



INVITATION TO TENDER

3rd November, 2023

REF: ForAfrika/Juba/7/2023/001

Dear Sir/Madam,

INVITATION TO TENDER FOR PROVISION OF COMPREHENSIVE HEALTH INSURANCE COVER FOR FORAFRIKA STAFF.

ForAfrika formerly Joint Aid Management (JAM), a humanitarian organization that works in South Sudan and other African countries, is seeking a qualified and experienced health insurance service provider to offer comprehensive medical insurance coverage for both outpatient and inpatient services, as well as emergency air flight evacuation for both national and international referrals, for its staff members who are involved in various projects and activities.

The contract agreement will be for one year (1), from **01 February 2024 to 31 January 2025**.

The interested health insurance service provider should submit a technical proposal that includes:

- An interpretation of the terms of reference
- A methodology to be used in providing the service.
- A quotation, process, and total cost for different packages of medical insurance coverage, based on the number of dependents per staff member (**M, M+1, M+2, M+3, M+4**)
- The cost of printing smart cards, flight tickets and emergency evacuation, optical and dental services, and annual health staff wellness day, should be included in the total cost premium.
- A financial proposal: The quotation should be in **USD**.

Terms & Conditions.

1. Must be registered and operating in South Sudan with all legal documents and tax obligations
2. The company should have enough liquidity and cash flow to provide the service in case of delayed payment
3. The company should be flexible to accept the updated and current list of staff at the time of contract negotiation
4. The company should accept additional staff list for new hired staff until the agreed number is attained in the contract
5. The company should accept to pay refund claims to staff for treatment incurred where the service provider does not have an agreement with local clinics
6. The company should have a proven experience in providing quality comprehensive health insurance cover for national staff with both international organizations and private sector in South Sudan and abroad
7. The Should be able to provide a variety of both inpatient and outpatient services packages to staff
8. The Company should be able to provide health insurance coverage with local clinics in remote field office locations in Jebel Boma, Pochalla, Pibor, Twic East, Wunrok, etc.
9. Must be able to do air flight emergency evacuation and airlift staff with life-threatening injuries and illnesses in remote places to Juba, and outside South Sudan for better treatment

ForAfrika responsibility will be to:

1. Cover the full cost of payment for the agreed premium amount in the contract agreement
2. Provide an updated and current list of staff at the time of contract agreement

Note: Only shortlisted health insurance service providers will be contacted. Full payment will be done within an agreed mutual period from the date of contract signing for a selected service provider. The selected service provider will be required to present their service/product to staff and answer questions on any health-related insurance coverage

The closing date for submission of bids is on **17th November 2023** at 4:30PM.

You can send your proposal to jamss.logs@jamint.com/j.samuel@forafrika.org or you can hand deliver your proposal to ForAfrika Head Office located at UAP Equatoria Tower 4th Floor, Juba South Sudan.

ForAfrika will not accept tenders delivered after that time.

ForAfrika reserves the right to cancel the tender process at any time prior to awarding a contract for the Service.

ForAfrika will not be responsible for any costs or expenses incurred by you in connection with preparing and delivering your tender regardless of the outcome of the tender process.

At any time prior to the Submission Deadline, you may make inquiries with, or seek further information or clarifications through the following email:

jamss.logs@jamint.com cc: J.samuel@forAfrika.org

