

REQUEST FOR QUOTE No. RFQ116

ASSET INSURANCE

Buyer Name: DT Global South Sudan Email: shejehsalam-procurement@dt-global.com Location: Juba, South Sudan		Ship To Name: Attention: Heidi B. Silvey Address: Kololo Road, Plot No. 57, Block Number 3K South, Tong Ping City/State/Zip: Juba, South Sudan		Vendor Name: Attention: Address: City/State/Zip: Telephone: Fax: Email:		Business Size:
Issue Date:	October 24, 2023	Required Delivery Date Tentative November 30, 2023	Commercial Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Quote Due Date:	November 03, 2023		Payment Terms:	Wire Transfer		
Quote Valid Until:	Not less than 12 Months		Freight on Board (FOB):	<input type="checkbox"/> Origin <input type="checkbox"/> Destination		

Line Item	QTY	U/M	Item	Description/Condition	Unit Price USD	Extended Amount USD
1.	1	Lumpsum	IT Equipment	Asset insurance cover for IT Equipment	38,179.95	38,179.95
2.	1	Lumpsum	Furniture	Asset insurance cover for Furniture	17,878.82	17,878.82
Freight						NIL
Tax						NIL
Grand Total						56,058.77

PLEASE SUBMIT OFFER ON YOUR LETTERHEAD

Instructions to Offerors:

- **Submission Deadline:** Final submissions will be due no later than **11/03/2023; 17:00 hrs. (South Sudan, UTC+2 Time zone)** submitted to shejehsalam-procurement@dt-global.com
- **Question & Answers:** Questions regarding the Insert RFQ number – RFQ Title, shall be addressed to shejehsalam-procurement@dt-global.com no later than **10/30/2023; 16:00hrs (South Sudan, UTC+2 Time zone)**. DT Global will make efforts to answer questions within 24 hours.

DT Global will not respond to questions about this RFQ over the phone. DT Global will not in any way assist the Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

Mandatory Submission Requirements: Failure to meet the below requirements may lead to disqualification.

1. Bidder must submit quotation specifying.
 - a. **Payment Terms, and**
 - b. **Price Validity.**
2. Bidder must submit copies of valid:
 - a. **Company registration certificate,**
 - b. **Tax identification number certificate,**
 - c. **Current, valid tax clearance certificate,**
 - d. **Operational License and**
3. Provide at least three (3) full names of your company Directors as they appear in your company's Article of Association and copies of their IDs or passports.
4. Bidder must provide evidence of at least 2 years' experience in the provision of insurance services. Please provide at least three (3) recommendation letters and clients' contact list, especially INGOs, NGOs, UN, and Corporate Clients.
5. Quotation must be submitted in United States Dollars (USD) currency.
6. Quotation must be submitted in the format as indicated in **Attachment A**
7. List of Assets to be insured – Refer to the **Attachment B in Excel (Furniture and IT Equipment)**
8. Bidder must submit South Sudan USD Bank Account Details only (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name and swift code),
9. Bidder must submit quotations and required documents in the English Language.

This request for a quote does not constitute an order. The buyer will not pay the offer's preparation costs. The buyer may accept anything other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, the offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global may, for whatever reason, waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

The following apply to this Request for Quote:

- Tax Exempt as provided.
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions—Commercial

Background:

USAID selected DT Global South Sudan to implement the 5-Year Shejeh Salam Activity in South Sudan, commencing September 30, 2020. The Shejeh Salam Activity will help USAID/South Sudan's progress toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by the current conflict.

Description of Scope:

DT Global South Sudan is seeking to select the best supplier/vendor for RFQ116 Asset Insurance. This RFQ will be used to solicit quotes from potential suppliers/vendors for an award of a Purchase Order (PO) to the best bidder.

To realize the above objectives, DT Global South Sudan is calling for qualified, competent supplier/vendor to participate in competitive bidding for RFQ116 Assets Insurance for SHEJEH SALAM Program. In most of the

procurement processes, DT Global South Sudan ensures that competitive prices and value for money is obtained by way of a “Competitive Negotiated Procedure”.

Selection Criteria

The award will be made to a responsible offeror whose offer is technically responsive to the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum requirements mentioned in this RFQ and provides a reasonable price quotation that is within the competitive market price. Prior to the award, DT Global representatives will conduct a site to ensure the bidders’ meet the minimum requirement of this RFQ.

Evaluation Criteria

As indicated below, evaluation criteria shall be based on technical responsiveness, compliance with RFQ requirements, past performance, and reasonable price,

Technical Responsiveness

- Experience of the company in provision of Asset Insurance Services to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients (at least 2 years). List of current and previous clients indicating – Name of Client, size of purchase, contact person’s name, title, email, and phone number.
- Meet Specification provided in the item description on pg. 1.
- Prove of having re-insurer for risk transfer
- Provision of clear and full coverage of comprehensive asset insurance cover proposed, including.
 1. Premium,
 2. Insurance Policy Benefit Proposed (Limit of Liabilities clearly mentioned)
 3. Excess amount to be borne by the Insured and
 4. Exclusions

Compliance to RFQ requirements

- Adhere to “Submission Deadline” and,
- Meets “Mandatory Submission Requirements”

Reasonable Price:

All quotations received will be analyzed for price reasonableness to determine fair and reasonable price.

Scope of Work:

Not Applicable

Deliverables:

- Insurance service shall provide professional insurance cover for DT Global South Sudan / Shejeh Salam properties both non-expendable and expendable, against theft, damages, fire, and Looting.

Offer Checklist:

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Payment terms and Price Validity
- Valid Company Registration Certificate
- Tax Identification Number Certificate
- Current, valid Tax Clearance Certificate

6		\$
7		\$
8		\$
9		\$
10		\$
11		\$
12		
	Exclusions	
1		
2		
3		
4		
5		
6		
7		