**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**17 March 2022**

**Specification of Bidding (SOB)**

**SOB\_JUB\_2022\_0053**

For medical insurances for fifty-five staff and one of their family member for 24 months of Malteser International (MI) Offices in Yei, Juba, Wau and Uyujuku in South Sudan.

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

We look forward to receiving your quotations on **22 March 2022 at or before 4:00pm** via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org).

Please write in the Subject line of your email with quotation: **SOB\_JUB\_2022\_0053 for** **staff** **medical insurances.**

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
| --- | --- | --- |
| cid:image001.jpg@01D56ED5.F5A09950 |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF BIDDING

Related to our advertised SOB\_JUB\_2022\_0053MI herewith calls for medical insurances for fifty-five staff and one of their family member for 24 months of MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan.

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Uyujuku. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of ITT:** In accordance with the overall targets of above-mentioned operations, MI plans to order medical insurances for fifty-five staff and one family member for 24 months of MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this SOB.

Companies are invited to present quotations complying with the requirements here below specified.

# Quotation Presentation

The quotations shall be received via E-mail to**:** [**mb.procurement-juba@malteser-international.org**](mailto:mb.procurement-juba@malteser-international.org) on **22 March 2022 at or before 4:00pm**

* The quotation shall be written in English
* The quotation should be valid for **30 days after the deadline**
* The format BoQ can be used or a separate one depending on supplier’s choice.

# General conditions

* The quotation shall be typed or written and signed on each page by the legal representative of the supplier,
* The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
* The prices of the quotation will be expressed in United States Dollars. The prices must be on unit price basis as well as by totals,
* The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by Malteser International,
* Malteser International reserves the right to accept or reject all quotations depending on prevailing condition at the time.

# Technical specification

SOB for medical insurances for fifty-five staff and one of their family member for 24 months of MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan

|  |  |
| --- | --- |
| **Cover** | **Cover Limits** |
| Impatient | M + 1 |
| Number of families | 55 |
| Outpatient |  |
| Cover period | 24 Months |
| Currency of offer | USD |
| Cover Commencement | Immediately upon contract signature |
| Offer Validity | 30 days |
| In patient Cover |  |
| Outpatient Cover |  |
| Maternity Cover |  |
| Dental Cover |  |
| Optical Cover |  |
| Funeral Expense Cover |  |
| In patient Ophthalmic Cover |  |
| In patient dental cover |  |
| Pre-existing HIV/AIDS Cover |  |
| COVID-19 hospitalization, laboratory and treatment cost related to COVID-19 |  |
| Coverage of in-patient and out-patient benefits in South Sudan, Kenya, Uganda, Egypt, Sudan and Ethiopia |  |

# Validity of quotations

Each company is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotations.

# Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation request will be in English.

# Submission of quotations

# Each quotation must have received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.orga) on 22 March 2022 at or before 4:00pm

# Content of quotation

All submitted quotations must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

**Part 1 - Quotation**

For medical insurances for fifty-five staff and one of their family member for 24 months of MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan Sudan. The format BOQ can be used or a separate one depending on supplier’s choice. Additional sheets may be attached for further details.

**Part 2 - Legal documents**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Bank Statement of last three months,
* Company’s official address, phone numbers and email address,
* Bank account details (where money would be paid),

1. **Exclusion criteria**

**The following are exclusion criteria:**

1. **Not submitted the following company registration documents in South Sudan:**
   * 1. **Copy of the company’s certificate of incorporation,**
     2. **Copy of Chamber of Commerce registration,**
     3. **Copy Tax Identification Certificate,**
     4. **Copy of Certificate of Operation,**
2. **Not submitted questionnaire for tender,**
3. **Not bided according to the specification,**
4. **Mathematical error of total bided price >±2 %.**

# Ownership of quotes

MI reserves/funds ownership of all quotations received. As a consequence, bidders will not be able to stipulate requirements that their quotations are to be returned.

1. **Opening of submitted quotations**

The quotations will be opened on 22 March 2022 at MI Office in Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Quotation evaluation

The criteria applied for the evaluation will be the legal conformity, the prices, the work experiences, capacity to deliver, and delivery on time.

1. **Specific Technical and Financial Evaluation Criteria to standards:**

* Evaluation report and justification basing on responsiveness of the selected supplier by internal committee,
* Contract Agreement will directly be issued to the selected supplier upon approval.

1. **Terms of payment**

The payment will be done in United States Dollar by bank transfer or cheque in advance.

**Annex 2: Bill of Quantity**

For medical insurances for fifty-five staff and one family member for two months of Malteser International (MI) Offices in Yei, Juba, Wau and Uyujuku in South Sudan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cover limit USD | Family Sizes | Number of Families | Annual Rate USD | Total Premium USD |
| Inpatient | M + 1 | 55 |  |  |
| Outpatient |  |  |  |  |
| Coverage of in-patient and out-patient benefits in South Sudan, Kenya, Uganda, Egypt, Sudan and Ethiopia |  |  |  |  |
| Total Premium |  |  |  |  |

On behalf of Malteser International:

17 March 2022

Sincerely,

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| --- | --- | --- |
| cid:image001.jpg@01D56ED5.F5A09950 |  | Nermin Silajdzic  Country Logistics and Security Coordinator  Plot No. 445, Block 3, Kololo - US Embassy Road.  Central Equitorial State, Juba, South Sudan M: +211 (0) 911 746 963 · M: +211 (0) 924 767 949 [nermin.silajdzic@malteser-international.org](mailto:nermin.silajdzic@malteser-international.org) · Skype: nsilajdzic [www.malteser-international.org](http://www.malteser-international.org/) Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726 Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau, Douglas Graf Saurma-Jeltsch, Verena Hölken |
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