



REQUEST FOR QUOTATION

Legal service for work permit and VISA

ACF MOZAMBIQUE

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1. PREAMBLE

Action Contre la Faim (ACF) fights against the causes and effects of hunger and diseases which threaten the lives of children, women and men in vulnerable situations. Founded in France in 1979, Action Contre la Faim is a non-governmental, non-political, non-religious, and non-profit organization.

Present in the Mozambique since 2019, Action Contre la Faim strives to address the humanitarian issues identified today in the country, namely:

- Food insecurity and livelihoods,
- Nutrition, health and care practices,
- Water, sanitation, hygiene
- Advocacy
- Epidemiological risk.

2. PURPOSE OF THE QUOTE

As per type of work ACF is developing in Mozambique, and being at phase of restructuring the Mission Office in Mozambique, there is a high demand on applying for long-term working visa for the staff that are deployed for 1 year or more in the country.

3. DESCRIPTION - TECHNICAL SPECIFICATIONS

ACF wishes to receive advice & support for:

- a) Guidance and processing of the documents required to obtain work permits and work visas
- b) Translation and legalization of documents when necessary
- c) Filling in the forms
- d) Scheduling the consular interview / migration service
- e) Presentation and follow-up of the documentation or process to the labor directorate / trade unions / consulate and embassy / migration or any other entity related to the process.

4. EXPECTED SCHEDULE

Steps	Dates
Dissemination of the Call for quotation	11/07/2024
Deadline for submission of offers	18/07/2024, 5pm
Offers review and clarification	19/07/2024
Final negotiation deadline	26/07/2024
Agreement signature	01/08/2024

5. SELECTION CRITERIA

In addition to the quality of the offers and the fact that they correspond to ACF's expectations, ACF will take into account in the final choice of the service the following criteria:

- Detailed Technical and Administrative document of the supplier (Alvara, NUIT)
- Financial offer, in MZN including at least: unit cost, VAT, etc...
- Proposition annexes if any: Please, provide a financial offer in MZN including at least: unit cost, VAT, etc...
- Having a representation in Pemba is a plus
- Terms & conditions of payment
- Validity of offers

Documents to be supplied:

- A detailed offer. Prices must be net, excluding VAT and including VAT.
- Proven experience in processing work permits and work visas. Proof of similar experience with other clients (NGOs, United Nations agencies, etc.)
- To be duly registered and legalized to operate in Mozambique
- Recommendations or letters of approval from non-governmental organizations (preferred)
- Up-to-date discharge and INSS certificate
- Commercial license and certificate
- Updated list of beneficial owners
- No financing of terrorism
- A sample contract

Note that ACF will pay attention to environmental and social issues.

6. SUBMISSION PROCEDURE

Any supplier interested in this quote request must submit their proposal to the following addresses: tender@mz-actioncontrelafaim.org

No later than Friday 18/07/2024, 5pm.

Loic Pannetier
Logistic HoD