


<b>Reference No.:</b> <b>HLSS/ADM001/ADM/084/23</b> <b>VEHICLE INSURANCE</b>	<b>REQUEST FOR QUOTATION (RFQ)</b>  Health Link South Sudan Tongpiny No72 Block 3 K South Juba South Sudan	
Important: All Correspondence will refer to the Request for Quotation Number above		

**Introduction :**

Health Link South Sudan (HLSS) wishes to contract a legally recognized Insurance service provider (company) for the Supply of Vehicle & Motorbike Insurance as specified below.

**Specifications:**  
**Vehicle & Motorbike Insurance (comprehensive /Third-Party )2023-2024**

**Tender Timeline** was suggested as follows:

Tender steps	Planned date	Effective date	
RFQ advertising from-to.	20 <sup>th</sup> February 2023	10 <sup>th</sup> March 2023	Confirmed
Receiving Questions from potential tenderers.	22 <sup>th</sup> February 2023	28 <sup>th</sup> February 2023	Confirmed
Response to questions by HLSS.	22 <sup>th</sup> February 2023	28 <sup>th</sup> February 2023	Confirmed
Deadline for submission of Bid reply.	<b>10<sup>th</sup> March 2023</b>	<b>10<sup>th</sup> March 2023</b>	Confirmed
Tender opening day/time.	13 <sup>th</sup> March 2023	13 <sup>th</sup> March 2023	Tentative
Tender committee review of bids.	14 <sup>th</sup> March 2023	15 <sup>th</sup> March 2023	Tentative
Financial evaluation of RFQ/ITT.	16 <sup>th</sup> March 2023	16 <sup>th</sup> March 2023	Tentative
Tender committee feedback to bidders	17 <sup>th</sup> March 2023	17 <sup>th</sup> March 2023	Tentative
Tender committee conclusion.	18 <sup>th</sup> March 2023	18 <sup>th</sup> March 2023	Tentative
Proposed contract award and signing date.	20 <sup>th</sup> March 2023	20 <sup>th</sup> March 2023	Tentative

**QUESTIONS:**

Interested companies have the possibility to submit enquiries regarding the tender process. All questions need to be submitted by email using uniquely this email addresses **no later than not later 17:00 hours on 28<sup>th</sup> February 2023.**

**DO NOT CALL FOR ENQUIRIES / CLARIFICATIONS**

For inquiries, write to [rfq@healthlinksouthsudan.org](mailto:rfq@healthlinksouthsudan.org)

All questions received and answers provided will be consolidated by Health link South Sudan and shared on **28<sup>th</sup> February 2023** to all companies who have shown their interest in the tender process.

#	The following shall constitute the Quotation Documents to be submitted by the Contractors:	Mandatory / Optional
1.	Valid Certificate of registration/Incorporation (Provide a copy).	<b>Mandatory</b>
2.	Valid Copy of Taxation clearance certificate.	<b>Mandatory</b>
3.	Operational license (Provide copy).	<b>Mandatory</b>
4.	Minimum three or more letters of recommendation from organizations and institutions indicating your company has been awarded a similar contract for 2018 – 2023	<b>Mandatory</b>
5.	Signed & stamped Financial Proposal RFQ /BOQ.	<b>Mandatory</b>

**Where to submit your Quotation:**

**WHERE?**

**Address:**  
**Health Link South Sudan**  
**Tongpiny No72 Block 3 K South**  
**Juba, South Sudan**

**Opposite - USA Embassy**  
**Residence.**

All physical bids need to be submitted by the deadline above mentioned in a **SEALED TENDER BOX** upon signature of a **Tender Log book at HLSS Reception:** this is where we will formally acknowledge that your company has submitted an offer for this Tender.  
[No other type of physical submission will be accepted.](#)

All Envelopes Needs To Sealed And Labeled In This Way; **HLSS/ADM001/ADM/084/23VEHICLE INSURANCE**

By Email to the following address  
[bids@healthlinksouthsudan.org](mailto:bids@healthlinksouthsudan.org)

All Bids should be valid for **at least 90 Days after bid Submission.**

**APPENDIX 1 Total Costing of the Vehicle Insurance**

**Summary of Bid Prices.**

<i>No.</i>	<i>Description</i>	<i>Total Price in USD (\$)</i>
<b>1.</b>	<b>Grand Total for all the Vehicles/Motorbike Insurance Bid Price</b>	

We have carefully checked and examined all bid documents, and we are offering the costs above on a fixed basis, 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 must stamp this document with their legal company stamp. No bid will be accepted without agenuine company stamp.**

	<b>AUTOMOBILE DETAILS</b>			<b>COST</b>
	<b>YEAR of MODEL</b>	<b>AUTOMOBILE TYPE</b>	<b>POLICY TYPE.</b>	<b>Value</b>
<b>1.</b>	2019	Toyota Land Cruiser Station Wagon GX 4WD 8-seater,5 doors Model: VDJ200L-GNMAZ-A1	Third-Party	\$ -
<b>2.</b>	2014	Toyota Landcruiser	Third-Party	\$ -
<b>3.</b>	1991	Toyota Landcruiser	Third-Party	\$ -
<b>4.</b>	2014	Toyota Land Cruiser-Hardtop	Third-Party	\$ -
<b>5.</b>	2015	Toyota Landcruiser	Third-Party	\$ -
<b>6.</b>	2016	Toyota Landcruiser	Third-Party	\$ -
<b>7.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>8.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>9.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>10.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>11.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>12.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>13.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>14.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>15.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>16.</b>	2016	Honda Motorbike XL125L	Third-Party	\$ -
<b>17.</b>	2015	Toyota Landcruiser 5 Door	Third-Party	\$ -
<b>18.</b>	2016	Yamaha Quad Bike	Third-Party	\$ -
<b>19.</b>	2016	Yamaha Quad Bike	Third-Party	\$ -
<b>20.</b>	2016	Yamaha Quad Bike	Third-Party	\$ -
<b>21.</b>	2016	Yamaha Quad Bike	Third-Party	\$ -
<b>22.</b>	2016	John Deere Tractor	Third-Party	\$ 2,584.16
<b>23.</b>	2016	John Deere Tractor Trailor	Third-Party	\$ 1,326.16
<b>24.</b>	2016	Toyota Land Cruiser Double Cabin	Third-Party	\$ -
<b>25.</b>	2016	Toyota Land Cruiser 5 door	Third-Party	\$ -
<b>26.</b>	2016	Toyota Land Cruiser Ambulance 4wd 3door	Third-Party	\$ -
<b>27.</b>	2017	Honda Motorbike XL125L	Third-Party	\$ -
<b>28.</b>	2017	Honda Motorbike XL125L	Third-Party	\$ 677.01
<b>29.</b>	2017	Honda Motorbike XL125L	Third-Party	\$ 677.01
<b>30.</b>	2017	Honda Motorbike XL125L	Third-Party	\$ 677.01
<b>31.</b>	2014	Toyota Hilux Double Cabin	Third-Party	\$ -
<b>32.</b>	2005	Nissan Patrol	Third-Party	\$ 3,500.00
<b>33.</b>	2008	Toyota Landcruiser Pick Up	Third-Party	\$ -
<b>34.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 740.26
<b>35.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>36.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>37.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>38.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>39.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>40.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>41.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41
<b>42.</b>	2018	Honda Motorbike XR125LEK	Comprehensive	\$ 1,184.41

43.	2019	Toyota Land Cruiser 5 door Model:	Comprehensive	\$	9,246.25
44.	2015	MOTOR BIKE BAJAJ-BLUE	Comprehensive	\$	900.00
45.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
46.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
47.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
48.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
49.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
50.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
51.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,504.51
52.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,253.76
53.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,253.76
54.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,253.76
55.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,253.76
56.	2020	Toyota Land Cruiser Ambulance Hardtop HZ78, 3 DOOR	Comprehensive	\$	21,460.50
57.	2020	Toyota Land Cruiser Ambulance Hardtop HZ78, 3 DOOR	Comprehensive	\$	21,460.50
58.	2020	Toyota Land Cruiser Ambulance Hardtop HZ78, 3 DOOR	Comprehensive	\$	21,460.50
59.	2014	Toyota Landcruiser Double Cabin	Third-Party		
60.	2019	Honda Motorbike XL125L	Comprehensive	\$	1,711.49
61.	2020	Toyota Land Cruiser Double Cabin (4wd) Model: Lc79 4.2l	Comprehensive	\$	19,898.47
62.	2007	TOYOTA ALPHARD MINI BUS	Third-Party	\$	6,000.00
63.	2022	Toyota Land Cruiser 78 Series Hardtop 13 seater, Model: HZJ78L-RJMRS.	Comprehensive	£	29,960.00
64.	2022	Toyota Land Cruiser 78 Series Hardtop 13 seater, Model: HZJ78L-RJMRS.	Comprehensive	£	29,960.00
65.	2014	Toyota Land Cruiser 5door	Third-Party		
66.	2022	Bajaj Motor Bike	Comprehensive	£	1,200.00
67.	2022	Toyota Ambulances Land Cruiser 78 Series Hardtop 13 seater, Model: HZJ78L-RJMRS	Comprehensive	£	49,049.00

## GENERAL INSTRUCTION TO BIDDERS

- The bidder will drop the envelope into a tender box at the HLSS office reception and shall register the company and name of the person dropping the envelope. If all envelopes are not sealed and marked as required, the tender committee will reject the bid during the review time.
- Any delay in HLSS's response shall not be used as a reason for extending the deadline for submission unless HLSS determines that such an extension is necessary and communicates a new deadline to the Proposers.
- The quotation that complies with all of the specifications and requirements and offers the lowest price, as well as all other evaluation criteria, shall be selected. Any offer that does not meet the requirements shall be rejected.
- **Errors, omissions, inaccuracies, variations and clarification in the Quotation Documents.**  
The documents and forms requested for the purpose of soliciting Quotations shall form part of the Contract; hence care should be taken in completing these documents. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by HLSS. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the final price based on HLSS's re-computation and correction of errors, its quotation will be rejected.
- Bidders shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Quotation Documents. Bidders requiring any clarifications on the content of this document may notify HLSS in writing using the following email address [rfq@healthlinksouthsudan.org](mailto:rfq@healthlinksouthsudan.org).
- At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by HLSS after it has received the quotation.
- HLSS is not bound to accept any quotation, award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
- HLSS encourages every prospective Vendor to avoid and prevent conflicts of interest by disclosing to HLSS if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
- HLSS reserves the right to accept or reject any quotations, and to cancel the procurement process and reject all quotations at any time before the award of Purchase Order or Contract, without thereby incurring any liability to the affected Contractor/s or any obligation to inform the affected Contractor/s of the ground for the HLSS's action.
- **Validity of Quotation.** Price Quotation shall remain valid thirty (90) days after the quotation submission deadline. In exceptional circumstances, before the expiry of the quotations, HLSS may request that the Contractors extend the validity period for a specified additional period. The request and the response thereto shall be made in writing. A Contractor agreeing to the request will not be required or permitted to modify its quotation.

### Rejection of Quotations

- **Any Supplier that fails to attach the following documentation with the bid will be disqualified immediately;**
  1. Copy of valid tax clearance certificate.
  2. Copy of company incorporation certificate (Renewed). **Make sure to submit both sides & stamped.**
  3. The bid should have at least three months' quote validity with a clear delivery lead time.
  4. Currency of the offer should be USD with clear payment terms.
  5. Sign & Stamp RFQ.
  6. Copy of a minimum of three purchase orders or Contracts that reflect delivering the same category of Service (**Vehicle Insurance**) to other organizations since 2018 – 2023