



TENDER NOTICE- ADVERTISEMENT

Reference Number: RI-SSD-021- JUBA-191

Office Relief International in South Sudan

Deadline for Submission **Wednesday, August 3rd 2022 at 1500 hours (3.00pm CAT)**

Tender Subject Provision of staff Medical Insurance Cover Services to Relief International South Sudan.

Invitation To Tender:

Relief International, an International Humanitarian Organization based in Juba, invites authentic/specialized Medical Insurance underwriters and broker institutions to participate in the tendering for Provision of staff Medical Insurance Cover services to Relief International South Sudan.

Tender instructions:

1. Interested reputable companies can obtain tender documents by requesting and sending an email to; ssd.procurements@ri.org with subject line "RI-SSD-020-JUBA-191- Provision of staff medical cover insurance services" attaching your valid firm insurance regulatory certification and Operating license.
2. **Only those Insurance firms specialised in Medical insurance with Valid and Authentic Insurance Regulatory certification licences would be considered . General business entities are not Legible for this process.**
3. Last day of requesting for tender documents is **July 28th 2022 at 12.00 pm**. Relief International reserves the right not consider sending tender documents to any company after the mentioned date and time.
4. Completed documents must be submitted no later than **Wednesday, August 3rd 2022 at 1500 hours (3.00pm CAT)** only through secured tender email: tender.southsudan@ri.org with subject line "R RI-SSD-022-JUBA-191- Provision of staff medical cover insurance services"
5. As a measure of combating spread of Covid19, **NO DOCUMENT SHALL BE SUBMITTED AND RECEIVED THROUGH TENDER BOX.**
6. Only companies registered as insurance underwriters or brokers with valid insurance regulatory certification and Operating licenses shall be considered conditional to **instruction number 2 above.**
7. Relief International – South Sudan reserves the right to accept or reject any incomplete bid document.
8. Bids received after submission deadline above, will not be accepted.
9. **Bidders should submit all files in soft copies and must follow all steps outlined in the invitation to tender document.**

**Bids submitted in any other manner than listed in tender documents will be rejected.
Any kind of Canvassing is prohibited and shall lead to disqualification.**

