



REQUEST FOR QUOTATION FOR VEHICLE INSURANCE 2025 RE: IRSS-VI-10/03-25

BACKGROUND/INTRODUCTION

Islamic Relief is an independent humanitarian and development UK-based organization, with an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for people still living in poverty. Islamic relief began its humanitarian operation in South Sudan in 2004 focusing on providing lifesaving aid and implementing developmental programmes to support people affected by the flood, drought, and Conflict establishing three sub-offices in Narus (Kapoeta East), Wau, Warrap. A satellite office in Yei and the Main office in Juba.

Our vision:

Inspired by our Islamic faith and guided by our values, we envisage a caring world where communities are empowered, social obligations are fulfilled and people respond as one to the suffering of others.

Our mission:

Exemplifying our Islamic values, we will mobilize resources, build partnerships, and develop local capacity, as we work to:

Enable communities to mitigate the effect of disasters, prepare for their occurrence and respond by providing relief, protection and recovery.

Promote integrated development and environmental custodianship with a focus on sustainable livelihoods.

Support the marginalized and vulnerable to voice their needs and address root causes of poverty.

We allocate these resources regardless of race, political affiliation, gender or belief, and without expecting anything in return.

INTRODUCTION

1. Background

IRSS sourcing for service providers for insurance of its fleet for the year 2025 to 2026.

therefore, IRSS would like to engage the services of a qualified and competent insurance company to provide fleet insurance both comprehensive and third party for IRSS fleet in South Sudan, and for initially one-year) and this may be extended depending on the performance.

Scope of Work

The fleet insurance services will include all IRSS vehicles and motor bikes within South in our area of operations but will not be limited to the following tasks:

Valuation of all IRSS vehicles

1. The insurance company will conduct valuation of all IRSS vehicles and motor bikes prior to insuring them.
2. Provide an updated list of vehicles with their respective current values
3. This exercise should be done on annual basis
4. The Company is also requested to give a proposal to IRSS for annual depreciation rate.

Insuring all the IRSS vehicles

1. The insurance company is expected to ensure all IRSS fleet both in Juba and other parts of South Sudan
2. Gives technical advice to IRSS on how to keep their fleet in good working conditions

Repair of IRSS damaged vehicles

1. Give list of certified approved garages that provide professional car services
2. Take full responsibility of IRSS vehicle under repair
3. Give report about the vehicle being repaired
4. Committed to any compensation as it may deem necessary

LOCATION AND PARTICULARS

S/N	Car Name	Year of Manufacture	Location
1	Toyota Lan Cruiser Station Wagon	2010	Wau
2	Toyota Lan Cruiser Station Double Cabin	2013	Kapoeta
3	Land Cruiser Pick Up	2015	Wau
4	Toyota Rav 4	2006	Juba
5	Toyota Lan Cruiser Station Wagon	2017	Juba
6	Toyota Noah	2012	Juba

All tenders are required to be submitted before Tuesday **11 March 2025, 12.00 am Local time** pursuant to the attached guidelines for submitting a quotation and be returned to; **HAND DELIVERY TO IRSS TENDER BOX** Hai Cinema, 2nd class, Plot no 52, Block B-XVI, South Sudan upon registration on the bid receipt form.

For any issues relating to the tender or its contents please email directly to; IRSS.Tender@islamic-relief.com.ss

Deliverables

Proposed technical solutions /services to be performed by Insurance Company

1. Provide IRSS with a comprehensive motor vehicle/ motorbikes insurance policy for the company
2. Provide 24/7 comprehensive and third-party insurance cover for IRSS vehicles and motorcycles fleet
3. Deliver the insurance policies and stickers to IRSS Logistics office when the cover expires
- 3 Maintain IRSS fleet Insurance policy report , update and remind logistics office within one week before the insurance policy expires
- 4 Report to accident locations when called upon within 1 hour in Juba and 12 hours in other locations outside Juba where the company does not have an office
- 5 Settle claims launched within 15 days
- 6 Provide towing services and 24/7 road assistant to IRSS
- 7 Appoint or name a dedicated contract person dealing with IRSS account
- 8 Identify and recommend to IRSS appropriate repair garage
- 9 Commit to no claim discount preserved when a third party is identified and at fault

EVALUATION FACTORS AND SUB-FACTORS

The Proposals for this contract will be evaluated according to the following criteria:

- Accredited/Certified fleet Services Insurance Provider.
- A good track record in offering services to international organizations, embassies and multinational corporations in South Sudan for a minimum of at least 5 years. A list of corporate clients for similar services, including contact details, should be provided.
- Has in its employment competent and experience staff, especially in fleet insurance services provision, as evidenced by the track record in their Curriculum Vitae which should be provided.
- Financially stable – annual audited financial statements for the last 3 years to be provided.
- Re-insurer information must be provided.
- Willing and able to guarantee the delivery of products and services in accordance with the performance standards required by this TOR.
- Ability of its designated staff to think on their feet and provide immediate reasonable solutions to IRSS needs and emergencies.

Financia Proposal

Financial proposal must made on a separate headed paper for assessment of this vehicle please visit write back to on this email IRSS.Tender@islamic-relief.com.ss

SCORE CRITERIA

SCORE CRITERIA SHEET FOR VEHICLE INSURANCE FOR 2025.		
	Total	100
1	Mandatory Criteria (Fail will not be considered for next stage)	20
	Certification of Incorporation	2
	Tax Clearance Certificate. Must be valid and updated.	5
	Operation License - Must be valid and updated.	3
	South Sudan membership certificate (Chamber of Commerce)	2
	Accredited/Certified fleet Services Insurance Provider.	8

2 (a) Value of Similar Work Experience in last 3 years (Contract) International NGOs)	30
No similar past work experience (Contract/LPO)	0
One (1) similar past work experience (Contract/LPO)	10
Two (2) similar past work experience (Contract/LPO)	20
Three (3) similar past work experience (Contract/LPO)	30
2 (b) Bank Statement (Certified statements)	20
No Certified Bank statement.	0
Annual audited financial statements for the last 3 years to be provided.	20
3 Staff Competence	10
Has in its employment competent and experience staff, especially in fleet insurance services provision, as evidenced by the track record in their Curriculum Vitae which should be provided.	10
Has not in its employment competent and experience staff, especially in fleet insurance services provision, as evidenced by the track record in their Curriculum Vitae which should be provided.	0
4 Reporting And Incidence Management.	20
Ability to Report to accident locations when called upon within 1 hour in Juba and 6 hours in other locations outside Juba where the company does not have an office	20
Not able to Report to accident locations when called upon within 1 hour in Juba and 6 hours in other locations outside Juba where the company does not have an office	0

Summary of Bid Prices

No.	Description	Total Price in USD (\$)
1	Grand Total Bid Price	
2	Discount Ratio (if any) ... % and the amount	
3	Grand Total after Discount	
4	Delivery time scales (in days)	
5	Quotation Validity	

We have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price **USD (\$)**

In words

[_____]

Bidder's Signature

Stamp

Date

Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp

Supplier Code of Conduct

1 Islamic Relief's Supplier Code of Conduct

2 Islamic Relief Worldwide requires all suppliers to adhere to:

The Modern Slavery Act 2015

The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.