

**INVITATION TO TENDER**

**Provision of medical and group personal accident insurance cover**

**Catholic Relief Services (CRS)** is a global humanitarian and development organization, providing emergency humanitarian response and recovery programming to over 14.2 million beneficiaries worldwide. In South Sudan, CRS provides life-saving assistance to conflict and natural disaster-affected communities through cross-cutting programming. When disaster strikes, CRS supports communities to meet their basic needs for food, water, and shelter. To accelerate recovery, CRS supports agricultural production, natural resource regeneration, health, and nutrition. CRS co-invests with communities to build long-term resilience, provides training, market opportunities and skills to improve livelihoods security. CRS programs in South Sudan address food security and livelihoods; water, sanitation, and hygiene; health and nutrition; microfinance and adult literacy; trauma awareness and social cohesion; disaster risk reduction; and emergency response. CRS aspires to save lives and alleviate suffering. CRS works to accelerate the end of poverty, hunger and preventable disease and it seeks to cultivate just and peaceful societies. Our goals are interrelated and mutually reinforced, always placing the dignity of the human person at the center.

Catholic Relief Services (CRS) invites applications from interested vendors (including current suppliers) to express their interest to work with us for provision of Medical insurance cover (Inpatient and Outpatient), and Group Personal Accident (GPA) cover for its staff in South Sudan. To be eligible for consideration, interested vendors must meet the following requirements and should be able to provide valid evidence upon request.

* Be a legally registered vendor with authorization to work and operate in South Sudan, compliant with relevant laws, and have fulfilled obligations related to payment of government taxes and legal registration
* Certificate of registration from the Insurance regulatory authority
* Hold at least five years’ experience implementing staff medical cover in South Sudan
* Have an established presence in South Sudan with the ability to demonstrate evidence of similar provision of medical cover in the country
* Audited financial reports for the past two years
* Exhibits a good track-record and five references from previous clients.

The terms of reference and RFP guidelines are available upon written request to CRS Juba office between **5th July 2021 to 16th July 2021**, Monday through Fridayduring office hours at [**southsudanPRs@crs.org**](mailto:southsudanPRs@crs.org)**.** The electronic tender documents **MUST** be submitted on a company letterhead signed, stamped by Director/Manager of the vendor and emailed to [**sds\_bids@crs.org**](mailto:sds_bids@crs.org)withthe subject line **“Tender Documents Ref. No. CRS-SS-123220-2021-07.**

All proposals should be submitted **via email only.** Submissions via courier or hand-delivery shall not be accepted.

**CRS South Sudan Proposal Committee**

**Catholic Relief Services**

**Palica Street, Hai Jerusalem, Juba South Sudan.**

Proposals must be received by **5:00 PM Juba local time on 21st July 2021**. **Bids received after 5:00 PM local time in Juba** will not be considered.