



Technical Specifications (Terms of Reference)

Ref: SMU/ITB/371441

Title: Transportation Service for the cash provided by local company/bank

Location: Ukraine

Duration: Till the 31st of March 2016, with the possibility of prolongation for up to 3 years subject to Mandate prolongation

Start date: May-June 2015

End date: 31st March 2016

Working days: Monday to Friday, excluding Public Holidays

Background

In the light of risk mitigation, while collecting the cash from the SMM Treasury Office in Kiev by authorised persons and transporting it to the regions, the Senior Management in the SMM assessed an urgent need to hire a company who will implement the role of courier/transporter of the cash from Kiev to different locations where SMM has a presence and provide a delivery service of the withdrawn replenishment of funds from operating bank to the Head Office in Kiev.

Tasks and responsibilities

- Secure transportation of cash using high security vehicles, fully vetted and trained personnel and purpose-built technology to transport, protect and deliver funds.
- The company undertakes to provide the OSCE SMM with the service of cash distribution and delivery in national and in foreign currencies within the territory of Ukraine, from SMM Headquarters to its Sub Offices/Monitoring Teams located in Kherson, Odessa, Lviv, Ivano-Frankivsk, Kharkiv, Dnepropetrovsk, Chernivtsi, Severodonetsk, Kramatorsk, Mariupol, and depending on security conditions, to Luhansk and Donetsk cities.
- Cash delivery service outside the SMM's operating bank territory includes delivery of the funds in national currency and/or in foreign currency by the company to the SMM Headquarters in Kiev.
- It is preferable if the company is able to provide an accounting service in locations. Disbursement of the cash funds to all SMM staff in 9 regions based on the statements provided to company/bank by the SMM Finance/Treasury Office in HQ Kiev.



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Expected Output/Deliverable

- The cash funds delivery done in a strict confidentiality and within the established time frame.
- Monthly reports on the delivery of SMM funds.

Requirements

- The Service Provider will operate using vehicles and staff as required by their insurer.
- The Service Provider will be required to provide to the OSCE SMM Security and Safety Unit with formal risk assessments for the services to be performed under the contract.
- The Service Provider's staff will operate in a courteous manner without causing any obstruction or hindrance to users of OSCE SMM premises or facilities.
- The Service Provider will be available to provide a service 5 days a week, Monday to Friday inclusive, 52 weeks a year for cash distribution and transportation as required, excluding national holidays.
- All cash collected will be the responsibility of the Service Provider and shall be kept safe and secure at all times until counted and paid into to the OSCE SMM Sub Offices/Monitoring Teams or to the Kiev HQ.
- The Service Provider will indemnify OSCE SMM against any loss of transported money, any loss being made good, including loss of interest at the current bank rate.
- The Service Provider shall transport cash in sealed bags or cash boxes from OSCE SMM HQ to the required destinations within the timeframe and deliver to the appropriate destinations within one Business Day of the collection date.
- The Service Provider will be responsible for supplying all Equipment, Materials and Consumables to enable him to carry out the Services including the supply of secure bags and tags.
- The Service Provider will ensure that his operatives check the bag is sealed and in good condition, sign the tear-off portion of the sealed bag and issue a receipt in such form as may be specified or approved by OSCE SMM. The Service Provider will ensure that his operatives collect a receipt when delivering the sealed bags. The Service Provider shall also collect any approved supporting returns and documentation with the sealed bags.
- The Service Provider shall nominate a dedicated Account Manager who shall be responsible for communication with the OSCE SMM.

Necessary Qualifications:

- The Service Provider should be in possession of all Ukrainian national licenses for transportation of expected amount of cash and should operate in accordance with the national law.
- The Service Provider should ensure that uses exclusively armored vehicles and specially trained and authorized personnel for transportation according to national law.
- The Service Provider will have and adhere to written procedures that demonstrate compliance with BS7872:2002 Manned Security Services Cash-in-Transit and Processing (Collection and Delivery) Code of Practice & BS7858:2004 Code of Practice for Security Screening of Personnel Employed in a Security Environment, or national equivalent. The Service Provider should be ISO9000:2000 accredited or equivalent or should be working towards achieving accreditation within the first two years of the contract.



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- The dedicated Account Manager should attend contract review meetings on regular basis as may be required by the OSCE SMM from time to time.
- The Service Provider's staff will be equipped with mobile phones or other appropriate immediate means of communication so that they may be contacted directly from the Service Provider's depot when required by the Account Manager.
- The Service Provider shall provide a contact number for the dedicated Account Manager, if necessary may be contacted directly by the Authorized OSCE Officers.
- The authorized OSCE SMM Officers shall be notified accordingly if the Service Provider is going to be late making a collection or delivery in accordance with the agreed timetable. In such case the Service Provider shall adhere to such reasonable alternative arrangements as the OSCE SMM may require.
- The Service Provider shall provide monthly management information report to the authorized SMM Officer (details will be provided at the start of contract). Format of such report will be developed and agreed at the time of contract implementation.

Pedro Ataide



Chief of Fund Administration

