

**Annex 4**

**Tender Invitation for Provision of Medical and Group General Accident Cover**

<b>Tender Number</b>	FCA-MEDICAL INSURANCE & GPA COVER – P2 /2018 – 2019
<b>Purpose</b>	Provision of medical insurance cover and group general accident (GPA)
<b>Closing date</b>	16 <sup>th</sup> June 2018 at 12.30pm
<b>Tender opening date</b>	18 <sup>th</sup> June 2018 at 2.30pm
<b>Location for tender opening</b>	FCA office situated at Juba Na Bari Area, Bilpham Road, behind Medan Rainbow.

Finn Church Aid (FCA) is a faith-based organization founded in 1947. FCA is the largest Finnish development cooperation organization and humanitarian aid. FCA operates in 14 countries, where the needs are most dire.

Finn Church Aid South Sudan Country Office is looking for reputable Insurance Companies to quote for medical insurance and group general accident cover in a competitive bidding process according to the TOR below.

<b>COVER TERMS OF REFERENCE- TOR</b>	<b>LIMITS</b>
<b>In Patient</b>	<b>USD 15,000 and USD 10,000 per family per annum</b>
Room Entitlement	Standard Private Room
Pre-existing, chronic & Congenital Conditions	Up to USD 2,500 within inpatient limit
HIV/AIDS	within inpatient limit
Maternity	Up to USD 1,100 within inpatient limit
Last Expense	Up to USD 1,000 per Member
Maternity - 1 <sup>st</sup> Emergency Caesarean Section	Up to USD 2,000 within In Patient limit
Non-accidental inpatient dental	Covered up to USD 600 per family within Inpatient limit
Non-accidental inpatient optical	Covered up to USD 600 per family within Inpatient limit
Post Hospitalization	Covered up to four weeks of medication
Air evacuation within East Africa	Covered
Road Evacuation	Within South Sudan (Juba), Kenya, Uganda
Lodger Fees	12 years

Entry Age	37 - 38 weeks
Age Limit	75 years
Children Age	From birth to 21 years (& up to 25 years if still in school)
Service Providers Panels	Out & In Patient credit
Venereal diseases and STDs	Covered

OP BENEFITS	LIMITS
<b>Out Patient</b>	<b>USD 1,500 per family per annum</b>
Chronic, Recurring & Pre-existing	Full cover.
HIV/AIDS and related conditions & A.R.V.s	Full cover.
Out-patient dental	Covered (Stand Alone) Covered up to USD 600 per family
Out-patient optical	Covered (Stand Alone) Covered up to USD 600 per family every two years.
Routine Antenatal	Max 3 U/S Scan
Postnatal Care	Up to 6 weeks post-delivery
Routine Immunization for Infants	Covered
Routine general checkups for staff only	For staffs only once in a year.
Service Providers Panels	Both within south Sudan and east Africa.

**Note:**

You are required to provide two financial proposals one with a cover limit for OUT-PATIENT USD 1,500 and IN-PATIENT USD 15,000 and the second one with cover limit of OUT-PATIENT USD 1,500 and IN-PATIENT USD 10,000. A buffer cover of USD 5,000 should be provided in both proposals.

For a complete list of FCA staff profile for purposes of GPA financial proposal, please write to [Admin.Ssuco@kua.fi](mailto:Admin.Ssuco@kua.fi) between 9am to 5pm, Monday to Friday, two days before the deadline.

In all the technical proposals, the general cover limits and sub limits should be maintained as provided for in this TOR, as this will inform the selection process. Any deviation may lead to disqualification.

**Submission of bids:**

Bids shall be by hand delivery to the Tender Box at FCA office at the location stated below. The bidder shall register in the tender submission book as per the requirements. This book exist with FCA security at the main entrance.

The Procurement Committee  
Finn Church Aid South Sudan  
P.O. Box 432, Juba Na Bari Area  
Bilpam Road, Juba, South Sudan

All inquiries must be made in writing via this email: [Admin.Ssuco@kua.fi](mailto:Admin.Ssuco@kua.fi). You are barred from approaching the Contracting Authority for oral clarification about this call.

## INVITATION TO TENDER (SERVICES)

<b>Date of issue:</b>	06/06/2018
<b>Tender no.:</b>	FCA-MEDICAL INSURANCE & GPA COVER – P2 /2018 – 2019
<b>Contract title:</b>	Staff Medical and Group Personal Accident Cover
<b>Closing date:</b>	16/06/2018
<b>Tender opening:</b>	By FCA Procurement Committee in the presence of bidders
<b>Contracting authority:</b>	Finn Church Aid, South Sudan Country Office E-Mail: <a href="mailto:Admin.Ssuco@Kua.fi">Admin.Ssuco@Kua.fi</a>

### INVITATION TO TENDER

#### PROVISION OF STAFF MEDICAL INSURANCE AND GPA COVER

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

#### **A – Instructions to tenderers**

**Annex 3: Tender Submission form (to be completed by the tenderer)**

**Annex 4: Invitation to bid**

In order to enable the tenderer to complete the forms (Tender submission form and Technical data form) electronically a copy of these documents can be forwarded in a PDF word format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

## ***A. Instructions to tenderers***

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

### **A.1. Scope of services:**

The subject of the contract/tender is the provision of medical insurance and Group Personal Accident cover for FCA staff and their dependants spread across South Sudan and within East Africa i.e. Kenya, and Uganda.

FCA has staff and offices in the following field locations

<b>#s</b>	<b>Description</b>
1	Mingkaman
2	Pibor
3	Juba
4	Fangak

In addition FCA staff also have dependants who live in Kenya – Nairobi and Eldoret, Uganda - Kampala and Northern Uganda.

#### **a) Delivery:**

The service will be delivered in locations, towns and cities specified above which are subject to change.

#### **b) Specifications:**

Service providers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

### **A.2. General:**

FCA seeks to get quality medical cover at favourable costs in the locations specified above.

### **A.3. Cost of Tender:**

The tenderer shall bear all costs associated with the preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

### **A.4. Clarification of tender documents and additional information:**

Tenderers may submit questions in writing at the latest on the date specified in the time table in article A.5., specifying the tender no. and the contract title. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the time table. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

#### **A.5. Planned time table:**

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	<b>Date</b>	<b>Time</b>
Deadline for request for any clarifications from the Contracting Authority	14/06/2018	12.30PM
Last date on which clarifications are issued by the Contracting Authority	14/06/2018	5.00PM
Deadline for submission of tenders (closing date)	16/06/2018	12.30PM
Tender opening session (all tenderers are invited)	18/06/2018	2.30PM
Contract award	22/06/2018	TBC
Contract start	23/06/2018	TBC

All times are in the time zone of South Sudan. All bidders are invited to attend the tender opening session at FCA office on June 18<sup>th</sup> 2018, at 2.30 pm. No further formal invitation will be sent after the closing date.

#### **A.6. Eligibility and qualification requirements:**

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers shall also be requested to certify that they comply with article 13. "Child Labour & Forced Labour" and article 14. "Mines" of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

#### **A.7. Exclusion from award of contracts**

Contracts may not be awarded to tenderers who, during the procurement process:

- (a) are subject to conflict of interest

- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.
- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

**A.8. Language of Tenders**

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Supporting documents and printed literature furnished by the tenderer may be in local language.

**A.9. Documents comprising of the Tender:**

The Tenderer shall complete and submit the following documents with his tender:

Tender submission form (annex 3) with supporting documents and other relevant information that should be made known to the Contracting Authority.

**A.10. Price:**

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on one of the following bases:

1. For each of the two plan options including all applicable taxes and for GPA

Prices shall be quoted in USD only.

**A.11. Validity:**

2. Tenders shall remain valid and open for acceptance for a period stated above and before the closing date for submission.

Prior to the expiry of the original tender and validity period, the Contracting Authority may ask tenderers in writing to extend this period.

**A.12. Submission of tenders and closing date:**

Tenders MUST be hand delivered to the office below on or before the closing date and time as specified in the Annex 4 above. Any tenders received after that time will not be considered. Tenders MUST be submitted in a sealed envelope.

### Annex 3:

### Tender submission form

Submitted by (name of company):	
Contact Person:	

NB: To be accompanied by a proforma invoice

#### PRICE SUMMARY SCHEDULE (Price and currency to be inserted by tenderer)

<Item >	Description of supplies	Qty	Currency: USD	
			Unit Price	Total Price
1	Option I (OP \$ 1,500 and IP\$ 15,000)			
2	Option II (OP \$ 1,000 and IP \$ 10,000)			
3	GPA Based on staffing list as shall be provided on request.			
<b>Total price FCA</b>				

Please attached detailed quotation analysis for better comparison.

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Quotation Annex	
Company experience	
Implementation for 12 months	



<b>Company information</b>	
Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	

Signature & stamp:

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Signed by:

**The Tenderer** :

Name of the company :

Address :

Telephone no. :

Fax no. :

E-mail: :

Name of contact person :

Date: :

**NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”**