

CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT (CAFOD)

**SUBJECT: INVITATION TO TENDER FOR PROVISION OF NATIONAL STAFF
MEDICAL COVER (OPEN FOR BOTH NATIONAL AND INTERNATIONAL
MEDICAL INSURANCE PROVIDERS).**

**PROVISION OF MEDICAL INSURANCE SERVICES: ITT REF NO: PRF- 517-22-
IPPASJ/SE/SG**

PERIODS OF ADVERTISEMENT: TWENTY-ONE (21) WORKING DAYS

OPENING DATE: 28th MARCH 2022

CLOSING DATE: 21st APRIL 2022

TIME: 4:00PM (SOUTH SUDAN LOCAL TIME)

**CATHOLIC AGENCY FOR OVERSEAS DEVELOPMENT OFFICE LOCATION AT
HAI MALAKAL, PLOT 19, BLOCK XIII, P.O.BOX 7**

JUBA, SOUTH SUDAN

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1.0 INTRODUCTION

CAFOD is the official aid agency of the Catholic Church in England and Wales. We are part of the global Caritas Internationalis family, and we work in more than forty (40) Countries worldwide. In South Sudan, we are a registered international non-governmental organization. We work across South Sudan with local communities and with our partners, in areas of poverty eradication, assistance in humanitarian emergencies, awareness and promotion of social justice.

CAFOD is looking for competent and reputable Service Providers to submit their proposal for Provision of **National Staff Medical Cover to CAFOD’s National Employees (Open for both National and International Medical Insurance Providers)**.

2.0 INVITATION FOR TENDERS

Tender reference No:

1. PRF- 517/22/IPPASJ/SE/SG for Provision of National Staff Medical Cover.

Tender Name: **Tender for Provision of National Staff Cover.**

CAFOD invites expression of interest for Provision of National Staff Medical Cover.

A complete set of tender documents may be downloaded by interested candidates from NGO Forums website, www.southsudanngoforums.org.

Prices quoted should be net inclusive of all taxes, must be in USD and shall remain valid for 12 Months from the closing date of tender.

Completed tender documents are to be enclosed in plain sealed envelopes “**marked only with reference number**” and deposited in the tender box at CAFOD’s office in Juba, Hai Malakal

Tenders will be opened internally thereafter the closing of advert due to existing of COVID-19 Pandemic diseases the participation of supplier representatives is/are not prohibited.

3.0 VENDOR DETAILS

Name of firm:

Location:

Date of Incorporation:

Telephone:

Email:

Delivery period:

Terms of trade:

Registered Service Providers for Provision of Medical Insurance: Yes No

4.0 GENERAL INSTRUCTION

- a. You are requested to provide all the general information as requested.
- b. Incorrect information in any respect will render the bid ineligible.
- c. Subcontracting is not permitted.
- d. The tender bid document should be **spiral bound**, all pages numbered, countersigned, and stamped.

5.0 MANDATORY REQUIREMENTS FOR THE TENDER

The tenderers shall be required to attach the following applicable mandatory documents.

- a. Company profile (updated)
- b. Copy of Valid Certificate of Registration/incorporation
- c. Copy Tax registration certificate.
- d. Copy of Valid Tax clearance certificate (tax compliances certificate)
- e. Copy of Letter of no objections.
- f. Copy of valid membership of South Sudan Chamber of Commerce
- g. Copy of Valid Operation licence/trade licences.
- h. Letter of recommendation from the banker/s indicating bank, branch, and bank account. Also attach at least six (6) month's bank statement.
- i. Financial position-Positive audited Accounts/Bank statements and the firm financial health performance (current audit).
- j. Latest (2019-2021) Trade References and Letters of Recommendation for the relevant goods from INGOs/UN Agencies (**Attached Copies of Purchase Orders/Contracts of similar trade as evidence of your firms dealing in Provision of Medical Insurance Services**).
- k. All tenderers should neatly fill and duly stamped the filled **CAFOD Policies in Appendix 1**.

6.0 TENDER REFERENCE NOTES

CAFOD invites tender applications under reference:

1. **ITT REF NO: PRF- 517-22-IPPASJ/SE/SG for Provision of National Staff Medical Cover (Open for both National and International Medical Insurance Providers).**

7.0 TENDER INSTRUCTIONS

CAFOD based in Republic of South Sudan invites sealed tenders for the Provision of **National Staff Medical Cover (Open for both National and International Medical Insurance Providers).**

NB. Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk.

The Tender Committee shall respond to those enquiries made in writing within two working days.

A complete set of tender documents and policies in **Appendix 1** section are attached and CAFOD view it as a complete document published in South Sudan NGO Forum's www.southsudanngoforums.org.

8.0 DESCRIPTION OF THE CONTRACT

The tender is for Provision of National Staff Medical Cover.

10.0 ELIGIBILITY

This invitation for tender is open to all interested and eligible firms or individuals who are duly registered in the Republic of Sudan or other International Service Providers who meet all requirement are encouraged to apply.

CAFOD employees, committee members and their relatives are not eligible to participate in the tender.

Firms or individuals not registered in Republic of South Sudan but considering themselves to having fulfilled all other requirements and have the capacity to deliver as per this tender document are invited to participate in tender exercise.

11.0 INFORMATION MEETING

There will be no meeting to provide information on tender.

Enquiries on the tender will be made in writing to the tender committee using email: CTPSupply@cafod.org.uk on **8th April 2022**.

All enquiries will be responded in writing within two (2) working days and feedback on enquiries will be published on NGO Forums website, tender section.

12.0 TENDER FORMS

The Tenderers shall complete the tender forms and the appropriate price schedule.

A complete set of tender documents will be published and downloaded by the tenderers in South Sudan NGO Forums Website; www.southsudanngoforums.org.

13.0 TENDER PRICE

The currency for the Tender shall be USD.

The prices quoted shall be for both **Outpatients and Inpatients Services**.

14.0 PERIOD OF IMPLEMENTATION OF TASK

The Potential Service Providers will enter into Service Contract Agreement after successful conclusion of tender's review.

15.0 SUBMISSION OF THE TENDERS

Tender documents shall be submitted to the CAFOD in a sealed envelope marked: -

Tender for Provision of National Staff Medical Cover

Tender No:.....

The CAFOD,

Tender committee,

Catholic Agency for Overseas Development (CAFOD)'s Office

Hai Malakal, Plot 19, Block XIII, P.O.BOX 7

Juba, South Sudan.

Each tender document to be clearly marked with the tender details as indicated above.

The tender documents to be deposited in a tender box located in the Security Guard's Room.

16.0 DEADLINE FOR SUBMISSION OF TENDERS

The submission of the bids shall be closed at **4.00 pm on 21st April 2022**. Tenders received after the deadline will not be considered and shall be treated as noncompliance to the instruction provided by the bid committee.

17.0 LANGUAGE OF TENDER

All the information requested for Tender shall be provided in the English language.

18.0 THE TENDER DOCUMENT

The Tender document comprises the documents listed below: -

- a. Invitation to Tender.
- b. Technical specification
- c. Price schedule
- d. The company profile.
- e. The Country (Republic of South Sudan or for equivalent for Foreign Insurance Providers) valid legal registration certificates.

The tenderers is/are expected to examine all instructions, form, terms, and specifications in the tender documents.

19.0 FORMAT AND SIGNING OF TENDER

The tender document shall be typed, forms shall be written clearly and shall be stamped with the firm's rubber stamp and signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract.

All pages of the tender document shall be initialled by the person or persons signing the tender.

20.0 CLARIFICATION OF TENDERS

The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

Any effort by the tenderer to influence CAFOD in the tender evaluation, tender comparison or contract award decisions shall result in the rejection of the tenderers' tender.

21.0 PRELIMINARY EXAMINATION

CAFOD will examine the tenders to determine whether they are complete, whether any computational errors have been made and whether the tenders are generally in order.

22.0 CONTACTING CAFOD

No tenderer shall contact CAFOD on any matter related to its tender, after the tender deadline any attempt will lead to blacklisting of such a company.

Any effort by a tenderer to influence CAFOD in its decisions on tender, evaluation, tender comparison, or contract award shall result in the rejection of the bidder tender.

23.0 MANDATORY REQUIREMENT DOCUMENTS

The contract will be awarded to the cheapest offer that meets quality, specification, delivery period, terms of payment.

No	Mandatory Requirement Documents	Document Submitted (Yes/No)
1.	Company profile	
2.	Copy of Valid Certificate of incorporation/registration	
3.	Tax registration certificate	
4.	Copy of valid tax clearance certificate (Tax Compliance Certificate)	
5.	Copy of Valid Membership certificate (Member of South Sudan Chamber of Commerce or equivalent for Foreign Medical Service Providers)	
6.	Copy of valid Operation Licence (Trade Licence)	
7.	Copy of Letter of no objection	
8.	Evidence Of physical Registered office– Please attach tenancy agreements with the name of the firm.	
9.	Financial position-Positive audited Accounts/Bank statements	

	and the firm financial health performance (current audit).	
10.	Financial statement for the last six (6) months in the name of the firm i.e. (August 2021-January 2022)	
11.	Latest (2020-2021) Trade References and Letters of Recommendation for the relevant goods from INGOs/UN Agencies (Attached Copies of Purchase Orders/Contracts of similar trade as evidence of your firms dealing for Staff Medical Cover).	
12.	All tenderers should neatly fill and duly stamped the filled CAFOD Policies in Appendix 1.	

24.0 CRITERIA OF AWARDING THE CONTRACT

CAFOD will award the contract to the successful tenderer(s) whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, meeting stipulated specifications, shortest delivery period and good terms of credit.

25.0 CAFOD'S RIGHT TO VARY QUANTITIES AND RENEGOTIATE PRICES

CAFOD reserves the right at the time of contract award to either increase or decrease the number of dependencies originally specified in the Schedule of requirements without any change in unit price or other terms and conditions.

CAFOD reserves the right to renegotiate the prices with the selected bidder.

CAFOD reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the CAFOD's action. CAFOD reserves the right to retender where the bids failed to meet the stipulated requirements.

26.0 NOTIFICATION OF AWARD

CAFOD shall only notify the successful tenderer in writing that its tender has been accepted once CAFOD has completed with internal evaluation of different bidders' proposals.

27.0 COMMENCEMENT OF CONTRACT

The contract shall come into force on issue of the Contract Agreement and signed by both parties.

The parties to the contract shall have it signed within 5 days from the date of notification of contract award unless there is an administrative review request.

28.0 CORRUPT OR FRAUDULENT PRACTICES

CAFOD requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations; the following terms are defined as follows.

“Corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a CAFOD staff in the procurement process or in contract execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of CAFOD and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial noncompetitively levels and to deprive CAFOD of the benefits of free and open competition.

CAFOD will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in CAFOD’s procurement in South Sudan.

29.0 SPECIFICATIONS

The tender is for Provision of National Staff Medical Cover whose specifications are as follows: -

1. Provision of National Staff Medical Cover Cost as per Family Size:

No	Item Description/Family Size	Unit	Unit price (USD)	Total price (USD)
1.	M	12 Months		
2.	M + 1	12 Months		

3.	M + 2	12 Months		
4.	M + 3	12 Months		
5.	M + 4	12 Months		
6.	M + 5	12 Months		
GRAND TOTAL COST IN USD				

2. CAFOD's MINIMUM STANDARDS OF MEDICAL COVER

A. Health Inpatient (i.e., full day and/or overnight in hospital)

1.	Hospital Room and Board
2.	Doctors' Fees (e.g. surgeon, anaesthetist)
3.	Other hospital fees (medical imaging, drugs and dressings, operating theatre use)

B. Health Outpatient (i.e., part day in hospital and/or medical appointment)

1.	Doctors' Fees (generalist and specialist)
2.	Diagnostic tests (e.g. lab tests, medical imaging)
3.	Prescribed drugs
4.	Routine medical checks (eye tests, mammograms, pap/smear, prostate)
5.	Vaccinations

C. Health (Other)

1.	Pregnancy (qualifying period of six months to one-year service is acceptable)
2.	Childbirth with and without complications
3.	Cancer (chemotherapy, radiotherapy)
4.	Pre-existing /Chronic Conditions if possible (e.g. severe allergies, arthritis, cerebral palsy, crones disease, diabetes, epilepsy, heart condition, hepatitis, lupus, migraines, multiple sclerosis, muscular dystrophy, myasthenia gravis, Parkinson's disease)

5.	HIV/AIDS (inpatient and outpatient treatment)
6.	Palliative Care
7.	Emergency Dental (e.g. dental bleeding that will not stop, acute spreading infection such as swelling of the lip, tongue or cheek, damage to teeth or jaws as a result of accident. Toothache, no matter how bad, is not classed as a dental emergency)
8.	Corona virus disease

3. CAFOD'S MEDICAL MINIMUM STANDARD WHICH ARE NOT COVERED

1.	Any non-essential treatment: non severe allergies, snoring/sleep disorders, preventative tests.
2.	Convalescence (Rest)
3.	Cosmetic Care including reconstructive surgery not covered
4.	Drug or Alcohol dependency and conditions stemming from alcohol or drug dependency.
5.	Eye Care: annual eye tests covered through self-insurance after 12 months service but not glasses (only contribution towards glasses for VDU or driving use in line with UK) or corrective surgery.
6.	Fertility Treatment/IVF (diagnosis process would be covered).
7.	Non-prescription drugs.
8.	Physiotherapy (CAFOD would cover under Occupational health self-insurance if work related).
9.	Pregnancy and childbirth before 6 months service (if it lower the price – if not it can be included).
10.	Psychiatric care – (CAFOD would self-insure if needed as a result of work).
11.	Rehabilitation – if work related, we would pay up to a capped amount.
12.	Self-harm or attempted suicide- if work related, we would pay up to a capped amount on psychological care.
13.	Dental unless an emergency (see above for definition).
14.	Medical Evacuation and Repatriation: This is covered separately if working outside country of citizenship.
15.	Medical care in other countries that can be provided locally.
16.	Terrorism: Most insurance policies will not provide cover for this

30.0 PACKAGING INSTRUCTIONS

All the packaging should conform with detailed specifications provided and potential Service Providers are advising to strictly comply with all instruction outlines in the tender dossier.

31.0 CREDIT PERIODS

Indicate the credit periods being offered as ----- days.

32.0 FORCE MAJEURE

This process of tender and contract may terminate automatically by an event of Force Majeure. Force Majeure under this agreement shall include inaccessibility of service cover due to lack of acceptance of Insurance Card Holders by Medical Service Providers.

33.0 APPENDIX 1: CAFOD POLICIES

Appendix A: CAFOD Supplier 's questionnaire

Appendix B: CAFOD Supplier's Code of Code

Appendix C: CAFOD Terms and Conditions for supply of goods and service

Appendix D: CAFOD Safeguarding Policy

Appendix E: CAFOD Antibribery Policy