



INVITATION TO TENDER

THREE YEARS CONTRACT PURCHASE AGREEMENT FOR MEDICAL INSURANCE AND GROUP PERSONAL ACCIDENT COVER SERVICES - CRS SOUTH SUDAN

RFP Number - CRS-SS-285165-2024

Catholic Relief Services (CRS) is the international humanitarian agency of the Catholic community in the United States. The agency provides assistance to 130 million people in more than 110 countries and territories in Africa, Asia, Latin America, the Middle East, and Eastern Europe. Catholic Relief Services (CRS) South Sudan is seeking for potential Service Providers based in South Sudan for staff medical insurance and group personal accident cover services.

To be eligible for consideration, interested service providers must meet the following requirements.

- Valid Certificate of Registration/Certificate of Incorporation
- Valid Tax Registration
- Valid Operations License
- Can provide the list of current clients.
- Should have a good professional reputation, which should be supported by at least three years of reference letters.
- Having own availability of qualified and experienced personnel.

The Request for Proposal(RFP) guidelines together with Scope of Work are available upon written request only to SouthSudanPRs@crs.org or from CRS Juba office **Palica Street, Hai Jerusalem, Juba South Sudan** between 13th **May 2024 to 24th May 2024**, from Monday through Friday during office hours 7:30 am – 16:30 hours South Sudanese Time. CRS office will be closed during public holidays and weekends in South Sudan. The electronic tender documents in two separate folders (Technical & Financial) **MUST** be submitted on a company letterhead signed, stamped by Director/Manager of the bidder and emailed only to sds_tender@crs.org with the subject line “**RFP Number - CRS-SS-285165-2024 Medical Insurance and Group Personal Accident Cover Services**”. Submission of proposal to any other email address will not be considered.

All proposals should be submitted **via email only**. Submissions of proposal via courier or hand-delivery shall not be accepted. Proposals must be received by **23:59 hours South Sudan STD on or before 31st May 2024**. Proposal received after closing date & time will not be considered.

**CRS South Sudan Bid Committee
Catholic Relief Services
Palica Street, Hai Jerusalem, Juba South Sudan.**