

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

## **SPECIFICATION OF BIDDING**

Related to our advertised SOB\_JUB\_2025\_0055 MI herewith calls for 12 months medical insurance services for their staff based in Yei, Juba, Wau Renk and Uyujuku in South Sudan.

### **1. 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 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, Renk 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 12 months medical insurance for its staff based in Yei, Juba, Wau, Renk 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.

### **2. Tender Presentation**

The tenders shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org)

on **30th May 2025 at or before 12pm**

- The quotation shall be written in English
- The subject line of the email shall be SOB\_JUB\_2025\_0055 Medical Insurance
- The quotation should be valid for **365 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 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.

### **3. Technical specification**

The proposal will be submitted as per below technical requirements

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany

Cover	Cover Limits
Impatient	Cover benefits
Family Size	M + 1
Number of staff (M+1)	72
Outpatient	Cover benefits
Dental cover	Cover benefits
Optical cover	Cover benefits
Cover period	12 Months
Currency of offer	USD

#### 4. Content of tenders

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

##### Part 1 – Financial proposal

Bidders are requested to provide cost breakdown or premium per family including all aspects indicated in the technical specifications. Bidders to include any other costs which aren't reflected in the technical specifications such as cost for issuing cards, levies etc  
Additional sheets may be attached for further details.

##### Part 2- Technical proposal

The technical proposal shall include but not limited to the following:

- Proposed insurance cover policy
- Eligibility
- Territorial limit
- Overseas referrals and exclusions
- Claims payment
- Premium payments
- Terms for fluctuating membership
- List of service providers in the different states
- Benefits access waiting period if any

##### Part 3 - 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,

##### Part 4- Supporting documents

- Average turnover in the last 2 years for 2023 and 2024,
- Company's Bank Statement of last three months (Jan, February and March 2025),
- Company's official address,
- Bank account details (where money would be paid),
- Questionnaire for tender

#### 5. Ownership of quotes

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

## 6. Opening of submitted quotations

- The quotations will be opened on 2<sup>nd</sup> June 2025 at Malteser International Office in Juba office by the Evaluation Committee.
- The selection process will be recorded in writing by the Evaluation Committee.

## 7. Evaluation Method

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

1. Not submitted the following company registration documents in South Sudan:
  - i. Copy of the company's certificate of incorporation,
  - ii. Copy of Chamber of Commerce registration,
  - iii. Copy Tax Identification Certificate,
  - iv. Copy of Certificate of Operation,
2. Not bided according to the specification,
3. Mathematical error of total bided price  $>\pm 2\%$
4. Not submitted within the deadline

Secondly, tenders that are found to be technically compliant shall be evaluated based on price, List of providers, analysis of all relevant costs, eligibility, and benefits of each bid throughout the whole life cycle of the service and in the context of the project. 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
<b>Total maximum points to be attributed</b>	<b>5.00</b>

- 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.

## 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.

## 8. Specific Technical and Financial Evaluation Criteria to standards:

**Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, Germany**

- 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.

## **9. Terms of payment**

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

**Bidders, who will not receive any notification from MI one month after the deadline of the ITT, should consider themselves unsuccessful in the procurement process.**