

INSO

INTERNATIONAL NGO SAFETY ORGANISATION

Analysis & Advice for Humanitarians

Request for Quotation RFQ/2021/002

For Group Medical Insurance Cover

[10 June 2021]

International NGO Safety Organisation

INSO – South Sudan
Thongpiny, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road,
Juba- Central Equatoria State
South Sudan.



Fabrice Lynda
10 June 2021

Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted by email or in a sealed envelope, as stated below, no later than: **25 June 2021 COB (GMT+2)**

The submission must include:

- ✓ Terms and conditions for the provision of medical insurance cover
- ✓ Quotation for the annual premiums
- ✓ Company's profile, including but not limited to area of operations, list of clients etc.
- ✓ Up-to date Company's South Sudan Legal Documents including tax clearance certificates.
- ✓ Terms of payment
- ✓ References and contact details if any

Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline and requirements.

Send via email and with the subject line "**RFQ GROUP MEDICAL COVER INSO SSD**" to deliver simultaneously to the two following emails addresses:

- INSO SSD HR Officer: hr.officer@ssd.ngosafety.org;
- INSO Operations Manager: ops.manager@ssd.ngosafety.org

[10 June 2021]



*Fabrice Lundq
10 June 2021
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Submission Delivery Address (this is to be used, only if your files are too heavy and cannot be sent via email)

The delivery address to be used for all submissions is:

Attn: INSO South Sudan
Thongpiny, Airport Road,
Near Kilimanjaro Apartments,
Plot Number 479 block 3K-South,
Florian Road, Juba- Central Equatoria State
South Sudan

About INSO

INSO is a non-profit humanitarian organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe, and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners, and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts, and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

Detailed Specifications

The insurance cover is for 6 staff M+ 4 dependents with the possibility of adding incoming staff starting August 2021.

The quotation should include:

- In-patient medical cover.
- Out-patient medical cover.
- Maternity cover.
- Dental cover.
- Optical cover.
- Funeral expenses.
- Any other items deemed necessary for group medical cover.

[10 June 2021]



*Fabrice Lunda
10 June 2021*

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Other Terms and Conditions

- ✓ The payment should be done by wire transfer or by cheque on the account of the of the Medical Insurance services provider.
- ✓ Contract will be initially for 12 months with renewal option.
- ✓ Prices and lead times should be firm and valid for the twelve (12) months duration of the agreement starting from the deadline of the RFQ.
- ✓ The price should be in Dollars (USD) and be provided at the unit price per family (5 persons).
- ✓ The prices quoted by the Bidder shall be fixed and the best offer.
- ✓ No price negotiations will take part after the tender.

The contract shall be awarded to the tender offering the best value for money the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors.

It is strictly prohibited to offer, promise, or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria

All quotations will be opened and reviewed simultaneously by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote based on the criteria set.

Quotations will be evaluated (in no order) on (I) fulfillment of specified criteria (II) price (III) quality (IV) reliability of supplier (V) other added values.

All candidates will be informed of the outcome of their quotation within 30 days of the submission date deadline.



A handwritten signature in red ink, appearing to read 'Fabrice Lunda', is written over the stamp.

Fabrice Lunda
Operations Manager
10 June 2021

[10 June 2021]

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