**REQUEST FOR QUOTE NOTICE** Date: 19 February 2018

**Deadline for submission of bids is March 2nd 2018 before 10:00am.**

BBC Media Action

Juba, South Sudan, Tong Piny

Near Immigration Office

Same building with Ecom/Vistas.

E-mail: [**james.okello@ss.bbcmediaaction.org**](mailto:james.okello@ss.bbcmediaaction.org) **;** [**Mawa.Alison@ss.bbcmediaaction.org**](mailto:Mawa.Alison@ss.bbcmediaaction.org) **and** [**amule.alex@ss.bbcmediaaction.org**](mailto:amule.alex@ss.bbcmediaaction.org)

**Reference number: BBC MA 2018/Group Medical, Life and Accident Insurance**

BBC Media Action wishes to contract a legally recognized service provider (company) to provide services for Group Medical, Life and Accident Insurance.

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| --- | --- | --- |
| **S/N** | **CATEGORY** | **DETAILED SPECIFICATION** |
| 01  02  03 | * Group Medical Insurance * Group Personal Accident & Workman Compensation * Group Life Assurance | **Provide your contact details for us to send tender documents for further quotation.** |

**WE PRACTICE PROCUREMENT WITH INTEGRITY.**

**All bids are received directly by the Tender committee. It is not possible to influence the decision or outcome except by offering the best value. No individual or group can influence this decision. No BBC Media Action employee will solicit you outside this tender except if you are being awarded this tender.**

**EMAIL UNETHICAL BEHAVIOR TO ALL OF THE BELOW EMAIL FOR CONFIDENTIAL REPORTING.**

**Manner of Submission**

* **By hand delivery** to BBC Media Action Juba office reception in a sealed envelope clearly marked:

**BBC MA 2018/Group Medical, Life and Accident Insurance**

ATTN: Tender Committee

* **By Email** to the Tender committee email:[**james.okello@ss.bbcmediaaction.org**](mailto:james.okello@ss.bbcmediaaction.org)to [**james.okello@ss.bbcmediaaction.org**](mailto:james.okello@ss.bbcmediaaction.org) **C.C.** [**Mawa.Alison@ss.bbcmediaaction.org**](mailto:Mawa.Alison@ss.bbcmediaaction.org) **and** [**amule.alex@ss.bbcmediaaction.org**](mailto:amule.alex@ss.bbcmediaaction.org)

with the subject stating the Reference number noted above.

**Sealing and Marking of Bids**

* Hand Delivered bids shall be securely sealed in a plain envelope and dropped into the tender box located at the BBC Media Action office reception.
* **No other markings than stated above should be on the envelope. Not adhering to this practice will result in rejection.**

**Communication**

* **Bidders with questions regarding this notice should post them to the same location where this tender was posted at** [**http://comms.southsudanngoforum.org/c/tenders**](http://comms.southsudanngoforum.org/c/tenders)**.** Direct communication with BBC Media Action staff will result in disqualification. If questions remain unanswered, please submit with your bid for consideration by the committee

**Your bid MUST clearly indicate the following:**

* Currency of offer -USD
* Net price after deduction of discounts:
* Number of days required for delivery to each location:
* Validity of the offer Should be minimum of 60 days
* Detailed specifications and brands provided (if different from stipulated specifications):
* Limitations.
* Area coverage and list of survives providers across South Sudan and outside of South Sudan.
* **NOTE: Tax exemption and Duty free clearance will be facilitated by BBC Media Action unless requested as Delivered and Duty Paid (DDP) above.**

**Conditions of bidding:**

* Bids must be valid for minimum 60 days
* Payment terms will be within 30 business days after receipt of goods and invoice, by Electronic bank transfer.
* A reference list with current contact information.
* Business Contact details including President/Owners of the company.
* BBC Media Action is not subject to VAT; therefore, all offers should be exclusive of VAT costs.
* Meet the Deadline noted at top of RFQ.
* Provide proof of being a legally registered company in the country in which the bid is being submitted.
* Having a track record and experience in the requested Category.
* Ability and capacity to supply the specified quantities above and deliver to BBC Media Action Juba office or specified field location.
* Detailed knowledge of the Category bidding upon.
* If submitting in an EMAIL format, **only** bids submitted to [**james.okello@ss.bbcmediaaction.org**](mailto:james.okello@ss.bbcmediaaction.org) **C.C. Mawa Alison Emmanuel** [**Mawa.Alison@ss.bbcmediaaction.org**](mailto:Mawa.Alison@ss.bbcmediaaction.org) **and Amule Alfred** [**amule.alex@ss.bbcmediaaction.org**](mailto:amule.alex@ss.bbcmediaaction.org)will be accepted.
  + Emailed Bids will be REJECTED if:
    - Another BBC Media Action email is in copy
    - Submitted separately to any other party.
    - Any coercive behaviour is suspected.
* NB: **No tender documents are to be requested from the office**. You only need to submit your quotation as instructed above. Speaking directly with BBC Media Action staff members can result in rejection of your bid.

**Terms & Conditions:**

* BBC MEDIA ACTION accepts no responsibility and is under no obligation to reimburse applicants for the costs associated with preparation of their applications;
* Time of delivery is very important; the service provider should therefore indicate a reasonable time for delivering the vehicle and associated accessories, otherwise delay penalties will be strictly implemented and no time extension would be granted unless for reasons beyond the contractor’s control
* BBC MEDIA ACTION reserves the right to award the most qualified service provider (contractor) regardless of the lowest price submitted;
* Payment is upon delivery and after preliminary verification of the items specified above; their functionality and originality
* BBC MEDIA ACTION reserves the right to award to more than one bidder or to reject all applicants and cancel the solicitation at any time.