

Help a Child South Sudan

Hai matar, Scandic premises
Plot no.21 (a), block (bxvi),
Juba County, Central Equatoria State
South Sudan

CALL FOR PROPOSAL

INTRODUCTION

Help a Child is a Christian international development organization, founded in 1968 in the Netherlands. Help a Child provides future for the children in need, their family and their entire family. By empowering vulnerable communities, we help them change their own living conditions and opportunities in a sustainable way. Help a Child works across India, Kenya, Malawi, Burundi, Rwanda, DRC, and South Sudan. In South Sudan Help a Child International is implementing its protection, FSL, Education and peace Building Programs Intervention in Western Bahr el Ghazal, Lakes, Jonglei, Central Equatoria and Warrap states. We Want to continue providing support in these sectors should funds allow together with your endless support.

1. Requirement

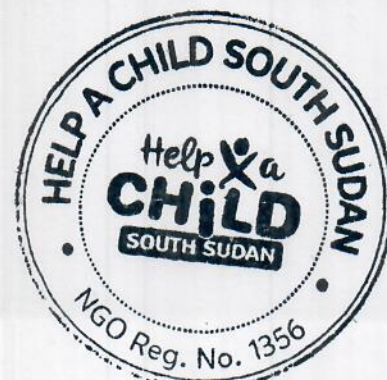
Rate and Currency: The rate shall be in United States Dollars (USD).

2.1 Administrative requirements:

- 1.1.1 Valid certificate of incorporation as a business in South Sudan
- 1.1.2 Valid and certified certificate of registration an Insurance Service Provider in South Sudan, issued by the relevant authority.
- 1.1.3 Valid and certified registration with Tax Regulatory Authority of South Sudan
- 1.1.4 Copy of Articles and Memorandum of Association
- 1.1.5 Proof of membership with Insurance regulatory body

1.3 Technical requirement

- 1.3.1 Proof that the Service Provider has provided similar service to other Non-Government Organization (NGOs).
- 1.3.2 Recommendations from past and current clients operating in the Republic of South Sudan (RSS) for the similar services provided.
- 1.3.3 Profile of current clients.



1.3.4 Technical Proposal _that cover the following:

- a) Comprehensiveness of the proposed medical scheme, including enhanced benefit 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, clients, 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 Help a Child 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 claim settlement as well as the turnaround time. This will also be used to review the performance for any future renewal of the contract.

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

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

2 Submission of quotes

The quotations shall be submitted in sealed envelopes.

3.1. Submission Address

3.1.1 Bids shall be submitted to:

Help a Child South Sudan Head Office
Logistic Department – Juba – South Sudan
Hai Matar, Scandic premises. The envelop should be labeled
PROVISION OF INSURANCE SERVICES, Help a Child - 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.

3 Request for clarifications

Any request for clarification must be made in writing through the email:

Angwech.Susan@hacsouthsudan.org strictly and must be received not later than Monday 11 March 2024, at 5:00 pm local Time.

4 Deadline for the submission of the quotation

The deadline for the submission of the quotes will be strictly on Monday 11 March 2024, at 5:00 pm Local Time.

Disclaimer

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

The decision of the Help a Child Procurement Review Committee shall be final.

