The United States of America and also serves as Superintendent of Finance, Foreign Exchange and balance of accounts;
4. The office of the Treasury for the Government of The United States of America manages several products and services which include but are not limited to:
  - a) accounts held by the Continental Public Bank;
  - b) exchanges digital currency held within the Continental Public Bank to paper currency per account holder requests;
5. The office of the Treasury for the Government of The United States of America is managed by an appointed Treasurer and has office holder support which is manned by experienced officer holders;
6. The office of the Treasury for the Government of The United States of America has required IT infrastructure to support the day to day operations;





## IV. Project Particulars

### A. Continental Public Bank

1. The Continental Public Bank ["CPB", the "Bank"] is a self-administered Supra-National entity operating as a Public Bank and is licensed by the office of the Treasury for the Government of The United States of America;
2. CPB having completed all formalities in accordance with the aforementioned License Agreement has non-exclusive rights to use the Licensed Material which is the Continental Dollar in the form of legal tender for debts public and private;
3. As a Licensed Bank and Foreign Currency Exchanger, CPB has been undertaking various transactions permitted by its charter;
4. CPB promotes stability and soundness of the monetary sector by extending loans and Debt Relief to its eligible account holders by way of Financial Assistance programs;
5. CPB also extend assistance via the Social Assistance Program to eligible participants of the Social Assistance Program;
6. The major types of Foreign Currency Exchange transactions being undertaken by CPB are as follows:
  - a) Foreign currency lending and servicing;
  - b) Maintenance of foreign currency accounts with banks and correspondents abroad;
  - c) Buying and/ or Selling of foreign exchange in the domestic market to cover merchant transactions and other debt servicing obligations;

### B. Project Objective & Scope of Treasury Operations

1. The RFP is invited with a view to identifying a suitable Consultant to prepare Foreign Currency Exchange **Operations** and Foreign Currency Exchange **Operations Manual** for the Continental Public Bank;
2. The selected Consultant would prepare the **Foreign Currency Exchange Operations** covering the following key topics:
  - a) Latest Guidelines of Currency Exchange and Currency Transmission;
  - b) Checks & Balances for establishment of Relationship Management Application (RMA) in SWIFT;
  - c) Standard Operating Procedures (SOPs) for CPB Front / Back/ Mid Offices;

### C. Accounting Procedures

1. General;
2. Dual Currency Accounting System;
3. Nostro Account;
4. Customer Transactions;
5. Accounting Entries;
  - a) On Foreign Currency Borrowings;
  - b) Customer Transactions (USD);

### D. Taxation

NO TAXES



## V. EVALUATION METHODOLOGY

### A. Tender Methodology

1. The office of the Treasury for the Government of The United States of America has adopted a **three (3) bid process** in which the Bidder has to submit the following bids in separate envelopes/ emails at the time of submission of bids as stipulated in this RFP;
  - a) Pre-qualification based on Eligibility criteria;
  - b) Technical Bid;
  - c) Commercial Bid;

### B. Clarification of Bids

1. During evaluation of Bids, the office of the Treasury for the Government of The United States of America, at its discretion, may ask the Bidders for clarifications of their Bids;
2. The request for clarification and the response shall be in writing (email), and it should be submitted within the time stipulated by the office of the Treasury for the Government of The United States of America;

### C. Preliminary Examinations

1. The office of the Treasury for the Government of The United States of America will examine the Bids to determine whether they are complete, the documents have been properly signed; supporting papers/documents attached and the bids are generally in order;
2. The office of the Treasury for the Government of The United States of America may, at its sole discretion, waive any minor infirmity, non-conformity or irregularity in a Bid which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Bidder;
3. If a Bid is not substantially responsive, it will be rejected by the office of the Treasury for the Government of The United States of America and may not subsequently be made responsive by the Bidder by correction of the non-conformity;
4. Prior to the detailed evaluation, the office of the Treasury for the Government of The United States of America will determine the substantial responsiveness of each Bid to the Bidding document;
  - a) For purposes of these Clauses, a substantially responsive Bid is one, which conforms to all the terms and conditions of the Bidding Document without material deviations;
  - b) The office of the Treasury for the Government of The United States of America's determination of a Bid's responsiveness is to be based on the contents of the Bid itself, without recourse to extrinsic evidence;
5. The Bidder is expected to examine all instructions, forms, terms and specification in the Bidding Document;
6. Failure to furnish all information required by the Bidding Document or to submit a Bid not substantially responsive to the Bidding Document in every respect will be at the Bidder's risk and may result in the rejection of its Bid;

### D. Minimum Eligibility requirements

1. After the expiry of last date for submission of bids, in the first instance, the first envelope/ email containing the compliance with the "Minimum Eligibility Criteria" would be opened in respect of all the bidders to verify the compliance of the bidders with the prescribed eligibility requirements;
2. The second envelope/ email containing Technical particulars would be opened only in respect of those firms who satisfy the selection criteria;
3. The selected firm should have the following minimum eligibility requirements:



- a) Specialized experience of at least five (5) years in Foreign Exchange, Currency Transmission, and Risk management consultancy field, including preparation of manuals dealing with foreign currency exchange, accounting policies and procedures to be followed, latest guidelines on foreign currency exchange operations including CPB's internal control guidelines for foreign currency exchange operations;
- b) Been a foreign currency exchange consultant to large Public Sector Banks/ Financial Institutions in the past;
- c) Have a firm understanding of currency quoting conventions, how foreign currency exchange transactions are priced, and the mathematical formula required to convert one currency into another;
- d) The tendering company may be either franchised within the metes and bounds and seaward boundaries of The United States of America, internationally owned and operated or registered within a jurisdiction wherein the office of the Treasury for the Government of The United States of America is granted at least limited jurisdiction through the agreement;
- e) Suitable infrastructural facilities including qualified / experienced manpower who are specialized in the area of integrated Bank and foreign currency exchange operations;
- f) Particulars about the firm including details of partners and key employees, their qualifications and experience should be furnished;

#### E. Technical Bid Evaluation

1. Technical evaluation will be carried out only for the bidders who satisfy the pre-qualification criterion;
2. The Technical bid will be evaluated by Committee constituted by the Government of The United States of America and its decision will be final;
3. Technical Capability of the bidders would be evaluated based on the following criteria and weightage:
  - a) Knowledge and experience in carrying out similar assignments;
  - b) Previous track record of carrying out such assignments for other Public Sector Banks/ Financial Institutions in the past;
  - c) Availability of suitable infrastructural facilities including manpower, who are specialized in the area of integrated Treasury, foreign currency exchange operations, accounting policies and procedures to be adopted, Internal Control Guidelines and other CPB guidelines issued from time to time in this regard;
  - d) Competence and qualification of key professional staff that shall carry out the assignment;
  - e) Particulars about the firm including details of partners, their qualifications and experience may also be furnished;
4. The technically qualified bidders alone will be informed of the date of opening of the commercial bid for appointment as Consultant for preparation of Foreign Currency Exchange Operations and Foreign Currency Exchange Operations Manual;
5. The decision of the office of the Treasury for the Government of The United States of America will be final in this regard;

#### F. Commercial Bid Evaluation

The commercial bids of technically qualified bidders alone will be opened and evaluated;

#### G. Final Selection of the Bidder

1. The final selection of the successful bidders from the technically qualified bidders will be done by considering both the technical and commercial bids;



2. The office of the Treasury for the Government of The United States of America reserves all rights to accept or reject any or all proposals without assigning any reasons thereof;

## VI. TERMS & CONDITIONS

### A. Amendment to the bidding document

1. At any time prior to the date of submission of Bids, the office of the Treasury for the Government of The United States of America, for any reason, may modify the Bidding Document, by amendment;
2. The amendment will be posted on the office of the Treasury for the Government of The United States of America's website as noted above;
3. All Bidders must ensure that such clarifications have been considered by them before submitting the bid. The office of the Treasury for the Government of The United States of America will not have any responsibility in case some omission is done by any bidder;
4. In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their Bids, the office of the Treasury for the Government of The United States of America, at its discretion, may extend the deadline for the submission of Bids;

### B. Modification and/ or Withdrawal of Bids

1. The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification including substitution or withdrawal of the bids is received by the office of the Treasury for the Government of The United States of America, prior to the deadline prescribed for submission of bids;
2. The Bidder modification or withdrawal notice shall be prepared, sealed, marked and dispatched not later than the deadline for submission of bids;
3. No bid may be modified or withdrawn after the deadline for submission of bids;
4. The office of the Treasury for the Government of The United States of America has the right to reject any or all bids received without assigning any reason whatsoever. The office of the Treasury for the Government of The United States of America shall not be responsible for non-receipt / non-delivery of the bid documents due to any reason whatsoever;

### C. Price

1. Prices quoted by the bidders, if quoted in foreign currency in anything other than the Continental Dollar should include all local taxes, VAT, duties, levies, transportation costs, GST, etc.;
2. Once a contract price is arrived at, the same must remain firm and must not be subject to escalation during the performance of the contract due to change in the duty/tax structure, changes in costs related to the materials and labor or other components or for any other reason;

### D. Expenses

1. It may be noted that the office of the Treasury for the Government of The United States of America will not pay any amount / expenses / charges / fees / travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses;

### E. Terms of Payment

1. The standard payment terms are given below:
  - a) Payment on completion of the assignment and submission of invoices;



- b) Payments will be made by the office of the Treasury for the Government of The United States of America electronically through CPB;
- c) The Bidder must accept the payment terms proposed by the office of the Treasury for the Government of The United States of America;
- d) The commercial bid submitted by the Bidder must be in conformity with the payment terms proposed by the office of the Treasury for the Government of The United States of America;
- e) Any deviation from the proposed payment terms would not be accepted;
- f) The office of the Treasury for the Government of The United States of America shall have the right to withhold any payment due to the Bidder, in case of delays or defaults on the part of the Bidder;
- g) Such withholding of payment shall not amount to a default on the part of the office of the Treasury for the Government of The United States of America;

#### F. Non-Disclosure Information

1. The Bidder shall not without the Government of The United States of America's written consent, disclose the Contract, or any provision thereof, or any information furnished by or on behalf of the Government of The United States of America in connection therewith, to any person other than a person employed by the Bidder in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance;
2. Responses received as part of this tender become the property of the Government of The United States of America and will not be returned. Information provided by each service provider will be held in confidence, and will be used for the sole purpose of evaluating a potential business relationship with the service provider;

#### G. Conflict of Interest

1. Bidders must disclose in their bid details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest;
2. Where bidders identify any potential conflicts they should state how they intend to avoid such conflicts. The office of the Treasury for the Government of The United States of America reserves the right to reject any bid which, in the office of the Treasury for the Government of The United States of America's opinion, gives rise, or could potentially give rise to, a conflict of interest;

#### H. Disclosures

1. The bidder must disclose:
  - a) If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the bidder including but not limited to the appointment of any officer such as a receiver in relation to the bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings;
  - b) If they or any of the bidders staff have been convicted of, or are the subject of any proceedings, relating to:
    - i. a criminal offense or other offense, a serious offense involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct;
    - ii. corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with the office of the Treasury for the Government of The United States of America, or any contracting authority;



- iii. failure to fulfill any obligations in any jurisdiction relating to the payment of social security contributions;
  - c) Disclosure extends to any company in the same group of the bidder (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the bidder is associated in respect of this bid);
2. If a bidder or related company or any individual discloses details of any previous misconduct or complaint, the office of the Treasury for the Government of The United States of America will seek an explanation and background details from them. At the sole discretion of the office of the Treasury for the Government of The United States of America an assessment as to whether the Tenderer will be allowed to submit a bid, will then be made;

## I. Indemnity

1. The successful bidder shall exercise reasonable skill, care and diligence in the performance of the assignment and indemnify and keep the Government of The United States of America indemnified in respect of any loss, damage or claim howsoever arising out of or related to breach of contract, statutory duty or negligence by the firm or its staff, agents or sub-contractors in relation to the performance or otherwise of the Services to be provided under this Contract;

## J. Assigning to Others

1. The successful bidder shall not, without the prior written consent of the Government of The United States of America, assign or transfer or cause to be assigned or transferred, whether actually or as the result of takeover, merger or other change of identity or character of the Consultants, any of its rights or obligations under the Contract or any part, share or interest therein;
2. Upon any such assignment or transfer, this engagement may forthwith be terminated by the office of the Treasury for the Government of The United States of America;

## K. Termination

1. The office of the Treasury for the Government of The United States of America may, at its sole discretion and at any time terminate the Contract by giving a thirty (30) day notice, and inform the bidder of the decision by written instruction to that effect;
2. In the event of the Contract being so terminated, the firm shall take such steps as are necessary to bring the Services to an end, (including terminating any sub-contracts placed by the firm) in a cost effective, timely and orderly manner;

## VII. Appendix

Declared on this 161<sup>st</sup> day in the year of Yahweh, 6020

*[Translated Date: August 27, 2018]*



Juan Antonio Cenicerros,

office of the Treasury for the Government of The United States of America; and



### Bid Forwarding Letter

(To be submitted on the Service Provider's letter head)

Foreign Currency Exchanger Operations and  
Foreign Currency Exchanger Operations Manual;  
RFP# 18-0827-FCEXOM

We, the undersigned, offer to submit our bid in response and accordance with your tender RFP# 18-0827-FCEXOM;

Having examined the tender document including all Appendices carefully, we are hereby submitting our proposal along with all the requisite documents as desired by the office of the Treasury for the Government of The United States of America;

Further, we agree to abide by all the terms and conditions as mentioned herein the tender document. We agree to abide by this offer until ninety (90) days from the last day for submission of offer (Bid);

If our offer is accepted, we undertake to provide necessary support as per the above referred RFP;

We have also noted that the office of the Treasury for the Government of The United States of America reserves the right to consider/ reject any or all bids without assigning any reason thereof;

Kind Regards,



\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Name of the Authorized Signatory

Date: \_\_\_\_\_

Position/ Office of Signatory: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

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## Minimum Eligibility Criteria

### Requirements and Compliance

1. Is the tendering company franchised within the metes and bounds and seaward boundaries of The United States of America?  

YES/ NO
2. Is the tendering company internationally owned and operated or registered within a jurisdiction wherein the office of the Treasury for the Government of The United States of America is granted at least limited jurisdiction through the agreement?  

YES/ NO
3. Does tendering company have specialized experience in foreign currency exchange, Currency Transmission, and Risk Management Consultancy for a period of at least 5 years?  

YES/ NO
4. Does tendering company have previous track record of such consultancy with other Financial Institutions/Public Sector Banks [this includes the successful implementation of multiple projects of the nature and complexity that are comparable to and required for the proposed project]?  

YES/ NO
5. Does tendering company have availability of suitable infrastructural facilities including qualified and experienced persons to take up such specialized assignments?  

YES/ NO
6. Does tendering company have a sound financial position and can provide independent verification of their financial soundness and proof of their status/license to operate a Foreign Currency Exchange consultancy firm within the metes and bounds and seaward boundaries of The United States of America?  

YES/ NO





## Technical Bid

(To be submitted on the Service Provider's letter head)

### Foreign Currency Exchanger Operations and Foreign Currency Exchanger Operations Manual; RFP# 18-0827-FCEXOM

#### Firm Details

1. Name of the firm/company:
2. Year of establishment of the Consultant firm:
3. Contact details:
  - a) Name:
  - b) Title/ Office:
  - c) Telephone:
  - d) Email Address:
  - e) Website:
  - f) Mailing Address:
4. Details of each partner / director including experience, qualification etc.:
5. Details of key employees including their qualification and experience in executing such assignments:
6. Details of clients who have engaged the firm/co for preparation of manual on foreign exchange operations:
  - a) Client Name;
  - b) Contact Person;
  - c) Contact Telephone;
  - d) Email;
  - e) Date of Contract;
  - f) Date of Completion;
  - g) Remarks;
7. Nature of overall experience and notable achievements / recognitions, if any:
8. Particulars of infrastructural facilities:
9. Any other related information, not mentioned above, which the firm/company wishes to furnish?

**Note: All the relevant details & documentary evidence are to be furnished. The above is only a format. Information may be submitted in additional sheet**



## Commercial Bid

(To be submitted on the Service Provider's letter head)

### Foreign Currency Exchanger Operations and Foreign Currency Exchanger Operations Manual; RFP# 18-0827-FCEXOM

The Commercial Bid should contain the total cost for the proposed assignment with break-up of consolidated fees;

The total cost quoted by the bidders, if quoted in foreign currency in anything other than the Continental Dollar should include all local taxes, VAT, duties, levies, transportation costs, GST, etc.

The Government of The United States of America would not be providing or reimbursing any expenditure towards accommodation, local conveyance, air fare or train fare, halting expense, lodging, boarding etc. in connection with carrying out the assignment;

The format for the Commercial Bid is given below:

- A. Break-up of consolidated fees:
- B. Total Cost:
  - 1. Appointment as Consultant for preparation of Foreign Exchange Operations and Manual for Foreign Exchange Operations;



\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Name of the Authorized Signatory

Date: \_\_\_\_\_

Position/ Office of Signatory: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

SEAL

