



Dorcac Aid International South Sudan

Ref No: DSS-213-INSUR-004/2022

BID DOCUMENT FOR PROPERTY INSURANCE (OFFICE BUILDING & EQUIPMENT)

WAU, WESTERN BAHR EL GAZAL STATE

GENERAL INSTRUCTIONS

Please read carefully the method of tender submission and comply accordingly.

1. DORCAS AID INTERNATIONAL-SOUTH SUDAN (DAI-SS) reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

2. Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Organization will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

3. Clarification of Bidding Document

All correspondence related to the contract shall be made in English. Any clarification sought by the bidder in respect of the consultancy shall be addressed at least **five (5) days** before the deadline for submission of bids, in writing to the assigned administrative personnel.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to procurement.wau@zoadorcac.ngo

4. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, DAI-SS, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing, and it will be binding on them. It is therefore important that bidders give the correct details in the format provided at the time of collecting/receiving the bid document.

We allow prospective Bidders reasonable time to take any amendments into account in preparing their bids; DAI-SS may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

5. Deadline for Submission of Bids

Bids should reach **at the bid box situated in the Country office DAI-SS OR through the procurement email address procurement.wau@zoadorcas.ngo** on or before Monday April 11 2022 at 16:00 hrs Afternoon. The Office of DAI-SS is located in Wau Town, around Sikkahadid. Bids received after the above-specified date and time shall not be considered. Any bid received by DAI-SS after this deadline will be rejected. The bid will be opened on Tuesday April 12, 2022

Bidders should provide a technical and financial proposal in two separate folders clearly Marked "Technical Proposal" and "Financial Proposal" both of which should then be submitted with the subject reading "Tender No. # DSS-213-INSUR-004/2022- Property Insurance cover "

6. Cost Structure and non-escalation

The bidder shall, in their offer (Financial Proposal), detail the proposed costs as per the template provided above. No price escalation under this contract shall be allowed. DAI-SS shall not compensate any bidder for costs incurred in the preparation and submission of this RFP, and in any subsequent pre-contract process.

7. Taxes and Incidental Costs

The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental costs.

8. Responsiveness of Proposals

The responsiveness of the proposals to the requirements of this BID DOCUMENT will be critically reviewed. A responsive proposal is deemed to contain all documents or information specifically called for in the Technical document. A bid determined not responsive will be rejected by the organization and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

9. Currency for Pricing of Tender

All bids in response to this bid announcement should be expressed in United States dollars (USD). Expressions in other currencies shall not be permitted.

10. Correction of Errors.

Bids determined to be substantially responsive will be checked by DAI-SS for any arithmetical errors. Errors will be corrected by DAI-SS as below:

- a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and
- b. Where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c. Where there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.

The price amount stated in the Bid will be adjusted by DAI-SS in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, her/his bid will be rejected.

11. Evaluation and Comparison of Bids

Technical proposals will be evaluated prior to the evaluation of the financial bids. Financial bids of firms whose technical proposals are found to be non-qualifying in whatever respect may be returned unopened.

12. Confidentiality

The Bidder shall treat the existence and contents of this RFP, and all information made available in relation to this RFP, as confidential and shall only use the same for the purpose for which it was provided.

The Bidder shall not publish or disclose the same or any particulars thereof to any third party without the written permission of DAI-SS, unless it is to Bidder's Contractors for assistance in preparation of this Tender. In any case, the same confidentiality must be entered into between Bidder and his Contractors.

13. Corrupt or Fraudulent Practices

DAI-SS requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

DAI-SS will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

Further a tenderer that is found to have indulged in corrupt or fraudulent practices risks being debarred from participating. Please report any malpractices to a.kroese@zoadorcas.ngo.

For any information please call using lines indicated here below:

Tel: +211-916-995-143
+211-926-499-991
+211-927-005-060
+211-910-005-060

DORCAS AID INTERNATIONAL SOUTH SUDAN

[Terms of Reference]

INSURANCE SERVICE

Location: Western Bahr El Ghazal State,
Specific Locations: DAI-SS Head office in Wau,

Service Title: Office building & Equipment (Property) insurance Service Delivery
Length of contract: One year- 12 Months

1. BACKGROUND

Dorcas is a Christian, international relief and development organization, founded in 1980 in The Netherlands. Dorcas has been involved in relief and development projects in Eastern Europe, the Middle East and Africa and provides assistance irrespective of race, religion, gender and political affiliation. Dorcas is currently present in Ethiopia, Kenya, Tanzania, Mozambique, Egypt, South Sudan, Albania, Romania, Moldova, Ukraine, Syria, Lebanon, Iraq and Yemen. We are running our humanitarian programs in Western Bahr El Ghazal areas including Akon North.

2. LOOKING FOR

Currently, we are pursuing for an experienced insurance company for DAI-SS owned property (Office Building & Equipment) coverage. Property is located in Wau Town, for our operations in Warrap and Western Bahr El Ghazal State. Please refer to table below for summary of property to be insure

Table-one Summary of office property and equipment

S/N	Item Description	UoM	Quantity	Unit price	Total Price
1	Office building	Unit	1	\$465,000.00	\$465,000.00
2	Computer lab (Desktops)	Unit	40	\$550.00	\$22,000.00
3	Tailoring training Machine	Unit	24	\$850.00	\$20,400.00
4	Office laptops	pcs	60	\$400.00	\$24,000.00
5	Conference hall system and equipment	Set	1	\$12,400.00	\$12,400.00
6	Internet system complete (C-Band) V-SAT	Set	1	\$12,817.75	\$12,817.75
7	Powered solar system	Set	1	\$20,938.00	\$20,938.00
8	miscellanies (office desks and other)	Lum sum	1	\$9,000.00	\$9,000.00
					\$586,555.75

3. GENERAL DISCRIPTION OF THE SERVICE

This insurance service is meant for the provision of economic protection from a risks occurring or discovered within a specified period. With this in focus, DAI-SS would like to buy policy of the property (office building & equipment) insurance coverage as per the law of the land South Sudan. Please note, the location of the property is Wau western Bhar El Ghazal state, South Sudan

4. ROLE OF THE SERVICE PROVIDER

The contractor (Service Provider) will have to provide insurance services and execute the responsibilities as stated in the general description of the service. Within the frame work of the property insurance coverage service, the company will be discharging the following major roles:

- The contractor (Service Provider) will provide maximum insurance cover for the organisation premises, property, (Office building & equipment) located in western Bhar El Ghazal state, Wau.
- Ensures that mitigating measures are in place at all time to deter or deny identified threats.

- The service provider should maintain the immediate response in case of any occurrence of incident as to be stipulated in agreement.
- Mitigate risk and manage any incidents in accordance with Dorcas Aid South Sudan, Standard Operating Procedures (SOPs) and the Operating procedures of the service provider itself.
- Conduct all duties in compliance with Standard Operating Procedures & clients specific Operating Procedures;
- Ensure compliance with legal, regulatory, ethical and social requirements.
- Insurance company to provide a clear list of claims payable and not payable.

5. REQUIREMENTS OF THE CONTRACTOR FOR THE TENDER

A. Experience:

For a contractor to be accepted to participate in the tender process, must provide evidence (satisfactory contract completion certificates) of at least 5 years experiences working with national and international organisations in South Sudan.

B. Legal documents from the government of South Sudan.

The contractor must present a copy of the valid operational license certificate; a copy of the company's registry in the South Sudan's Ministry of Legal Affairs. It is advisable to make sure that the following documents are in place before involving in this bidding process:

- Valid Certificate of incorporation/Registration;
- Valid Tax Compliance Certificate (Tax Clearance Certificate);
- Valid Certificate of member of Chamber of Commerce, industry and Agriculture
- Valid Operational insurance License/ permit;
- Membership certificate with South Sudan insurers (SSIA)
- Valid Operational License;
- Company Profile

C. Bidding amount.

The companies participating in this tender should present the pro forma invoice fully completed with the unit prices for the property (office building & equipment) insurance cover as per summary in table-one above under Term of reference section 2-Looking for. full amount quoted should cover all expenses for the service delivery and other activities under the contract, as well as any indirect cost and/or administrative costs that the contractor must incur.

ANNEX 2: BID EVALUATION CRITERIA

The three stage evaluation procedures will be used to evaluate all tender documents. The total number of points which each bidder may obtain for its proposal is:

1. Mandatory Requirements: (Yes/No)
2. Technical Proposal: 60 Marks
3. Financial Proposal: 40 Marks

1. Mandatory Requirements

The tender document (Technical and Financial) shall be evaluated on the basis of its adherence to the following compulsory requirements.

SN	Document /Requirements	Yes/No
1	Is the company registered in South Sudan)Certificate of incorporation/Registration)	
	Registration certificates with insurance Regulatory Authorities (Operational license)	
2	Valid Tax Compliance Certificate (Tax Clearance Certificate)	
3	Membership certificate with chamber of commerce, industry and Agriculture	
	Membership certificate with South Sudan insurers (SSIA)	
4	Company Profile	
<i>Proceed to the next sage (Yes/No)</i>		

2. Evaluation of the Technical Proposal(Details)

The Technical detail of the bid document shall be evaluated on the basis of its responsiveness to RFQ. (Specifically, the following criteria shall apply):

CRITERA	Maximum Points	Bidders Score	Remarks
1) Experience: <ul style="list-style-type: none">• Experience in insurance service delivery, at the right time, right place, the right quantity, right quality as per the policy;• Experience in working with NGOs and understanding payment processes and documentations of NGOs.	15 15		
2) Financial Situation and Performance, Terms and Conditions: <ul style="list-style-type: none">• Financial data for a minimum of three continuous years (2019 and 2021). Assessing bank details to clearly understand the fact that the company is financially storing and has a capacity to tackle risks• Payment Term,• Validity of Offer,• Delivery Period	10 10 5 5		
Total Score out of 60	60		

The fuel Supply Companies that attains scores of **40 out of 60** and above in the technical evaluation will be invited to proceed to further review.

3. Evaluation of the Financial Proposal

The Financial Proposal (quotations) must be prepared accordingly to RFP. The maximum number of points for the quotation (amount quoted) will be evaluated out of **40 Points**. (The Maximum number of points will be allocated to the Cheapest Company. All other Financial Proposal (Quotations will receive points in inverse proportion according to the below formula).

Points of the Financial Proposal (BOQ) being evaluated =

$$\frac{(\text{Maximum number of points for the financial proposal}) \times (\text{Lowest Price})}{(\text{Price of Proposal being evaluated})}$$

A total score obtained including Technical and financial proposal is calculated for each fuel supply companies.

The bid obtaining the overall highest score is the winning bid.

BIDDER INFORMATION FORM

Company Registration Name:

Company physical Address, i.e. Street, Town, State:

Postal Address:

Company Email Address:

Name of Contact Person:

Email Address of Contact Person:

Contact Persons Phone number:
