

Back Ground:

CARE SOUTH SUDAN is an international NGO operating in South Sudan and across the globe. CARE South Sudan and its partners work with vulnerable communities to address the underlying causes of poverty and promote peace and development through its strategic goal to reduce poverty by empowering women, enhancing access to resources, services and improving governance.

The organization is calling for proposals from competent and reputable Insurance Companies for the **provision of Third Party motor vehicle and motor cycles insurance services**

Requirement:**Bid Preparation Instructions**

CARE requests that bidders provide both technical and financial bids.

Section I: Technical Bid

In their technical bid, bidders should explain how they propose to cover the vehicles/motorcycles clearly indicate the risks that will be covered, their limit and exclusion with minimum requirements stated below

- The Insurer should take responsibility for the repair/ maintenance/ replacement/ death etc. of third parties involved in an accident with one of CARE vehicles and Motor cycles under its scheme.
- The Contract will be awarded for initially one (1) year with possibility of extension for another 1 year depending on positive evaluation of the Company;
- The company shall appoint a focal person to CARE-South Sudan and a hotline number to be reached at any time of the day or night;
- The Company will take full responsibility of all third party cases leaving CARE with no liability.
- The price quoted by the company will remain in effect throughout the life of the contract;

Section II: Financial Bid

The bidder must submit the Cost/financial proposal as separate document from technical proposal taking into consideration the information of vehicles/motor cycles included in attachment A,B

Evaluation procedures and bases for selection

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.0 Administrative Requirements.

- 1.1 Valid certificate of incorporation as a Business in South Sudan
- 1.2 Valid Registration
- 1.3 Proof of registration with tax authority and latest tax compliance certificate.
- 1.4 Complete and certified Article and Memorandum of Association
- 1.5 License to operate as an insurance company in South Sudan
- 1.6 All required documents in the attached check list

2.0 Technical Requirements:

- 2.1 Proof that the Service Provider has provided similar services to, Private business companies, non-governmental entities and others within the last two years.

- 2.2 Recommendations of satisfactory performance from past and present clients (2019, 2020, 2021).
- 2.3 List of claims that have been handled for the last three years and duration they took to be settled
- 2.4 Insurance Providers technical proposal in response to this call for proposal
- 2.5 Insurance Provider's bank recommendation letter stating the financial capacity of the Service Provider during the last 24 months.

3.0 Service Provider's Financial Proposal (in US Dollar)

1. Financial stability

- 11. Evidence that the Bidder has successfully completed at least one similar contract within the last two years.
 - 1.2. Provide contact details of commercial banks and names of contact persons from whom CARE could seek feedback regarding financial stability.
2. The financial proposal should be detailed, clear and must indicate annual premium (%) for third party insurance cover. The proposal should be valid for 90 days from the date of opening of proposals.

4.0 Call for Proposal Administrative Guidelines:

4.1 Request for clarification

Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: SSD.Procurement@care.org and should be received before or not late than **01 December, 2022**, 12:00 noon (East African Standard Time).

4.2 Preparation, marking and labeling of proposals:

The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal, with each duly signed and stamped and in a PDF format only and clearly Named as below, respectively:

- 1- TP Vehicle and Motor Cycle Insurance - Technical Proposal"
- 2- TP Vehicle and Motor Cycle Insurance - Financial Proposal"

4.3 Submission of proposals:

- 1- The Two Proposals (Technical and Financial) should be submitted by email at SSD.Procurement@care.org and addressed to Procurement Manager
- 2- Submissions shall only be received before or not later than **03 December, 2021, 4:00pm**.

5.0 Evaluation of proposals:

A Comprehensive Criteria will be followed in evaluating the proposals submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

i-	Administrative Compliance	10 points
ii-	Technical Compliance	70 points
iii-	Financial Proposal	20 points

6.0 Award of Contract:

The Contract will be awarded to the Bidder who scores the highest total marks from the evaluation process detailed in 5.0 above.

CARE South Sudan reserves the right to enter into pre-contract award price and none price negotiations with the eventual winning bidder.

7.0 Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

8.0 Disclaimer:

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

The decision of the CARE South Sudan Procurement Review Committee shall be final.

Annex A – Motor Vehicle Details

S/No	Vehicle Registration	Model	Type	Color	Specification	Engine Number	Chasis number	Policy	Location
1	NGO 24/16 SSD	2008	Toyota Hillux	White	Toyota	2KD-8923170	MROFR22G590660944	Third Party	Juba
2	NGO 24/59 SSD	2014	Toyota Land Cruiser	white	Toyota	1HZ-0790249	JTEEB71J507025270	Third party	Juba
3	NGO 24/75 SSD	2002	NISSAN X-Trail	white	Nissan	QR20-300164A	NT30-073461	Third party	Juba
4	NGO 24/87SSD	2018	Toyota Land cruiser-Ambulance	White	Toyota	1HZ-0895195	JTERB71J800092133	Third Party	Juba
5	NGO24/24SSD	2012	Toyota-Harrier	White	Harrier	2AZ-B469433	ACU30-0115547	Third party	Juba
6	NGO 24/21 SSD	2012	Toyota Land cruiser	white	Toyota	1HZ-0721575	JTGRB71JXC7012267	Third Party	Juba
7	NGO 24/56 SSD	2016	Toyota Land Cruiser	White	Toyota	1HZ-0852319	JTGRB71J0G7023302	Third Party	Torit
8	NGO 24/65 SSD	2016	Toyota Land Cruiser	White	Toyota	1HZ-0830956	JTGRB71J2F7021906	Third Party	Torit
9	NGO24/9SSD	2019	Toyota land cruiser	White	Toyota	1HZ-0942619	JTEEB71J20F007010	Third party	Torit
10	NGO 24/22 SSD	2012	Toyota Land Cruiser	white	Toyota	1HZ-0723784	JTGEB73J5D9010623	Third party	Juba
11	NGO 24/01 SSD	2012	Toyota Land cruiser	white	Toyota		JTGB73J2B9006719	Third Party	Bor
12	NGO24/82SSD	2018	Toyota Land cruiser	white	Toyota	1HZ-0886637	JTERB71J8J0090058	Third Party	Mabior
13	NGO24/83SSD	2018	Toyota Land cruiser	white	Toyota	1HZ-0886542	JTERB71J8J0090044	Third Party	Mabior
14	NGO 24/32 SSD	2012	Toyota Land Cruiser	white	Toyota	1HZ-4164-0656805	JTGRB71J4A7004369	Third Party	Juba

15	NGO 24/57 SSD	2016	Toyota Land Cruiser	white	Toyota	1HZ-0852339	JTGRB71J2G7023303	Third Party	Bentiu
16	NGO24/81SSD	2018	Toyota Land cruiser	white	Toyota	1HZ-0886742	JTERB71J4J0090073	Third Party	koch
17	NGO 24/04 SSD	2012	Toyota Land Cruiser	white	Toyota	1HZ-0702331	JTGEB73J5C9009163	Third Party	Koch
18	NGO 24/13 SSD	2014	Toyota Land cruiser	white	Toyota	1HZ-0781268	JTGRB71J2E7017689	Third Party	Yida
19	NGO24/84SSD	2018	Toyota Land cruiser	white	Toyota	IHZ-0905422	JTERB71J200094315	Third Party	Juba
20	NGO24/85SSD	2018	Toyota Land cruiser-Ambulance	white	Toyota	IHZ-0907134	JTERB7J000094667	Third Party	Yida
21	NGO 24/68 SSD	2016	Toyota Land Cruiser	white	Toyota	1HZ-0815441	JTGERB71J6F7020905	Third Party	Mayom
22	NGO24/100SSD	2019	Toyota land cruiser	White	Toyota	1HZ-0939585	JTERB71J80F005733	Third Party	Wau
23	NGO24/88SSD	2015	Toyota Land cruiser	white	Toyota	1HZ-0837188	JTGEB73J7G9016721	third Party	Wau
24	NGO24/02SSD	2011	Toyota land cruiser	White	Toyota	1HZ-0677680	JTGEB73J7B9006554	Third party	Boma
25	NGO24/11SSD	2013	Toyota Land cruiser	White	Toyota	1HZ-0749869	JTGRB71JOD7014742	Third Party	Abeimnom
26	NGO 24/86SSD	2018	Toyota Land cruiser-Ambulance	White	Toyota	IHZ-0891793	JTERB71J300091150	Third Party	Juba

Annex – B Motorbikes Details

S/N o	Vehicle Registration	Model	Type	Color	Specification	Engine Number	Chasis number	Policy	Location
1	NGO 24/40 SSD	2011	Honda Motor	white	Honda Motorbike 125S	LI25SE-5611845	L125SE-5757690	Third party	Juba
2	NGO 24/44 SSD	2011	Honda Motor	white	Honda Motorbike 125S	LI25SE-5611871	L125SE-5757705	Third party	Juba
3	NGO 24/17 SSD	2008	Honda Motor Bike - Red	Red	Honda Motorbike	JC30E-6501999	LTMJD19A6A5101871	Third party	Juba
4	NGO 24/71 SSD	2012	Honda Motor bike -Red	Red	Honda Motorbike	JD21E-2223489	LTMJD2195F5304197	Third party	Juba
5	NGO 24/62 SSD	2015	Yamaha DT125	White	Yamaha	3TT-214624	DE02X-091875	Third Party	Torit
6	NGO 24/63 SSD	2015	Yamaha DT125	White	Yamaha	3TT-214627	DE02X-091878	Third Party	Nimule
7	NGO 24/64 SSD	2015	Yamaha DT125	White	Yamaha	3TT-214623	DE02X-091874	Third Party	Torit
8	NGO24/69SS D	2012	Motorbike-125	White	Honda motorbike	JD21E-2223520	LTMJD2194F5304238	Third Party	Torit
9	NGO24/70SS D	2012	Motorbike-125	white	Honda motorbike	JD21E-2223043	LTMJD2194F5304398	Third Party	Torit
10	NGO24/80SS D	2010	Quadbike-450cc	green	Yamaha grizzly with trailer	J341E-004615	5Y4AJ80Y9JA100977	Thlrd Party	Torit
11	NGO 24/43 SSD	2012	Honda - motorbike 125cc	Red	Honda XL 125	L125S-5757721	L125SE-5611881	Third Party	Bor
12	NGO 24/45 SSD	2012	Honda - motorbike 125cc	Red	Honda XL 125	L125S-5757706	L125SE-5611867	Third Party	Bor
13	NGO24/93SS D	2020	Honda - motorbike 125cc	Red	Honda XL 125	JD21E-2334259	LMTJD2192F5335469	Third Party	Juba
14	NGO24/94SS D	2020	Honda - motorbike 125cc	Red	Honda XL 125	JD21E-2334190	LMJD219XF5335414	Third Party	Juba
15	NGO 24/77 SSD	2015	Yamaha DT125	white	Yamaha DT	3TT-212587	DE02X-0089838	Third Party	Bentiu

16	NGO 24/73 SSD	2016	Quadbike-450cc	Blue	Yamaha grizzly	J380E-000839	UG5AJ75W0GH50097 0	Third Party	Bentiu
17	NGO 24/76 SSD	2015	Yamaha DT125	white	Yamaha DT	3TT-212613	DE02X-0089864	Third Party	koch
18	NGO24/06 SSD	2019	Quadbike 350cc	OrangeYamah a grizzly		H315E- 1353115	5Y4AH13W9GA52386 9	Third Party	koch
19	NGO 24/74 SSD	2016	Quadbike 450cc	Blue	Yamaha grizzly	J380E-000024	UG5AJ75W0GH50028 1	Third Party	Koch
20	NGO 24/78 SSD	2010	BAJAJ-BOXERS	BLUE	BOXERS	DUZWEG6151 4	MD2A18AZ0EWG154 22	Third Party	Yida
21	NGO24/92 SSD	2020	Quadbike 520cc	Black	C-Force	191R- 0H162371	LCELDT9XL6005177	Third Party	Juba
22	NGO24/95 SSD	2020	TVS 125	Red	TVS	DF4FL- 1004695	MD625AF42L1F04988	Third Party	Juba
23	NGO24/96SS D	2020	TVS 125	Red	TVS	DF4FL- 1104723	MD625AF4XL1F05032	Third Party	Juba
24	NGO24/97SS D	2020	TVS 125	Red	TVS	DF4FL- 1604142	MD625AF44L1F05012	Third Party	Juba
25	NGO24/98SS D	2020	TVS 125	Red	TVS	DF4FL- 1504852	MD625AF42L1F05152	Third Party	Juba
26	NGO24/99SS D	2020	TVS 125	Red	TVS	DF4F-1604869	MD625AF42L1F05137	Third Party	Juba
27	NGO 24/66 SSD	2015	Quadbike 450cc	Red	Yamaha Grizzly	J310E-236245	5Y4AJ14W0F0523776	Third Party	Mayom
28	NGO 24/72 SSD	2016	Quadbike 450cc	Blue	Yamaha Grizzly	J380E-000883	UG5AJ75W0GH50099 1	Third Party	Mayom
29	NGO 24/60 SSD	2015	Quadbike 450cc	Red	Yamaha Grizzly	J31DE-236202	5Y4AJ14W0F0523769	Third Party	Mayom
30	NGO24 /03SSD	2019	Honda- Motorbike	white/black	Honda XL	JD21E- 2324937	LTMJD2192J5502423	Third party	Boma
31	NGO24/05SS D	2019	Honda- Motorbike	White/black	Honda XL	JD21E- 2324953	LTMJD2191J5502414	Third party	Boma
32	NGO24/10SS D	2015	Yamaha	White	Yamaha DT 125	DE02X- 0919179	3TT-214728	Third party	Abeimnom

33	NGO 24/61 SSD	2015	Quadbike 450cc	Red	Yamaha Grizzly	J31DE-236200	5Y4AJ14W0F0523767	Third Party	Abeimnom
----	------------------	------	----------------	-----	----------------	--------------	-------------------	----------------	----------

Annex C – List of required documents

Checklist of documents required for Vendor Entry

S/No	Documents included for vendor set up as a <u>COMPANY</u>	Put \sqrt if included	Put x (if not applicable)
1.	The company profile		
2.	Past work experience letter recommendations		
3.	Tax identification number		
4.	Tax clearance certificate		
5.	Membership certificate from the responsible body where the company operates in.		
6.	Registration certificate from the Ministry of Justice		
7.	Operation license		
8.	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.		
9.	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)		
10.	Vendor's questionnaire		
11.	First page of memorandum and articles of association and the page with shares allocation/board of directors.		
12.	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.		
13.	A copy of void cheque of the bank account provided to CARE South Sudan		
S/No	Documents included for vendor set up as an <u>INDIVIDUAL</u>	Put \sqrt if included	Put x (if not applicable)
1.	Nationality or a valid passport copy for the individual		
2.	Trader's license		
3.	Operation license		
4.	Past work experience letter recommendations		
5.	A copy of void cheque of the bank account provided to CARE South Sudan		
COMMENTS: (Please put additional remarks if any of the documents are not available)			