



THE LUTHERAN WORLD FEDERATION, WORLD SERVICE SOUTH SUDAN COUNTRY PROGRAM

THE
LUTHERAN
WORLD
FEDERATION

World Service

member of **act alliance**

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR INSURANCE COVER (STAFF MEDICAL & ASSET/VEHICLE COVER)

Date: 20th-Sept-2023

Reference No: LWF/SSD/2944/SEPT/2023.

Contracting Authority: The Lutheran World Federation/World Service (LWF/WS)

Date and time for collecting bid documents by interested suppliers from LWF Office: 20th Sept 2023– 16th Oct 2023
10:00 AM – 3:00 PM.

Deadline for submission of bid: 17th Oct 2023 at 12:00 NOON.

The Lutheran World Federation/World Service (LWF/WS) is a non-governmental organization with its headquarters in Geneva, Switzerland. The South Sudan Country Program is one of the LWF/WS Country Programs where the agency implements projects in Jonglei, Upper Nile, Eastern Equatorial, Central Equatorial, and Unity States.

The Lutheran World Federation/World Service (LWF/WS) would like to enter into an agreement with selected service providers for the following services for the financial year 2024.

1. **National Staff Medical Insurance Cover**
2. **Motor Vehicle/Asset Insurance Cover**

Interested service providers should collect the bid documents from LWF Head office in NCA Compound Buluk on the dates and time stated above. The documents must be filled, signed and stamped and submit through hardcopies to LWF together with the following required documents

- **Company profile**
- **Valid Tax Certificate of registration**
- **Valid Membership Certificate**
- **Valid Operation License**
- **Bank Statement for the past 6 months**
- **At least two (2) reference letter (in provision of the same services) from reputable Agencies (including their respective names, functional official email address and phone numbers).**
- **Fully signed and stamped bid submission form.**

This is purely an invitation for expression of interest and does not in any way constitute a commitment to contract or any other form of contractual commitment with LWF.

It is in the interest of LWF to issue a contract for both National staff medical insurance cover and Asset/Vehicle cover to one contractor or split the contract to different services providers.

For further information, please contact the address below:

Procurement Committee

Lutheran World Federation/World Service

NCA Compound Buluk, Juba, South Sudan

Email; procurement.southsudan@lutheranworld.org

