

INVITATION TO TENDER (SERVICE)

Date of issue:	15/06/2021
Tender no.:	FCA/SSUCO012/2021
Contract title:	Provision of Insurance Service for: 1. Staff medical insurance and GPA 2. Fleet Insurance (Vehicles, Motorcycles and Speed Boats) 3. Goods in Transit (GIT)
Closing date:	06/07/2021 @ 2pm South Sudan Time.
Tender opening:	FCA Procurement Committee in the presence of bidders, Depending on Number of Responses
Tender Opening Date:	July 6, 2021 @ 3.45pm Juba Time. Bidders are invited to participate in the tender opening process.
Contracting authority:	Finn Church Aid, South Sudan Country Office E-Mail: Procurement.Ssuco@Kua.fi

INVITATION TO TENDER

PROVISION OF STAFF MEDICAL INSURANCE AND GPA, FLEET AND GOODS IN TRANSIT INSURANCE COVER.

Dear Sir/Madam,

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

A – Instructions to tenderers

Annex 3: Tender Submission form (to be completed by the tenderer)

Annex 4: Technical Specification for insurance service

In order to enable the tenderer to complete the forms (Tender submission form and Technical data form) electronically a copy of these documents can be forwarded in a PDF word format upon request. It is strictly forbidden to make alterations in the printed text. The tenderer will be bound to the original text in accordance with the document forwarded in PDF format or by letter.

A. Instructions to tenderers

In submitting a tender, the tenderer accepts in full and without restriction the special and general conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale may be, which he hereby waives. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any reservation in the tender as regards the tender dossier; any reservation will result in the immediate rejection of the tender without further evaluation.

A.1. Scope of services:

The subject of the contract/tender is the provision of medical insurance and Group Personal Accident cover for FCA staff and their dependants spread across South Sudan and within East Africa i.e. Kenya, and Uganda.

FCA has staff and offices in the following field locations

#s	Description
1	Juba
2	Yei
3	Pibor
4	Mingkaman
5	New Fangak
6	Old Fangak

In addition, FCA staff have dependants who live in Kenya – Nairobi and Eldoret, Uganda - Kampala and Northern Uganda.

Locations for Goods in Transit Insurance Cover. FCA implements projects in the following field locations to where goods and materials are transported with Juba as the point of origin.

S/N	Locations
1	Mingkaman
2	Bor
3	Pibor
4	Yei
5	Duk, Padiet
6	Uror (Motot Area)
7	Maridi

In addition, FCA fleets are mainly stationed in Yei, New and Old Fangak, Pibor and Mingkaman.

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a) Delivery:

The service will be delivered in locations, towns and cities specified above which are subject to change.

b) Specifications:

Service providers must comply fully with the requirements set out in the tender dossier (technical data form) and conform in all respects with the other instructions. Deviations from the specifications may be considered only if deemed to be in the best interest of the Contracting Authority.

A.2. General:

FCA seeks to get quality service and reliable services at favourable costs in all the three areas main areas and locations specified above.

A.3. Cost of Tender:

The tenderer shall bear all costs associated with the preparation and submission of his/her tender and the Contracting Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

A.4. Clarification on tender documents and additional information:

Tenderers may submit questions in writing at the latest on the date specified in the time table in article A.5., specifying the tender no. as part of the subject line. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact person.

Tenderers are not allowed to approach the Contracting Authority for oral clarification.

Any clarification of the tender dossier given by the Contracting Authority will be submitted to all tenderers at the latest on the date specified in the time table. If the Contracting Authority provides additional information on the tender dossier, such information will be sent in writing to all other prospective tenderers at the same time where this is practical.

Any prospective tenderer seeking to arrange individual meetings during the tender period with either the Contracting Authority and/or any other organisation with which the Contracting Authority is associated or linked may be excluded from the tender procedure.

A.5. Planned time table:

The Contracting Authority reserves the right to alter the dates and time in the following timetable, in which case all tenderers will be informed in writing and a new timetable will be provided.

	Date	Time
Deadline for requesting for any clarifications from the Contracting Authority	02/07/2021	4.00pm
Last date on which clarifications are issued by the Contracting Authority	05/07/2021	12.00noon
Deadline for submission of tenders (closing date)	06/07/2021	2.00pm
Tender opening session (all tenderers are invited)	06/07/2021	3.45pm
Contract award	12/07/2021	n/a
Contract start	12/07/2021	n/a

All times are in the time zone of South Sudan.

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All bidders are invited to attend the tender opening session at FCA office on July 6th 2021, at 3.45 pm in strict adherence to present health protocol – wearing mask and keeping social distance. No further formal invitation will be sent after the closing date.

A.6. Eligibility and qualification requirements:

All bidders participating in this tender process shall provide the following documents as part of minimum requirements.

#	Eligibility Criteria	Document Required
1	Registration of business/company in South Sudan Valid Certificate of Incorporation	Certificate of Incorporation from the Ministry of Justice including the renewal stamps at the back page of the certificate
2	Valid Membership Certificate	Membership Certificate from Ministry of Chambers and Commerce
3	Valid Operation Licence	Operation Licence from the State Ministry of Finance & Economic Development
4	Tax identification	Tax Identification Certificate from Ministry of Finance and Taxation
5	Valid tax clearance certificate	Tax Clearance Certificate from the Ministry of Finance and Taxation
6	Copy of audit report for the last two years	Audited financial statements (2020 with comparative figures will suffice)

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer which tender is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility through certificates issued by competent authorities in its country of establishment or operation, or, if such certificates are not available, through a sworn statement.

Tenderers shall also be requested to certify that they comply with article 13. “Child Labour & Forced Labour” and article 14. “Mines” of the General Terms and Conditions for Supply Contracts.

To give evidence of their capability and adequate resources Tenderers shall provide the information and the documents requested in the Tender Dossier.

If the tenderer was selected through prequalification, the tenderer must only declare that he still conforms with the eligibility and qualification (selection) criteria applied in the course of that prequalification.

Anti-money laundering and combating the financing of terrorism

The Tenderer certifies that none of the funds provided under the contract are used directly or indirectly to assist in, sponsor, or provide support for acts of terrorism or to support organizations or persons listed as terrorists on lists maintained by the United States government, the United Nations, the European Union, and other entities.

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The Tenderer authorize the verification of their company identity, whether through third parties or official government databases or by any other means considered by the Contracting Authority as appropriate for the compliance of its duties with anti-money laundering and combating the financing of terrorism (AML/CFT) policies and any requirements imposed by applicable laws.

Note:

- *FCA is an equal opportunity employer with zero discrimination policy*
- *FCA has zero tolerance concerning aid diversion and illegal actions and may screen potential applicants, contractors, suppliers, consultants, etc. against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements*

A.7. Evaluation Criteria (comparison criteria):

#	Evaluation Criteria	Weight	Scoring Method & documents required
1	Price	60%	<p>Comparison between the total values of each offer. Lowest bidder receives full score (60). The score for rest of the bidders is calculated in relation to the lowest bid amount. Each of the three categories shall be evaluated separately for this)</p> <p>Formula: (lowest entered/tendered value) * maximum points</p>
2	Geographical Coverage (List of hospitals in areas where FCA staff are based)	20%	<p>If the Tenderer has affiliation with good health facilities with documentary evidence - they will receive full score (20). (This applies for medical cover only and contributes to overall rating for each category)</p> <p>Absence of documentary evidence, just mere listing, the Tenderer will receive 0 points. Considerations made by Procurement Committee other than those included here shall be documented)</p>
3	List of references for satisfactory service in the three areas	20%	<p>Maximum of 5 recommendation letters for satisfactory service provision covering at least 2 of the three areas required in the last two years (FY 2019 and 2020)</p> <p>4 points for each delivery note. Full score 20%</p>

A.8. Exclusion from award of contracts

Contracts may not be awarded to tenderers who, during the procurement process:

- (a) are subject to conflict of interest
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation and eligibility in the tender procedure or fail to supply this information.

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- (c) Perform, condone or tolerate corrupt, fraudulent, collusive or coercive practices, regardless of whether such practices can be attributed to this tender procedure;
- (d) Attempt to influence the evaluation committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence the Contracting Authority in its decision concerning the award of the contract.

A.9. Language of Tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in the language of the procedure which is English. Any supporting documents in a language other than English must be translated by the tenderer prior to submission of the tender

A.10. Documents comprising of the Tender:

The Tenderer shall complete and submit the following documents with his tender:

- a) *Instructions to tenders*
- b) *Annex 3: Tender Submission form accompanied with proforma invoice and other supporting documents*
- c) *Accompanying detailed technical proposal (if any) in conformity with Annex 4 Terms of Reference.*

A.11. Price:

The price quoted by the tenderer shall not be subject to adjustments on any account except as otherwise provided in the conditions of the contract.

Tenderers must quote prices on the following basis:

1. For each of the two medical plan options including all applicable taxes and for GPA.
2. For the fleets' category, applying appropriate depreciation where applicable for appropriate insurance cover plan as per specifications provided.
3. The basis for quoting for different categories of goods in transit, either as a whole or for different category or range taking into account volume and value differences as stated above.

Prices shall be quoted in USD only.

A.12. Validity:

4. Tenders shall remain valid for at least a period of 12 months after the closing date.

Prior to the expiry of the original tender and validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tender renewal for successful bidder shall not be subject to price changes.

A.13. Submission of tenders and closing date:

Tenders MUST be hand delivered to the office address as stated above on or before the closing date and time as specified in the Annex 4 above. Any tenders received after the stated time will not be considered/admitted. Tenders MUST be submitted in a sealed envelope.

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Annex 3:

Tender submission form

Submitted by (name of company):	
Contact Person:	

NB: To be accompanied by a proforma invoice

PRICE SUMMARY SCHEDULE (Price and currency to be inserted by tenderer)

<Item >	Description of supplies	Qty	Currency: USD	
			Unit Price	Total Price
1	Option I (OP \$ 1,500 and IP\$ 15,000) Annual premium (M+0 up to M+5)			
2	Option II (OP \$ 1,000 and IP \$ 10,000) Annual premium (M+0 up to M+5)			
3	GPA Based on staffing list as shall be provided on request (see instructions below).			
4	Fleet Insurance Cover			
5	Goods In Transit Insurance Cover (GIT)			
Total price FCA				

Please attached detailed quotation analysis for each categories 1 to 5 above for better comparison.

Information required by the contracting authority:	Information to be entered by tenderer in the below columns:
Quotation validity (in months) N.B! Must be at least 12 months.	
Please state full contact details of the Tenderer	
Office Location:	
Financial Proposal/Quotation Annex (Yes/No)	
Company experience in the Sector (Years)	
Implementation for 12 months	
Company information	

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Parent company (legal name)	
Street name and no.	
City	
Postal code	
Country	
Phone no.:	
Fax. no.:	
E-mail:	
web-site:	
Sales Manager (name)	
Director (Name)	
Other contact (Title & Name)	

General information	
Nature of business – please enclose complete product information in English.	
Year of Establishment	
Number of full-time employees	
Licensing Authority	
Licence number (VAT no./TAX I.D.)	
Does your company have a written statement of its environmental policy?	
Please state in which languages technical documents are available:	
Working language:	

Subsidiaries, Associates and/or Overseas Representative	
Countries with registered office:	
Countries with representation (agent):	

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List of International quality assurance certification held by your company:	
List of local and national quality assurance certification held by your company	
International trade / professional organisations of which your company is a member:	
Local trade / professional organisations of which your company is a member:	

References				
Name & country of customer	Type of contract	Value	Contact name	Phone/fax and Email

After having read your letter of Invitation to Tender no.FCA/SSUCO012/2021 dated 15/06/2021; on behalf of my company/business, we hereby;

- Accept, without restrictions, all the provisions in the Invitation to Tender including General terms and Conditions for Supply contracts –with annexes.
- Provided that a contract is issued by the Contracting Authority we hereby commit to furnish any or all items at the price offered and deliver same to the designated points within the delivery time stated above.
- We hereby certify and attest that we meet the eligibility criteria of article stated in the Instructions to Tenderers.
- We further certify and attest that we, and/or our affiliates,
 - comply with the UN *Convention on the Rights of the Child* - UNGA Doc A/RES/44/25 (12 December 1989) with Annex
 - Have not made or will not make use of forced or compulsory labor as described in the *Forced Labor Convention* and in *the Abolition of Forced Labor Convention 105* of the International Labor Organization.
 - Respect and uphold basic social rights and working conditions for our employees.

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- Are not engaged in any development, sale or manufacture of anti-personnel mines and/or cluster bombs or components utilized in the manufacture of anti-personnel mines and/or cluster bombs.

The above declarations will become an integrated part of the contract and misrepresentation will be regarded as grounds for termination.

- Our company/business has the following **nationality**, as evidenced in the enclosed Company Registration Certificate.
- We certify that the goods have the **origin** stated above.
- In the event the contract is awarded to us, we request that payments under the contract be made to the following **account**:
- Our tender is valid for a period of days after the closing date in accordance with instructions to tenders. (N.B! Must be at least 12 months)

Signature & stamp:

Signed by:

The Tenderer :
 Name of the company :
 Address :
 Telephone no. :
 Fax no. :
 E-mail: :
 Name of contact :
 person
 Date: :

NB. Attachments – Please check carefully before submitting your tender that you have prepared all the documents required in the instructions to Tenders article “Documents comprising the tender”

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Annex 4 – Technical Specification

INVITATION TENDER FOR PROVISION OF MEDICAL INSURANCE, GROUP GENERAL ACCIDENT, FLEET INSURANCE COVER AND GOODS IN TRANSIT

Tender Number	FCA/SSUCO012/2021
Purpose	Provision of Insurance Service for: 1. Staff medical insurance cover and group general accident (GPA) 2. Fleet Insurance (Vehicles, Motorcycles and Speed Boats) 3. Goods in Transit.
Location for tender opening	FCA office situated at Juba Na Bari Area, Bilpham Road, behind Medan Rainbow.

Finn Church Aid (FCA) is a faith-based organization founded in 1947. FCA is the largest Finnish development cooperation organization and humanitarian aid. FCA operates in 14 countries, where the needs are most dire.

Finn Church Aid South Sudan Country Office is seeking for reputable Insurance Companies to quote for staff medical insurance and group general accident cover; fleet insurance cover and routine cover for Goods in Transit (GTI) through a competitive bidding process according to Specifications or Terms of Reference below:

1. Medical Insurance and GPA Cover plan.

Category	Description	LIMIT
1	Medical Insurance Cover	
(A)	In Patient	USD 15,000 and USD 10,000 per family per annum
	Room Entitlement	Standard Private Room
	Pre-existing, chronic & Congenital Conditions	Up to USD 2,500 within inpatient limit
	HIV/AIDS	within inpatient limit
	Maternity	Up to USD 1,100 within inpatient limit
	Last Expense	Up to USD 1,000 per Member

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	Maternity - 1 st Emergency Caesarean Section	Up to USD 2,000 within In Patient limit
	Non-accidental inpatient dental	Covered up to USD 600 per family within Inpatient limit
	Non-accidental inpatient optical	Covered up to USD 600 per family within Inpatient limit
	Post Hospitalization	Covered up to four weeks of medication
	Air evacuation within East Africa	Covered
	Road Evacuation	Within South Sudan (Juba), Kenya, Uganda
	Lodger Fees	12 years
	Entry Age	37 - 38 weeks
	Age Limit	75 years
	Children Age	From birth to 21 years (& up to 25 years if still in school)
	Service Providers Panels	Out & In Patient credit
	Venereal diseases and STDs	Covered
(B)	Out Patient BENEFITS	LIMIT
	Out Patient	USD 1,500 per family per annum
	Chronic, Recurring & Pre-existing	Full cover.
	HIV/AIDS and related conditions & A.R.V.s	Full cover.
	Out-patient dental	Covered (Stand Alone) Covered up to USD 600 per family
	Out-patient optical	Covered (Stand Alone) Covered up to USD 600 per family every two years.
	Routine Antenatal	Max 3 U/S Scan
	Postnatal Care	Up to 6 weeks post-delivery
	Routine Immunization for Infants	Covered
	Routine general checkups for staff only	For staffs only once in a year.
	Service Providers Panels	Both within south Sudan and east Africa.

Note:

Please provide your premium calculation taking into account the two options for inpatients for M+0 up to M+5. For a full list of staff for purposes of GPA ascertainment per individual, please write to email provided above. This will only be shared with reputable and registered insurance service

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providers in South Sudan. FCA focal person may require additional information to verify the identity of the requesting organization/company. *Enquiry emails sent from private email addresses will not be attended to.*

2. Fleet Insurance (Vehicles, Motorcycle and Speed Boats)

2	FLEET INSURANCE COVER	DESCRIPTION	USD
	Comprehensive Insurance Cover		
	Insurance Category		
(A)	Motor Vehicles	Fire and theft	
	Comprehensive Insurance Cover for 12 months	Death injury to third party	
	<i>Essential Additional information.</i>	Events of claims arising out of one of course of incident	
	5 pieces, Land cruiser hardtop	Damage to third party property	
	Purchase values range: USD 35,000 to 45,000	Repair for damages	
	Years of use (range) in SS 3 to 7 years.	Breakdown/Towing	
		Windscreen cover	
		Personal effects cover	
(B)	Motorcycles	Death injury to third party	
	Comprehensive Insurance Cover for 12 months	Third party property damage	
	3 pieces all based in the field. Yamaha off-road	Towing	
	Purchase values: USD 4,050 each.	Repair	
	Years of use in South Sudan 3 years.	Breakdown/Towing	
(C)	Motor Boats (Speedboats)	Third party injury per person	
	Comprehensive Insurance Cover for 12 months	Third party damage per series of event	
	2 pieces currently used in Fangak County	Third Party damage Excess	

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	Purchase values: USD 29,000 each.	Liability per event of claims	
	Years of use in SS – 5yrs for one and Nil yrs. for the other		

Note: No recent valuation currently exists for the vehicles, motorbikes and speedboats. Valuation maybe arranged only after the process has been completed and a suitable service provider has been identified. Otherwise, application of justifiable and well-explained method of depreciation for present value ascertainment is recommended.

3. Goods in Transit

3	GOODS IN TRANSIT INSURANCE COVER (GIT)	DESCRIPTION	Value range in USD moved per year via road and water
(A)	Agricultural Seeds and Tools	Assorted materials	USD 150,000 to 300,000
(B)	Construction Materials (Semi structures and complex civil works)	Assorted materials	USD 200,000 to 350,000
(C)	Other office supplies	Assorted	USD 100,000 to 250,000

Note:

The above table for GIT are indicative of the categories of material supplies FCA transports to field locations. Bidders are requested to provide basis for computing/calculating value for the cover given the value range above. Please take note that due to volume of some items, full value of a track/badge load maybe less than the range provided for GIT. FCA will from time to time advice the successful bidder of the actual value of cargo to be transported and this will inform your invoicing for GIT cover.

Important Notes:

1. For medical insurance, you are required to provide two financial proposals one with a cover limit for OUT-PATIENT USD 1,500 and IN-PATIENT USD 15,000 and the second one with cover limit of OUT-PATIENT USD 1,500 and IN-PATIENT USD 10,000. A buffer cover of USD 5,000 should be provided in both proposals.
2. Initial contract will be for 12 months from the month of July 2021 and renewable up to a maximum of two consecutive years, subject to satisfactory service provision and performance devoid of complaints from consumers of the service.
3. For a complete list of FCA staff profile for purposes of GPA financial proposal, please write to Procurement.Ssuco@kua.fi between 9am to 5pm, Monday to Friday and two (2) days before the deadline.

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4. In all the technical proposals, the general cover limits and sub limits should be maintained as provided in this Invitation to tender, as this will inform the selection process. Any deviation may lead to disqualification.

Submission of bids:

Bids shall be by hand delivery/dropped in person in sealed envelopes to the Tender Box at FCA office at the location stated below. Bidders shall register in the tender submission book as per the requirements. This book exist with FCA security at the main entrance. All bids shall be clearly marked as follows:

The Procurement Committee
Response to Tender Ref No. FCA/SSUCO012/2021
Finn Church Aid South Sudan
P.O. Box 432, Juba Na Bari Area
Bilpam Road, Juba, South Sudan

All inquiries must be made in writing via this email: Procurement.Ssuco@kua.fi. You are barred from approaching the Contracting Authority for any oral clarification about this tender.

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