

**REQUEST FOR QUOTE No. RFQ084**

**COMPREHENSIVE MOTOR VEHICLE INSURANCE**

|  |                         |   |                         |  |                       |
|--|-------------------------|---|-------------------------|--|-----------------------|
| <b>Buyer Name:</b><br><br>DT Global South Sudan<br><br>Email: shejehsalam-procurement@dt-global.com<br><br>Location: Juba, South Sudan |                         | <b>Ship To Name:</b><br><br>Attention: Jill Morris, Chief Of Party<br>Address: Tongping/Juba Na Bari<br>Various Locations: Juba, Kapoeta, Wau, Akobo, Pibor, Leer, and Ganyiel. |                         | <b>Vendor Name:</b><br><br>Attention: .....<br>Address: .....<br>City/State/Zip: .....<br>Telephone: .....<br>Fax: .....<br>Email: ..... | <b>Business Size:</b> |
| <b>Issue Date:</b>   | October 19, 2022        | <b>Required Delivery Date</b><br><br>Tentative:<br>November 16, 2022  | <b>Commercial Item:</b> | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  |                       |
| <b>Quote Due Date:</b>   | October 26, 2022        |   | <b>Payment Terms:</b>   | Wire Transfer  |                       |
| <b>Questions Due Date:</b>   | October 24, 2022        |   | <b>Delivery:</b>        | N/A  |                       |
| <b>Quote Valid Until:</b>  | Not less than 12 months |   |                         |  |                       |

**Background:**

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity is helping USAID/South Sudan strengthen the foundation for a more self-reliant South Sudan by empowering citizens and community actors who have been deeply affected by the current conflict.

**Description of Scope:**

DT Global South Sudan is seeking to select the best supplier/vendor for the provision of Comprehensive Motor Vehicle Insurance cover. This RFQ084 will be used to solicit quotes from potential suppliers/vendors for an award of fixed price Purchase Order for provision of Comprehensive Insurance cover to the Fleet of DT Global Shejeh Salam project vehicles against unforeseen circumstances such as accidents, collisions, monsoon floods, fire, among other risks.

Table below shows the list and details of the project Vehicles under RFQ084 for comprehensive motor vehicle insurance cover.

| Comprehensive Motor Insurance For Ten Vehicles |                                       |                    |               |                       |                      |                    |              |               |                  |
|--|---------------------------------------|--------------------|---------------|-----------------------|----------------------|--------------------|--------------|---------------|------------------|
| S/N  | Item Description                      | VIN Number         | Engine Number | Manufacturer          | Make                 | Model              | NGO NO Plate | Value for 202 | One Year premium |
| 1  | Vehicle - Land cruiser Prado          | JTEBD99FJ20K018050 | 5L-6262801    | Toyota Japan          | Land cruiser ,Toyota | LJ150L-GKMEE       | 212/1 SSD    | \$ 12,995.51  | Effective Nov 16 |
| 2  | Vehicle - Nissan Patrol Wagon         | JN1TCSY81Z0572593  | 208867        | Nissan                | Patrol Wagon         | Model SGL 4X4 2009 | 212/2 SSD    | \$ 8,049.25   | Effective Nov 16 |
| 3  | Vehicle - Toyota Land Cruiser Pick up | JTFLB71J6D8042954  | 1HZ-0758335   | Toyota Japan          | Land cruiser Pick Up | HZJ79L-TJMRSV 2013 | 212/3 SSD    | \$ 15,883.46  | Effective Nov 16 |
| 4  | Vehicle - Toyota Hilux Double Cabin   | AHFFK22G703047764  | 5L-6140793    | Toyota - South Africa | 4WD Hilux            | 2009               | 212/4 SSD    | \$ 19,093.08  | Effective Nov 16 |
| 5  | Toyota-Landcruiser (Station Wagon)    | JTGE873J709009844  | 1HZ- 0714689  | Toyota- 2012          | Landcruiser          | HZJ76L-RKMNSV      | 212/ 6 SSD   | \$ 20,000.00  | Effective Nov 16 |
| 6  | Vehicle-Toyota Minibus                | JTGJS02P4D0033701  | 2KD-D064224ml | Toyota- 2013          | Minibus              | KDH202L-REMDYV     | 212/ 7 SSD   | \$ 29,050.00  | Effective Nov 16 |
| 7  | Toyota -Landcruiser Hardtop,5 doors   | JTEEB71J708023612  | 1HZ-0776077   | Toyota-2014           | 4WD Landcruiser      | HZJ76L-RKMNSV      | 212/ 8 SSD   | \$ 20,000.00  | Effective Nov 16 |
| 8  | Toyotal-Landcruiser Hard top,5 doors  | JTEEB71J70F015121  | 1HZ-098470    | Toyota-2022           | 4WD Landcruiser      | HZJ76              | 212/15 SSD   | \$ 41,136.00  | Effective Nov 16 |
| 9  | Toyotal-Landcruiser Hard top,5 doors  | JTEEB71J30F015245  | 1HZ-0988760   | Toyota-2022           | 4WD Landcruiser      | HZJ76              | 212/ 16 SSD  | \$ 41,136.00  | Effective Nov 16 |
| 10   | Toyotal-Landcruiser Hard top,5 doors  | JTGE873J689004147  | 1HZ-0653145   | Toyota-2010           | 4WD Landcruiser      | HZJ76              | 212/ 17 SSD  | \$ 35,000.00  | Effective Nov 16 |

**Instructions to Offerors:**

- **Submission Deadline:** Final submissions will be due no later than the date indicated in the “Quote Due Date” section above.
- **Submission method:** All offers should be submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) only. The email subject should start with the RFQ number, as indicated in the title above, and a short description of the key items included on the Cover and Exclusions.
- **Question & Answers:** Questions regarding this RFQ could be submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) no later than the date indicated in the “Questions Due Date” section above. DT Global will ensure that answers to questions are distributed via email to all interested parties within 24 hours of the question’s due date.
- All bids must be submitted electronically to the email address mentioned above.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Bid Eligibility Requirements: (Do not assume DT Global/Shejeh Salam has your information already)**

1. Valid Company Certificates
  - a. **Valid Company Registration Certificate**
  - b. **List of shareholders/MOU**
  - c. **Tax Identification Number Certificate (TIN)**
  - d. **Valid Tax Clearance Certificate**
  - e. **Operation License**
  - f. **Company Profile**
2. Bidder must submit quotation specifying.
  - a. **Payment Terms**
  - b. **Premium to comprehensively insure the fleet up to 12 months (Provide full coverage details/policy but not limited to risks mentioned above)**
3. Bidder must provide evidence of at least 2 years’ experience in South Sudan in provision of comprehensive Motor Vehicle Insurance subject to this RFQ084. Please provide previous or current contracts or recommendation letters and a contact list of clients, especially INGOs, NGOs, UN, and Corporate Clients.
4. Bidder must submit USD Bank Account Details (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name, and swift code)
5. Bidder must submit quotations and the required documents submitted shall be in the English Language.

This request for a quote does not constitute an order. The buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers/quotes (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote, the offeror acknowledges that DT Global reserves the right to reject any or all Quotes for whatever reason DT Global determines, in its sole discretion, to be in its best interests. The offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote and that nothing in the terms of this Request for Quote shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes in accordance with the terms herein.

The following apply to this Request for Quote:

- Tax Exempt, as provided
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

- Terms and Conditions—Commercial

To realize the above objectives, DT Global South Sudan is therefore calling for qualified, competent suppliers/vendors to participate in competitive bidding for the supply comprehensive insurance services for fleet to support the implementation of the SHEJEH SALAM Activity in the Republic of South Sudan

**Quotations:** Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis. Prices must be presented in United States Dollars (USD). Prices must be inclusive of all costs. Offers must remain valid for the period as will be stated on the PO.

**Pre-Selection**

The bid committee will examine all the submissions to determine if the bidders met the “submission due date” and the “Bid eligibility requirements” stipulated in this RFQ.

- (i) Adhere to **“Quote Due Date”**. and,
- (ii) Meets **“Bid Eligibility Requirements”**. DT Global South Sudan at its discretion may or may not request the bidder to submit missing or valid documents for the purpose of achieving competitive bidding.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ as mentioned above, an offer may be deemed “non-responsive” and thereby disqualified from consideration. DT Global South Sudan reserves the right to waive immaterial deficiencies at its discretion.

**Selection Criteria**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the bid eligibility requirements, and meets or exceeds the evaluation criteria.

**Evaluation Criteria**

As indicated below, evaluation criteria shall be based on responsiveness/Experience, Service Coverage inclusions and exclusions and reasonable price as mentioned below.

**(i) Responsiveness/Experience:**

- **Experience** of the company in the provision/supply of comprehensive motor insurance services to clients, especially INGOs, NGOs, UN Agencies, and Corporate Clients (at least 2 years).
- Please provide prove of experience i.e. Client List of contacts (contact person’s name, title, email, and phone number), Recommendation later, or Past Contracts.
- Prove of having re-insurer for risk transfer.
- Provision of clear and full coverage of comprehensive motor insurance cover proposed.

This section will be rated as indicated in the table below.

| Criterion                                       | Rating in Points (1-5) |        |         |                       |              |
|---|------------------------|--------|---------|-----------------------|--------------|
|   | 1                      | 2      | 3       | 4                     | 5            |
| Evidence of experience                          | N/A                    | N/A    | 2 Years | Above 2 up to 4 Years | over 4 Years |
| Responsiveness (How fast you respond to claims) | 5 days                 | 4 days | 3 days  | 2 days                | 1 day        |

**(ii) Price Reasonableness Determination**

DT Global will evaluate the price reasonableness per line item based on the internal prices list of the services in question. All quotations received will be analyzed for price reasonableness to determine a fair and reasonable price as follows:

- Line-item prices that are within DT Global Price list and competitive market range will be deemed **“Reasonable Prices”** and therefore eligible for the award.
- Line-item prices that are significantly higher than DT Global Price list and the competitive market range will be deemed **“Unreasonable Prices”** and therefore not eligible for the award, or clarifications from the bidders will be requested.

**Unique Entity Identifier Number (UEI):** Companies, organizations, or Individuals, whether for-profit or non-profit, shall be requested to provide a UEI number, if selected to receive a contract award in response to this RFQ valued greater than or equal to \$30,000 US (or equivalent in other currency). Therefore, the bidders are advised and encouraged to obtain an UEI number on [www.sam.gov](http://www.sam.gov) and to share it with DT Global.

If awarded a contract, the supplier/vendor will be required to obtain a UEI as soon as possible after award in accordance with the special contract requirement “System for Award Management Registration”.

**Source/Nationality/Manufacture:** All goods and/or services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 937** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR §228](https://www.ecfr.gov/current/title-22/chapter-I/subchapter-A/part-228). The cooperating country for this RFQ is South Sudan.

Offerors may not offer or supply goods and/or services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria, (North) Sudan, Burma (Myanmar).

**Taxes and VAT:** The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, charges, tariffs, duties, or levies will be paid under the Service Contract award from this RFQ.

**Privity:** Please note that in submitting a response to this RFQ, the offeror understands that the United States Agency for International Development (USAID) is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to DT Global South Sudan for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. DT Global, at its sole discretion, will make a final decision on the protest for this procurement.

**Whistle Blowing:**

Cases that intentionally mislead, or attempt to mislead, to obtain a benefit, or to avoid an obligation in relation to all procurement done under DT Global Procurement Policy are unethical and unacceptable. If you suspect that fraud has been committed, please contact the DT Global South Sudan Chief of Party, or please use DT Global’ anonymous third-party complaint reporting system that can be accessed by phone at +61 2 9053 9285, online at [qrs.ly/DTGlobalEthicsHotline](https://qrs.ly/DTGlobalEthicsHotline), or via email at [speakup@coreintegrity.com.au](mailto:speakup@coreintegrity.com.au)

Your complaint should include the details of the incident or incidents, the names of the individuals involved, and the names of the witnesses. Thereafter, DT Global South Sudan Management or their designee will undertake a full and effective investigation of the allegations. This investigation will be completed, and a summary of the findings will be made and communicated to you as soon as practical.

**Notwithstanding the terms of this RFQ084, the supplier/vendor acknowledges that DT Global South Sudan reserves the right to reject any or all quotes or cancel this tender process for whatever reason DT Global South Sudan determines, in its sole discretion, to be in its best interests. The supplier/vendor further acknowledges that DT Global South Sudan may for whatever reason waive any or all formalities and terms of this RFQ and that nothing in the terms of this RFQ shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat quotes the terms herein.**