



Background

CARE South Sudan is an international humanitarian organization dedicated to fighting poverty and social justice with a special emphasis on women and girls. CARE South Sudan is part of CARE International whose vision is to seek a world of hope, tolerance, and social justice, where poverty is overcome, and people live in dignity and security. CARE has been present in South Sudan since 1970. CARE South Sudan's head office is in Juba with operations in Jonglei, Unity State, Western Bahr El Ghazal, Upper Nile, and Eastern Equatorial.

CARE South Sudan would like to invite competent and reputable Insurance Companies for submission of proposal for the provision of **Third-Party motor vehicle and motorcycles insurance services**.

Requirement:

Bid Preparation Instructions

CARE requests that bidders provide both technical and financial bids.

Section I: Technical Bid

In their technical bid, bidders should explain how they propose to cover the vehicles/motorcycles clearly indicate the risks that will be covered, their limit and exclusion with minimum requirements stated below.

1. The Insurer should take responsibility for the repair/ maintenance/ replacement/ death etc. of third parties involved in an accident with one of CARE vehicles and Motorcycles under its scheme.
2. The Contract will be awarded for initially one (1) year with possibility of extension for another 1 year depending on positive evaluation of the Company.
3. The company shall appoint a focal person to CARE-South Sudan and a hotline number to be reached at any time of the day or night.
4. The Company will take full responsibility for all third-party cases leaving CARE with no liability.
5. The price quoted by the company will remain in effect throughout the life of the contract.

Section II: Financial Bid

The bidder must submit the Cost/financial proposal for the provision of Third-Party insurance services for motor vehicle (4x4) - 24, Ambulance (4x4) - 3 and motorcycles -31 located across all locations where CARE South Sudan operates. Cost/financial proposal should be separated from the technical proposal.

Format for submission of quotation:

Type of vehicle	Unit of Measurement	Quantity	Yearly premium per unit (USD)	Total cost (USD)	Effective date
Landcruiser Hardtop	pcs	22			1 January 2024
Toyota Hilux	pcs	1			
Toyota Harrier	pcs	1			
Motor vehicles Ambulance	pc	3			
Motorbikes	pcs	31			

Evaluation procedures and bases for selection

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

A. Administrative Requirements.

1. Valid certificate of incorporation as a Business in South Sudan
2. Valid Registration
3. Proof of registration with tax authority and latest tax compliance certificate.
4. Complete and certified Article and Memorandum of Association
5. License to operate as an insurance company in South Sudan
6. All required documents in the attached check list

B. Technical Requirements:

1. Proof that the Service Provider has provided similar services to, Private business companies, non-governmental entities, and others within the last two years.
2. Recommendations for satisfactory performance from past and present clients (2019, 2020, 2021).
3. List of claims that have been handled for the last three years and duration they took to be settled.
4. Insurance Providers technical proposal in response to this call for proposal
5. Insurance Provider's bank recommendation letter stating the financial capacity of the Service Provider during the last 24 months.

C. Service Provider's Financial Proposal (in US Dollar)

1. Financial stability
 - Evidence that the Bidder has successfully completed at least one similar contract within the last two years.
 - Provide contact details of commercial banks and names of contact persons from whom CARE could seek feedback regarding financial stability.
2. The financial proposal should be detailed, clear and must indicate annual premium (%) for third-party insurance cover. The proposal should be valid for 90 days from the date of opening of proposals.

D. Call for Proposal Administrative Guidelines:

1. Request for clarification
Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: SSD.Procurement@care.org and should be received before or not later than **01st December 2023, 04:00 pm, CAT (Central African Time)**.
2. Preparation, marking and labeling of proposals:
The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal, with each duly signed and stamped and in a PDF format only and clearly Named as below, respectively:
 - 1- TP Vehicle and Motorcycle Insurance - Technical Proposal"
 - 2- TP Vehicle and Motorcycle Insurance - Financial Proposal"
3. Submission of proposals:
 - The Two Proposals (Technical and Financial) should be submitted by email at SSD.Procurement@care.org and addressed to Procurement Manager and Contracts Manager.
 - All queries or clarifications should be directed to the Procurement and Contracts Manager through this email address SSD.Procurement@care.org at least 3 days before the submission timeline of proposals.

- Submissions shall only be received before or not later than **01st December 2023, 4:00 pm, CAT (Central African Time)**.

E. Evaluation of proposals:

A Comprehensive Criteria will be followed in evaluating the proposals submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

1-	Administrative Compliance	10 points
2-	Technical Compliance	70 points
3-	Financial Proposal	20 points

F. Award of Contract:

The Contract will be awarded to the Bidder who scores the highest total marks from the evaluation process detailed in **E** above.

CARE South Sudan reserves the right to enter pre-contract award price and no price negotiations with the eventual winning bidder.

G. Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

4. Disclaimer:

This is only a Call for Proposals and CARE South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, CARE South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for all costs related to the preparation and submission of their proposal.

The decision of the CARE South Sudan Procurement Review Committee shall be final.

Checklist of documents required for Vendor Entry

S/No	Documents included for vendor set up as a <u>COMPANY</u>	Put √ if included	Put x (if not applicable)
1-	The company profile		
2-	Past work experience letter recommendations		
3-	Tax identification number		
4-	Tax clearance certificate		
5-	Membership certificate from the responsible body where the company operates in.		
6-	Registration certificate from the Ministry of Justice		
7-	Operation license		
8-	Trade license for specialized services like hotels, aviation, pharmaceuticals etc. in case.		
9-	A filled vendor setup form (attached in this email, fill all the areas marked x with the relevant company information)		
10-	Vendor's questionnaire		
11-	First page of memorandum and articles of association and the page with shares allocation/board of directors.		

12-	Passports or national IDs for each of the company board of directors as the shareholders. NB: The details of the IDs should be clearly readable.		
13-	A copy of void cheque of the bank account provided to CARE South Sudan		
<p>COMMENTS: (Please put additional remarks if any of the documents are not available)</p>			