**Malteser International**

**Country Coordination Office**

**Plot No. 246, Block 3k 2nd Class Residential**

**Tongping (behind Indian Embassy)**

**Central Equatoria State, Juba, South Sudan**

**25 April 2024**

**Specification of Bidding (SOB)**

**SOB\_JUB\_2024\_0057**

For medical insurances for sixty-eight staff and one of their family members for 12 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 **3 May 2024 at or before 12pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with quotation: **SOB\_JUB\_2024\_0057 for** **staff** **medical insurances.**

Thank you for your cooperation.

With regards,

|  |  |  |
| --- | --- | --- |
|  Text  Description automatically generated |    | Nermin Silajdzic Country Logistics CoordinatorPlot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken  |
| Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.  |

**Please consider the environment before printing this email**

# A. SPECIFICATION OF BIDDING

Related to our advertised SOB\_JUB\_2024\_0057MI herewith calls for medical insurances for sixty-eight staff and one of their family members for 12 months of MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan.

# Description of the organization and its activities

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today’s South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations in order to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Wau and project offices in Uyujuku and Yei.

**Objective of SOB:** In accordance with the overall targets of above-mentioned operations, MI plans to order for medical insurances for sixty-eight staff and one of their family members for 12 months for 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.

# Tender Presentation

The tenders shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** on **3 May 2024 at or before 12pm**

* 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

For SOB for medical insurances for medical insurances for sixty-eight staff and one of their family members for 12 months for MI Offices in Yei, Juba, Wau and Uyujuku in South Sudan

|  |  |
| --- | --- |
| **Cover** | **Cover Limits** |
| Impatient  |  |
| Family Size | M + 1 |
| Number of staff (M+1)  | 68 |
| Outpatient  |  |
| Cover period | 12 Months |
| Currency of offer | USD |

# Validity of tenders

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

# Language of tenders

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

# Submission of tenders

# Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on 3 May 2024 at or before 12pm

# Content of tenders

All submitted tenders must conform to the requirements mentioned in the SOB. Furthermore, they must include the following documents:

**Part 1 - Tender**

For medical insurances for sixty-eight staff and one of their family members for 12 months for 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 of company registered in South Sudan**

* Copy of the company’s certificate of incorporation,
* Copy of Chamber of Commerce registration,
* Copy Tax Identification Certificate,
* Copy of Certificate of Operation,
* Average turnover in the last 2 years for 2022 and 2023,
* Company’s Bank Statement of last three months (February and March 2024),
* Company’s official address,
* Bank account details (where money would be paid),
* Questionnaire for tender

## Evaluation Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be evaluated for technical compliance based on:

* Delivery time,
* Previous experience in similar project and

Secondly, tenders that are found to be technically compliant shall be evaluated based on price and value for money, analysing all relevant costs, risks, and benefits of each bid throughout the whole life cycle of the works and in the context of the project as a whole. The evaluation shall be in accordance with the provisions of this SOB and in accordance with the following weighting:

|  |  |
| --- | --- |
| **Title** | **Maximum points** |
| 1. Technical Proposal | **2.00** |
| 2. Financial proposal  | **3.00** |
| **Total maximum points to be attributed** | **5.00** |

* The set criteria shall be used to determine the most economically advantageous tender for contract agreement award,
* The Bidder’s initial proposal should contain the offer’s best terms from a cost or price and technical standpoint,
* If tenders are determined to be equivalent based on the technical criteria, price will then become the deciding criterion for award,
* Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords MI a greater overall benefit,
* The MI will favourably evaluate a schedule, which shows earlier completion than the MI’s required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

**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 bided according to the specification,**
3. **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 3 May 2024 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 evaluation 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 sixty-eight staff and one of their family members for 12 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 | 68 |  |  |
| Outpatient  | M + 1 | 68 |   |   |
| Total Premium |   |   |   |  |

On behalf of Malteser International:

24 April 2024

With regards,

|  |  |  |
| --- | --- | --- |
|  Text  Description automatically generated |    | Nermin Silajdzic Country Logistics CoordinatorPlot No. 246 Block 3k South 2nd Class- Behind Indian Embassy, Tong Ping Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.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 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken  |
| Legal advice: This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your systems.  |

**Please consider the environment before printing this email**