



The Carter Center Request for Proposals

Request for Proposals: **Comprehensive Motor Vehicle Insurance - 12 Months**

Dear Sir or Maddam,

The Carter Center (TCC) in South Sudan is seeking to select a vendor to supply the items indicated below.

If interested, please submit a proposal to supply the items indicated below (and in the attached list, if indicated). Note that the prices quoted in the selected proposal will be the prices at which the items will be purchased. No negotiation of price is permitted in this process, so please offer your best price and terms in your proposal.

No.	Item Description	Specifications
1	Comprehensive Motor Vehicle Insurance - 12 Months	See attached vehicle details

**PROPOSAL REQUIREMENTS**

**Ensure that your proposal includes all of the following:**

- Quotation with itemized premium per vehicle and combined total premium per policy type. (Different policy types, according to vehicle type, must be presented as separate quotations.)
- Sample policies for each category of insurance quoted.
- Copy of company registration documents in South Sudan and Articles of Association showing the identity of the owner(s) of your company.
- Company profile.
- List of at least 5 professional references, including copies of any commendations, contracts, etc. (NGO references preferred.)
- Copies of all applicable licenses, including licence to conduct the business for which you are quoting in South Sudan.

**QUOTATION REQUIREMENTS**

**Ensure that your quotation includes all of the following:**

- All prices in United States Dollars, clearly indicating any applicable taxes.
- Date of quote preparation.
- Quote validity of (3 months or longer required.)
- Clear explanation of any physical inspection requirements as pre-requisite to coverage commencement.
- Payment terms. (Must accept standard TCC terms of payment by cheque or electronic bank transfer.)
- Company payment account details including bank name, name of the account owner, account number, account currency.
- Name of our primary contact person at your company, including telephone number and email address.

NOTE: The Carter Center is not obligated to select the proposal with the lowest price, nor any proposal at all. If no proposal meets the requirements of the organization the process may be ended without awarding a contract.

**SUBMISSION REQUIREMENTS**

**Proposals must be submitted by the following date and time: 5-Mar-21 5:00pm**

- Proposals must be delivered to the offices of The Carter Center in Juba (located in Juba town near Hamza Inn and Notos Lounge) **AND** submitted electronically via Email to the following addresses, all inclusive: [john.weiss@cartercenter.org](mailto:john.weiss@cartercenter.org) / [tabuley.frank@cartercenter.org](mailto:tabuley.frank@cartercenter.org) / [matt.besser@cartercenter.org](mailto:matt.besser@cartercenter.org) . **Failure to copy ALL three (3) indicated email addresses may lead to summary rejection of your proposal.**
- Physical submission of proposals must arrive in a well-sealed envelope with the item description shown in the table above written on the outside of the envelope.
- On arrival to the TCC Juba office, you must phone one of the following numbers before engaging the gate security staff. 0919195938 / 0925851216 / 0913470979. (Do not approach the security guards to request entrance to the office without contacting one of these numbers first.)
- After delivering your proposal to TCC Juba, sign the receipt register before leaving.
- Proposals delivered any amount of time after the strict deadline indicated above will not be accepted.

Sincerely yours,

John A. Weiss  
Procurement Manager  
The Carter Center - South Sudan