



# NORWEGIAN CHURCH AID actalliance

## INVITATION TO TENDER

TO:

<Name and address>

<b>Date of issue:</b>	20/11/2023
<b>Tender no.:</b>	3570
<b>Contract title:</b>	PROVISION OF INSURANCE SERVICES TO NCA SOUTH SUDAN NATIONAL STAFF AND THE ASSETS IN THE REPUBLIC OF SOUTH SUDAN
<b>Closing date:</b>	11/12/2023 Time: 10:00am
<b>Tender opening:</b>	11/12/2023 Time 2:00pm
<b>Contracting Authority:</b>	Norwegian Church Aid South Sudan Programme  Contact person: Taban Charles  Email: <a href="mailto:Taban.Charles@nca.no">Taban.Charles@nca.no</a>

### **NORWEGIAN CHURCH AID SOUTH SUDAN PROGRAMME INVITES YOU TO SUBMIT A PROPOSAL FOR PROVISION OF INSURANCE SERVICES TO NCA NATIONAL STAFF AND ASSETS.**

Dear Sir/Madam

The Service is required for insurance of national staff and the assets. The intervention is supported by Norwegian Government. Please find enclosed the following documents which constitute the Request for Proposal:

Please find enclosed the following documents, which constitute the Tender Dossier:

**A – Instructions to Tenderers**

**B – Draft Contract including Annexes:**

**Annex 1: Terms of Reference**

**Annex 2: Organisation and Methodology** (to be completed by the Tenderer)

**Annex 3: Tender Submission Form** (to be completed by the Tenderer)

**Annex 4: General Terms and Conditions for Service Contracts**

**Annex 5: Code of Conduct for Contractors**

If this document is in PDF format, upon request a complete copy of the above documents can be forwarded in WORD format for electronic completion. It is forbidden to make alterations in the text.

We would be grateful if you would inform us by email of your intention to submit or not submit a proposal.

## A. INSTRUCTIONS TO TENDERERS

In submitting a proposal, the Tenderer accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his/her own conditions of services may be, which the Tenderer hereby waives. The Tenders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Tender Dossier.

### A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Tenderer shall offer the totality of the Services described in the Terms of Reference. Tenderers offering only part of the required Services will be rejected.

### A.2. Scope of services

The Tenderer shall bear all costs associated with the preparation and submission of his/her proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

### A.3. Clarification of tender documents and additional information

Tenderers may submit questions in writing at the latest on the date specified in the timetable in article A.4, specifying the tender no., and the contract title. 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 verbal 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 timetable. 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.

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.4. Planned timetable

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 request for any clarifications from the Contracting Authority	4 <sup>th</sup> December 2023	10:00am
Last date on which clarifications are issued by the Contracting Authority	6 <sup>th</sup> December 2023	4:00pm
Deadline for submission of tenders (closing date)	11 <sup>th</sup> December 2023	10:00am
Tender opening session	11 <sup>th</sup> December 2023	2:00 pm
Contract award	20 <sup>th</sup> December 2023	4:00pm
Contract start	1 <sup>st</sup> January 2024	8:00 am

All times are in the time zone of South Sudan Local time

### A.5. Eligibility and qualification requirements

Tenderers are not eligible to participate in the tender procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Tenderers shall in the Tender Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Tenderer whose 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 are also requested to certify that they comply with the Code of Conduct for Contractors.

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

#### **A.6. Exclusion from award of contracts**

Contracts may not be awarded to Tenderers who, during the procurement procedure:

- (a) are subject to conflict of interest; and/or
- (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.

#### **A.7. 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 English.

#### **A.8. Documents comprising the Tender**

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

- a) Tender Submission Form (Annex 3) with supporting documents and duly completed and signed by the Tenderer
- b) Organisation and Methodology using the structure in Annex 2
- c) CV highlighting the Tenderers experience in the specific field of the Services and his/her specific experience in the country/region where the Services are to be performed;
- d) CV's of key experts
- e) Copies of Tenderer's audited financial statement for the last three years.
- f) Evidence of any quality accreditation or ISO Certifications

and other relevant information that should be made known to the Contracting Authority.

**Global price:** The Tenderer shall indicate in his/her proposal his/her proposed global remuneration for the performance of the Services. The Tenderer shall be deemed to have satisfied himself/herself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Tenderer under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the Services and the remedying of any deficiencies therein.  
of profit included in the fees.

#### **A.9. Validity**

Tenders shall remain valid and open for acceptance for 60 days after the closing date for the submission of tenders.

Prior to the expiry of the tender validity period, the Contracting Authority may ask tenderers in writing to extend this period. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

#### **A.10. Submission of tenders and closing date**

Tenders must be received at the address mentioned below by hand or post not later than the closing date and time specified in the time table article A.4. Any tenders received after that time will not be considered. Tenders shall be submitted in a sealed envelope bearing the following information:

**Norwegian Church Aid South Sudan Programme**

**Buluk Office UNDP**

**Attention: Logistics Unit**

**Tender receipt: 8:00 am to 10:00am**

**Tender no.: 3570**

**TENDERS ARE NOT OPENED BEFORE THE TENDER OPENING SESSION ON 11/12/2023 AT 2:00PM.**

All tenders must be submitted in one original, marked "original", and <number> copies signed in the same way as the original and marked "copy".

No tender may be changed or withdrawn after the deadline has passed.

#### **A.11. Tender opening**

Tenderers are invited to attend the tender opening. Tenderers are requested to advise the contact person, at least one day in advance of the tender opening if they will attend.

Tender opening will take place at NCA Office in Buluk at the time and date specified in article A.4. Tenderers representatives who are present shall sign a register indicating their attendance.

At the tender opening, only the Tenderers names, the total amount of the tenders and any discount offered will be read aloud and recorded.

#### **A.12. Evaluation of Tenders**

Prior to the detailed evaluation of the tenders, the evaluation committee, (established by the Contracting Authority for the purposes of this tender procedure), shall ascertain whether the tenders meet the eligibility requirements; have been properly signed, are substantially responsive to the tender documents; have any material errors in computation; and are otherwise generally in order.

If a tender is not substantially responsive i.e. it contains material deviations from or reservations to the Terms of Reference and/or conditions in the tender dossier, it shall not be considered further.

After analysing the substantially responsive tenders, the evaluation committee will examine the technical admissibility of each tender, classifying it as technically compliant or non-compliant. Deviations from the Terms of Reference may be considered if deemed to be in the best interest of the Contracting Authority.

Tenders determined to be substantially responsive and technically compliant will be checked by the evaluation committee for any arithmetic errors. Where there is a discrepancy between the amounts in the figures and words, the amount in words will govern. If a Tenderer refuses to accept the correction, his/her tender will be rejected.

#### **Evaluation method**

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the tenders; a technical evaluation and a financial evaluation.

Tenders will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights of <75>% for the technical proposal; and <25>% for the offered price. Each tender's overall score shall therefore be:  $St \times <75>\% + Sf \times <25>\%$ .

#### **Technical evaluation**

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
2	Good Insight into the medical and assets insurance in South Sudan	20
3	(Candidate's specialised knowledge and experience in the field of assignments)	10
5	(Candidate's relevant experience and Knowledge in providing insurance services in South Sudan)	10
<b>Sub-total Candidate and/or Organisation</b>		<b>&lt;40&gt;</b>
1	(To what degree does the proposal show understanding of the task?)	20
2	(Have the Terms of Reference been addressed in sufficient detail?)	10
4	(Is the sequence of activities and the planning logical, realistic and promising efficient implementation to the Contract?)	5
5	(Is the work plan adequate in responding to the Terms of Reference)	5
<b>Sub-total Organisation and Methodology</b>		<b>&lt;40&gt;</b>
2	Presence in South Sudan and other East Africa Countries and beyond.	10
3	(Experience in the region/country e.g. knowledge of local language, culture, administrative system, government etc.)	10
<b>Sub-total Key expert 1</b>		<b>&lt;20&gt;</b>
<b>Total Technical Score</b>		<b>100</b>

### Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$ , in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation

### A.13. Award Criteria

The Contracting Authority will award the contract to the Tenderer whose tender has been determined to be substantially responsive to the Tender Dossier and technically compliant, and who has obtained the highest overall score, provided further that the Tenderer has demonstrated the capability and resources to carry out the contract effectively.

### A.14. Signature and entry into force of the Contract

Prior to the expiration of the tender validity period, the Contracting Authority will inform the successful Tenderer in writing that its tender has been accepted and inform the non-successful tenderers in writing about the result of the evaluation process.

The Contracting Authority reserves the right to adjust the services within a range of +/- 25% to remain within the available funds.)

Within <7> days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Tenderer must sign and date the Contract and return it, to the Contracting Authority. On signing the Contract, the successful Tenderer will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Tenderer fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the Tender to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Tenderer will have no claim whatsoever on the Contracting Authority.

**A.15. Cancellation for convenience**

The Contracting Authority may for its own convenience and without charge or liability cancel the tender process at any stage.

**A.16. Data Protection and Privacy**

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes, in accordance with applicable EU, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

**CONTRACT TITLE: CONTRACT TITLE: PROVISION OF MEDICAL/ASSETS INSURANCE TO NCA  
SOUTH SUDAN PROGRAMME.**

**Contract no.: 3570**

**ANNEX 1: TERMS OF REFERENCE (ATTACHED)**

**ANNEX 2: ORGANISATION AND METHODOLOGY)**

**To be filled in by the candidates, in compliance with the following instructions:**

**Rationale**

- Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs. Any comments contradicting the Terms of Reference or falling outside their scope will not form part of the final Contract.
- An opinion on the key issues related to the achievement of the Contract objectives and expected results
- An explanation of the risks and assumptions affecting the execution of the contract.

**Strategy**

- An outline of the approach proposed for contract implementation.
- A list of the proposed activities considered to be necessary to achieve the contract objectives.
- The related inputs and outputs.
- If a team of experts: A description of the support facilities (back-stopping) that the team of experts will have from the Candidate during the execution of the Contract.)

**Timetable of activities**

- The timing, sequence and duration of the proposed activities taking into account mobilisation time.
- The identification and timing of major milestones in execution of the Contract, including an indication of how the achievement of these would be reflected in any reports particularly those stipulated in the Terms of Reference.
- Include a programme.

**Key experts)**

- The Candidate shall include a detailed description of the role and duties of each of the key experts or other non-key experts, which the Candidate proposes to use for the performance of the services. The key experts are those whose involvement is considered instrumental in the achievement of the Contract objectives. The CV of each key expert shall be included highlighting his/her experience in the specific field of the services and his/her specific experience in the country/region where the services are to be performed. In addition, the Candidate shall include information on current participation of key experts in other contracts and or commitments to participate in future contracts, including detailed description of their tasks and period of engagement.

### ANNEX 3: TENDER SUBMISSION FORM

The financial proposal for the required services is as follows:

#### Option 1: Global price

	Currency	Amount
Global price (fees and expenses)		
VAT or other tax on services		
<b>Total price incl. taxes</b>		

#### Option 2: Global price for fees and reimbursable expenses

	Currency	Amount
Global price (fees)		
<b>Reimbursable expenses:</b>		
<Transport>		
<Accommodation>		
<Per diem>		
<Office costs>		
<Others>		
<b>Total reimbursable expenses</b>		
VAT or other tax on services		
<b>Total price incl. taxes</b>		

#### Option 3: Fees/time based price

	Currency	Amount
Fee rate		
Number of <days> <months>		
<b>Total fees</b>		
<b>Reimbursable expenses:</b>		
<Transport>		
<Accommodation>		
<Per diem>		
<Office costs>		
<Others>		
<b>Total reimbursable expenses</b>		
VAT or other tax on services		
<b>Total price incl. taxes</b>		

Other relevant information:

TENDERER INFORMATION	
Company (legal name)	
Street name and no.	
City	



Postal code	
Country	
Phone no.	
Email	
Website	
Director (name)	

<b>(Option: GENERAL COMPANY INFORMATION)</b>	
Year of establishment	
Number of full time employees	
Licensing authority	
Licence number (VAT no./TAX id)	
Countries with registered office:	
International quality assurance certification held by your company	
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	
Does your company have CSR related policies in place – e.g. Health, Safety, HR, Energy or Climate policy or is a member of Global Compact? Please state which policies.	
Does your company live up to e.g. ISO 26000/50001/14000 standards or is SA8000 certified? Please state which.	
Does your company have a Code of Conduct?	

**(Note: Please adjust the information as required)**

<b>REFERENCES</b>				
Name and country of customer	Type of contract	Value	Contact name	Phone/fax and email

Please include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Tenderers assignments and periods of engagement. Additional documents can be attached to the above form.

Please attach CV's of each key expert involved in the provision of the required service and provide information of their availability during the performance of the service.

The tender proposal is valid for a period of <number> days after the closing date in accordance with the article A.9. Validity.

After having read your Tender Dossier no. <number> for <contract title> dated <date>, and after having examined the Tender Dossier, I/we hereby offer to execute and complete the services in conformity with all conditions in the Tender Dossier for the sum indicated in our financial proposal.

On behalf of the company I/we hereby:

- Accept, without restrictions, all the provisions in the Tender Dossier including the General Terms and Conditions for Service Contracts and the Draft Service Contract including all annexes.
- Provided that a contract is issued by the Contracting Authority I/we hereby commit to perform all services described in the Terms of Reference, Annex 1 within the time frame described in our Organisation and Methodology Form.
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

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

- In the event the Contract is awarded to us, we request that payments under the contract be made to the following account: **[insert all necessary references]**.

Any subsequent Contract related to this Proposal will be subject to the Contracting Authorities General Terms and Conditions for Supply Contracts and the Code of Conduct for Contractors available through the below link. Printed versions are available on request.

<https://www.kirkensnodhjelp.no/en/about-nca/for-contractors/>

Signature and stamp:

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Signed by:

**The Tenderer**

Name of the company:

Address:

Telephone no.:

Email:

Name of contact person: