



TENDER FOR MEDICAL AND MOTOR INSURANCE

PRF #	251	Date	26 th February 2021
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Suppliers Business Name:

Registration number:.....Please provide copies of your valid Company Registration Documents and other relevant information in relation to this Request for Quotation (RFQ).

Address/Business Location:.....

Contact Person and Phone Number.....

Bank Account Details.....Branch.....

Contact Person:.....

Please provide FH South Sudan with the cost for the services in below table for a period of 12 Months. **Prices to be quoted in USD, Deadline for the submission of quotation is Friday 12th -March-2021 at 4:00 PM. Late submission will be rejected.**

Manner of Submission:

- ❖ This offer is divided into two categories as **LOT 1(Medical Insurance)** and **LOT 2, (Motor Insurance)**
- ❖ Companies have the options to quote for either both Lots or One Lot as per their preferences, and this should be placed in separate envelopes, clearly levelled Lot 1 or Lot 2.

The Service details are below.

Lot Numbers	Description	Quantity	Remarks
Lot(1)	Medical Insurance	60 persons	This number includes Family heads and their dependence.
Lot(2)	Motor Vehicles Insurance(Comprehensive)	7 Vehicles, 2 Speed Boats and 22 Motorbikes.	Full list is attached for reference.

NOTE:

- ❖ Quotations should be submitted by hardcopy in sealed envelopes, deposited in the bid/tender box provided at FH office, at CIC Plaza Kololo, Juba, South Sudan Or submitted through an email to all the following emails: twegye@fh.org, hemmanuel@fh.org, dmonica@fh.org, alokuri@fh.org
- ❖ **Please call +211 924 440 199 or+ 211 926 133 422 for direction in case you don't know the office.**
- ❖ Please refer all questions for clarifications to:
twegye@fh.org with copy to hemmanuel@fh.org on your message

- ❖ Main evaluation criteria will be price, financial capacity, experience with similar projects (as per previous/current contracts with other clients), valid business registration documentations, payment terms, benefits offered by the insurance company, evidence of acceptability by medical service providers and other certificate/s of memberships that relate to insurance.
- ❖ Quotations should include all applicable taxes as per South Sudan laws, and service providers will be responsible for all taxes.

Terms and guidelines.

- ❖ No tender documents are to be requested from the office. You only need to submit your quotation printed on your company’s Letter Head.
- ❖ Food for the Hungry does not bids itself to accept the lowest price or any tender at all.
- ❖ Food for the Hungry south Sudan is not responsible for the cost of preparation of the tender response.
- ❖ Food for the Hungry south Sudan has the right to completely cancel the bids without notice if it’s in the interest of the organization to do so.

RIGHT TO REPORT

The Service Provider or Seller shall establish and maintain appropriate business standards, procedures and controls including those necessary to avoid any real or apparent impropriety or to prevent any action or conditions which could result in conflict with the Buyer’s best interests. Please be informed that you have the right to report any activity that is in conflict with appropriate business standards to our Country Director on mberjamin@fh.org

The above prices are valid for day(s)/Month(s)
 Estimated delivery time.....
 Terms of Payment:
 Warranty if applicable (if applicable).....

Signature..... Date & Stamp:

Please note that this form is not a purchase order and is not a guarantee of purchase from your company but will allow FH South Sudan to consider your price along with other competitive quotations.