

## CALL FOR PROPOSAL

### 1. Background

Access for Humanity (AFH) is a national, humanitarian, non-profit making, non-sectarian and developmental non-governmental organization, registered by the South Sudan Relief and Rehabilitation commission (RRC). AFH was founded by a group of a concerned South Sudanese professional from across the country with the aim of reaching out to all individuals and communities in need of humanitarian response across the country.

The organization is calling for quotations from reputable companies for provision of staff medical insurance cover as per the attached TOR.

### 2. Requirements

Rate and Currency: The rate shall be in United States Dollars (USD).

#### *2.1 Administrative requirements:*

- 2.1.1 Valid certificate of incorporation as a business in South Sudan
- 2.1.2 Valid and certified certificate of registration as an Insurance Service Provider in South Sudan, issued by the relevant authority
- 2.1.3 Valid and certified registration with the Tax Regulatory Authority of South Sudan
- 2.1.4 Copy of Articles and Memorandum of Association
- 2.1.5 Proof of membership with Insurance regulatory body

#### *2.2 Technical requirements*

- 2.2.1 Proof that the Service Provider has provided similar service to other Non-Governmental Organizations (NGOs).
- 2.2.2 Recommendations from past and current clients operating in the Republic of South Sudan (RSS) for the similar services provided.
- 2.2.3 Profile of current clients



2.2.4 Technical Proposal – that covers the following:

- a) Comprehensiveness of the proposed medical scheme, including enhanced benefits over and above those specified in the Scope of cover.
- b) Geographic Coverage / Service Network Coverage i.e. schedule of panel of hospitals by region. The bidder should have extensive and reputable network of hospitals, clinics, pharmacies, and laboratories within easy reach of the members and their dependents. The bidder is expected to provide details of towns where the insurance company is represented, and the appointed hospitals/clinics and panel of doctors approved by provider that can be accessed by AFH employees and their dependents.
- c) Inclusion in the panel of hospitals, main or reputable private hospitals in major cities/towns.
- d) Case Management - The bidder is expected to demonstrate their strategy for case management, e.g., full time doctor, 24/7 Services.
- e) Claim Settlement / Turnaround Time - Provide details of the claim settlement as well as the turnaround time. This will also be used to review the performance for any future renewal of the contract.

2.2.5 Bank recommendation letter stating the financial capacity of the Service Provider during the last 24 months.

2.3 Financial Proposal (in US Dollars) Insurance Companies are requested to provide quotes for three premiums.

### 3.0 Submission of quotes

The quotations shall be submitted in sealed envelopes.

### 3.1. Submission Address

#### 3.1.1. Bids shall be submitted to:

AFH Head Office

Logistic Department - Juba - South Sudan

Gudele Block 7, near Seven Eleven Supermarket. The envelope should be labeled PROVISION OF INSURANCE SERVICES, AFH- South Sudan.



### **3.1.2. Registration for submission:**

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department.

Each hand delivered quotation/bid must be registered individually on the bids submission forms which will be available at Procurement department.  
Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

### **4. Request for clarifications**

Any request for clarification must be made in writing through the email: [moses@accessforhumanity.org](mailto:moses@accessforhumanity.org); [robertotto@accessforhumanity.org](mailto:robertotto@accessforhumanity.org) strictly and must be received not later than Wednesday 7 February 2024, at 5:00 pm Local Time.

### **5. Deadline for the submission of the quotation**

The deadline for the submission of the quotes will be strictly on Monday 12 February 2024, at 5:00 pm Local Time.

### **Disclaimer**

This is only a Call for quotations and AFH reserves the right to either amend or cancel it at any time with or without notice. In such cases, AFH shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AFH Procurement Review Committee shall be final.

