

**THE
JOHANNITER**



TENDER NO. SSD/JUB/52142/496

**PROVISION OF COMPREHENSIVE MOTOR INSURANCE COVER TO THE
JOHANNITER FLEET IN SOUTH SUDAN**

December 2016

Johanniter International Assistance

Country Office Juba

Plot N° 216, Block 3-K South

Kololo, near to Immigration Office at Kololo Road

Juba Na Bari

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1 INVITATION TO TENDER

Subject:

TENDER NO. SSD/JUB/52142/ 196 FOR PROVISION OF COMPREHENSIVE MOTOR INSURANCE COVER FOR TEN VEHICLES AND FIFTEEN MOTOR BIKES

Dear Sir and Madam,

Johanniter International Assistance is part of the German NGO Johanniter-Unfall-Hilfe e.V, founded in 1952. Globally, the organization focuses on three areas: primary health care, disaster response and preparedness, and rehabilitation programs for people with physical disabilities.

The overall objective of Johanniter in South Sudan is to contribute to the efforts of the Ministry of Health to reduce mortality and morbidity of mothers, children and other vulnerable group. The interventions are aimed to improve access to quality primary health care and improved nutritional status of children under five, pregnant and lactating women and other vulnerable people. Improved access to water, sanitation and hygiene is also an essential part of Johanniter's program in South Sudan.

Johanniter has secured funding to reduce morbidity and mortality due to malnutrition through an integrated approach of food security and livelihood, hygiene and sanitation and nutrition interventions.

Johanniter is registered in South Sudan at Ministry of Legal Affairs and Constitutional Development from October 21st 2011 under serial number 1177 and the Relief and Rehabilitation Commission from November 16th 2011 under the serial number 115.

Johanniter invites eligible candidates for **Provision of Comprehensive Motor Insurance Cover** for its fleet for a period of 12 months with an option of renewal for an additional 12 months subject to satisfactory Performance.

The details of the tender documents can be obtained from Logistics Office Johanniter, Juba, South Sudan or the interested bidder can request the tender documents through e-mail.

Following documents are required:

- Company profile
- Business License
- Tax identification Number
- Business License
- Consortium agreement and authorization letter (only if relevant)
- Complete fill-in vendor registration
- Declaration of Supplier (see Annex)
- Properly Signed Bid

Bids must be delivered to the Johanniter offices in Juba. Deadline is **30th of December 2016 at 12:00 noon**. Applications after the deadline will not be considered.

Interested suppliers submit their bids in a sealed envelope, marked with the tender number and company name and should deliver it to the logistics department at Johanniter International Assistance office in Juba:

Johanniter International Assistance

Country Office Juba

Plot N° 216, Block 3-K South

Kololo, near to Immigration Office at Kololo Road

Juba Na Bari

**THE
JOHANNITER**



For further questions the logistics department is available during the official offices hours.

On behalf of Johanniter International Assistance

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Logistics Officer

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2 INSTRUCTIONS TO TENDERERS

2.1 Currency

Prices quoted should be **in USD** including taxes and delivery costs. Prices shall remain valid for ninety (90) days from the closing date of the tender.

2.2 Eligible Tenderers

This Invitation for tenders is open to all tenderers with legal requirement to carry the described service above. The successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.3 Cost of Tendering:

The tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity will in no case be responsible or liable for those costs regardless of the conduct or outcome of the tendering process.

2.4 Contents of Tender Document:

The tender documents shall comprise of the following information; instructions to the tenderers:

- details of the Insurance Cover
- detailed price list
- Insurance Company's Authorization Form
- Johanniter's Declaration of supplier form

Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.5 Clarification of Tender Documents

A candidate making inquiries of the tender documents may contact Johanniter on the above mentioned address in which the entrusted person will respond in writing to any request for clarification of the tender documents within the tender period.

At any time prior to the deadline for submission of tenders, the logistics person for any reason whether at its own initiative or in response to a clarification requested by a prospective tenderer may modify the tender documents by issuing an addendum. All prospective tenderers who have obtained the tender documents will be notified of the amendment by e-mail and such amendment will be binding to them. In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the logistics person at its discretion may extend the deadline for the submission of tenders.

2.6 Language of Tenders

The tender prepared by the tenderer as well as all correspondence and documents relating to the tender exchanged by the tenderer and the procuring entity shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are

accompanied by an accurate English translation of the relevant passages in which case for purposes of interpretation of the tender the English translation shall govern.

2.7 Deadline for Submission of Tenders

Tenders must be received by Johanniter at the address specified above before 30.12.2016; 12: 00 noon. Confirmation copy, postmarked no later than the deadline for submission of tenders.

2.8 Evaluation and Comparison of Tenders

Johanniter will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to the requirement and the tender evaluation will take into account in addition to the tender price and detailed data provided. Johanniter will choose the quotation that offers the best value for money and is not only looking for the cheapest offer, but also for other service factors.

2.9 Contacting the Procuring entity

No tenderer shall contact Johanniter on any matter relating to its tender from the time of the tender opening to the time the contract is awarded. Any effort by a tenderer to influence Johanniter in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the

quotation from the supplier.

2.10 Post-qualification

Johanniter will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the most economic offer is fit to provide the services requested. The evaluation will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the submitted documents.

2.11 Definitions of some Word in the Tender Document

In this tender document, the following terms shall be interpreted as indicated:

The "**Contract**" means the agreement entered into between the Johanniter and the tenderer, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

The "**Contract Price**" means the price payable to the other tenderer under the contract for the and proper performance of its contractual obligations.

"**The services**" means services to be provided by the tenderer including any documents which the tenderer is required to provide to Johanniter under the contract.

"**The Contractor**" means the organization of firm providing the services under this contract.

"**Day**" means calendar day.

2.12 Delivery of Services and Documents

Delivery of the services shall be made by the contractor in accordance with the terms specified by Johanniter in the schedule of requirements and the special conditions of contract.

2.13 Payment

The method and conditions of payment to be made to the contractor under this contract shall be specified in the contract awarded and sign by the two parties. Payment shall be made promptly by the procuring entity, but in no case later than thirty (30) days after submission of an invoice or claim by the contractor. Johanniter shall expect the insurance policy documents immediately after payment.

2.14 Prices

Prices charged by the contractor for services performed under the contract shall not, with the exception of any price adjustments authorized in the contract, vary from the prices quoted by the tenderer in its quotation or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties. Contract price variations shall not be allowed for contracts not exceeding one year (12) months and price variation requests shall be processed by Johanniter within 30 days of receiving the request.

2.15 Assignment

The Contractor shall not assign, in whole or in part, its obligations to perform under this contract, except with the procuring entity's prior written consent.

2.16 Termination for Default

Johanniter may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor terminating this contract in whole or in part: If the contractor fails to provide any or all of the services within the period (s) specified in the contract, or within any extension thereof granted by the logistics .If the contractor fails to perform any other obligation (s) under the contract. If the contract in the judgment of Johanniter has engaged in corrupt or fraudulent, practices in competing for or in executing the

contract. In the event Johanniter terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered and the contractor shall be liable to Johanniter for any excess costs for such similar services. However the contractor shall perform of the contract to extent not terminated.

3 AWARD CRITERIA

Johanniter will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the most economic tender (best value for money), provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. **This will include qualifications, capability experience services, equipment and facilities to provide what is being procured.** Legal capacity to enter into a contract for procurement; shall not be Insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.

3.1 Right to accept or Reject any or all Tenders

Johanniter reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity's action. If Johanniter determines that none of the tenders is responsive, Johanniter shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in Johanniter future public procurement.

3.2 Notification of Award

Prior to the expiration of the period of tender validity, Johanniter will notify the successful tenderer in writing that its tender has been accepted and the notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and Johanniter. Simultaneously the other tenderers shall be notified in writing that their tenders were not successful.

4 FORCE MAJEURE

The Contractor shall not be liable for forfeiture of its performance, security or termination for default if and to extents that delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

5 SCHEDULE OF REQUIREMENTS

Johanniter wishes to engage the services of either insurance brokerage firm or an underwriting company to provide comprehensive insurance cover for NCPD property. The insurance brokerage firm and underwriting company must meet the following conditions:

- Must be registered with Insurance Regulatory Authority for the current year and a copy of current license be submitted.
- Must give, for the previous year, at least three (3) reputable clients and a maximum of Six (6) for the Comprehensive Insurance.
- Must attach the list of key management and technical staff and Indemnity Certificates where applicable.

The bidders must quote for all the insurance covers required for the bids to be considered responsive and have a complete price schedule in their own formats provided as well as any other information or documents which in your opinion may assist in the objective evaluation of your proposal. All bids admitted at the mandatory qualification shall be subjected to technical and financial evaluation.

6 PROPOSED COVER

Johanniter is interested in **Comprehensive Insurance Cover** for its ten cars and fifteen motor bikes. The range of insurance cover and a demonstration of the candidate's capability to arrange insurance covers for Johanniter will attach highest value in importance to policy enhancements that add value to the standard market cover.

7 DETAILS OF THE GENERAL INSURANCE COVER

Johanniter wants to contract a reputable insurance brokerage firm or an underwriting company that will offer a suitable Comprehensive Insurance Cover (with attractive riders) at a competitive cost in line with the Johanniter budget. The insurance underwriting company/broker will be expected to provide a solution that entails benefits which ensure Johanniter receives quality services. While it is appreciated that insurance covers come with inherent controls and procedures, Johanniter is hoping that the selected provider will look at the possibility ensuring that any controls and procedures are not necessary bureaucratic and cumbersome. Other Information that is required includes particulars of cover one must provide: Full details of what the cover provides and full details of what the cover excludes network coverage. The tenderer is required to provide the following:

- Full details of towns where the insurance underwriting company is represented
- Claims Settlement
- Turnaround Time,
- Details of the claims settlement turnaround time.

Note the time indicated will be used to review the performance of the tender and the underwriter for any future renewal of contract.

7.1 Financial Stability

The bidders should provide documentary proof that they are financially sound. Minimum details to be contained in the bids and bidders must demonstrate that they have the knowledge and experience in the provision of required services. The bids should comprise insurance cover proposal(s) indicating the benefits and associated costs.

7.2 The Insurance Cover proposal should include

The provider's profile has to demonstrate relevant experience. This should include reference of at least five (5) reputable clients (preferably from the public sector) and maximum of ten (10) and the total clients' premiums for the requirements and at least three (3) reputable clients. Details of benefits for the insurance cover and the team in charge of the insurance cover are mandatory.

8 TECHNICAL EVALUATION

The bidders will be technically evaluated based on proposals submitted in response to the above details of cover and the following factors will be considered:

- Company Profile:
- brief description of the firm's organization and
- outline of experience on provision of insurance service of a similar nature as indicated in the table below:

Client	Contact person Tel no.	Duration	Number of Motors covered	Type of services	Value of Premium

Give at least three (3) reputable clients and a maximum of six (6) for the comprehensive Insurance. Reference letters should be attached for all Professional qualification and experience of management team the list of the proposed staff, i.e. the team in charge of the insurance cover by specialty and the tasks that would be assigned to each staff team member.

9 EVALUATION OF FINANCIAL PROPOSALS

The commercial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, the policy excess amounts, exclusion clauses, and other pertinent terms and conditions of tender. The evaluation committee will determine whether the financial proposals are complete. The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price of the financial proposal as submitted shall prevail

10 ANNEX 1: DECLARATION OF SUPPLIER

Tenderers must submit this signed declaration to the effect that they are not in any situation established as grounds for exclusion in the Johanniter procurement guidelines.

DECLARATION OF SUPPLIERS

We _____ [company name] herewith declare that

- a) we do respect basic social rights and working conditions and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender;
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.

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Date & Signature

Name of company

Name in printed letters

Stamp

11 ANNEX 2: VENDER REGISTRATION

Vendor Registration

SECTION 1: Company details and general information

1 Full legal name of company:

2. Profile / Specialization:

3. Address:

Street:

Postal Code:

City:



Country: _____

4. Telephone: _____	5. Fax No: _____
6 E-Mail Address _____	7. Website address: _____

8. Contact Name and Title: _____

9. Parent Company (Full legal name): _____

10. Subsidiaries, Associations and /or overseas representatives(s) (Attach list is necessary)

11. a) Nature of business (Tick one box only)
Trader Authorized Agent Company
Other (specify): _____

11. b) Type of business
Corporate/Limited Partnership NGO Sole Proprietorship
Other (specify): _____

12. Year established: _____ 13. Number of full-time employees _____

14. Trading/Operation Licence No.: _____ Valid till: _____

15. VAT Number: _____ Valid till: _____

16. Tax Identification: _____ Valid till: _____

17. Tax Clearance certificate No: _____

18. Annual value of total revenue for the last 3 years: _____



(1) 2012:	US\$	(2) 2013	US\$	(3) 2014	US\$
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19. Bank name (with Branch): _____
Address: _____
SWIFT/BIC Address: _____

20. Bank account number: _____
Account name: _____

SECTION 2: Financial Information

21. Please provide copies of the company's last 3 years annual or audited financial report, if available.

