

**Request for Quotation (RFQ) for the supply of**

**Cash Insurance Service**

**(JUB-X-6678 – Cash Insurance Service - FWA)**

# About GOAL

Established in 1977, GOAL is an international humanitarian and development agency committed to working with communities to achieve sustainable and innovative early response in crises and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has worked in over 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 13 countries globally. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

# GOAL is working in South Sudan since 1985 with a focus on health, nutrition, WASH, food security and livelihoods. GOAL is continually adapting and responding to the context to support the communities where we work. GOAL currently operates in Agok, Baliet, Gogrial East, Gogrial West, Juba, Kajo-Keji, Kuajok, Mayan Abun, Malakal, Melut, Twic and Ulang. For more information on GOAL and its operations please visit [www.goalglobal.org](http://www.goalglobal.org)

# Timelines

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Date, year, time, and time-zone** |
| 1 | RFQ published | 19th July 2021 04:00am Central African time. |
| 2 | Closing date and time for receipt of quotations | 30th July 2021. 5:00pm Central African time |
| 3 | Contract award forecast | 30th August 2021 |

# Supply Requirement

GOAL is seeking insurance cover for all risk loss of money (currency notes, currency coins, cheques, postal orders, money orders, bonds, postage stamps, airtime credit cards, vouchers, and other cash equivalents) while on GOAL premises; in a safe, outside the safe during working hours, in the hands of authorized employees and while in transit between GOAL premises, plus to and from financial institutions. This should cover money being moved by GOAL staff between GOAL premises, and from GOAL premises to financial institutions and vice versa. The cover should extend to personal accident cover for employees carrying money, damages to safes and ideally employee fidelity. and delivery to GOAL operational sites in Agok, Baliet, Gogrial East, Gogrial West, Juba, Kajo-Keji, Kuajok, Mayan Abun, Malakal, Melut, Twic and Ulang.

1. **Level of cover:**

* Cash in transit up to $40,000 in any single instance at any given time to an office,
* Cash on premises up to $40,000 in any single instance at any given time,
* Cash in safes at GOAL premises up to $240,000 cumulatively across all locations,
* Cash in transit for a field payment up to $6,000 in any single instance – payment for training events etc. made outside the GOAL office typically with 2 GOAL staff members present/travelling with the money.

GOAL, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate for the supply of cash Insurance service.

This competition is being conducted under GOALs Request for Quotation procedure. The Contracting Authority for this procurement is GOAL.

### Any queries about this RFQ should be addressed in writing to GOAL via email on [procurementss@ss.goal.ie](mailto:procurementss@ss.goal.ie) (Please include the reference number **JUB-X-6678 and** words “clarification required” in the subject line.

**GOAL Areas of Operations**

|  |  |  |  |
| --- | --- | --- | --- |
| **State** | **County** | **Payam** | **Boma** |
| Abyei | Alal | Alal | Agok, Akechnial, Maker abior |
| Abyei | Mijak | Mijak | Mijak |
| Abyei | Rumamer | Rumamer | Mabok |
| Central Equatoria | Kajo-Keji | Kangapo 1 | Leikor, Limi, Kiri, Pomoju, Serajale, Sarigoro, Litoba |
| Central Equatoria | Kajo-Keji | Kangapo 2 | Wudu, Logili, Kenyigba, Bori, Jalimo, Bamure |
| Central Equatoria | Kajo-Keji | Lire | Mere, Romogi, Liko mero, Longira, Udaji, Mekir, Sokore, Kigbo |
| Central Equatoria | Kajo-Keji | Liwolo | Sokari, Kenderi, Kerwa, Mangaltore, Kala, Ajio |
| Central Equatoria | Kajo-Keji | Nyepo | Kansuk, Rodo, Lori, Gederu |
| Upper Nile | Baliet | Abwong | Wunbot, Bolager, Ral tom |
| Upper Nile | Baliet | Adong | Wun Arial, Dak Jur, Tabou |
| Upper Nile | Baliet | Anakdiar | Kokpiat, Bangeli, Mareng |
| Upper Nile | Baliet | Gelachol | Lunyi, Wunthou, Bil, Malual |
| Upper Nile | Baliet | Nyokrial | Riaknom, Bil, Chii, Mijok |
| Upper Nile | Baliet | Nyongkuach | Pagak, Dut, Wekjur |
| Upper Nile | Ulang | Doma | Doma, Buong, Duk, Parial |
| Upper Nile | Ulang | Kerwer | Ruplet, Wetchnyath, Wechikore, Kuich, Toalare |
| Upper Nile | Ulang | Ulang | Ulang, Ying, Nyangora, Tarwang, Tulup, Yulkuot, Barmach, Rirynyang, Waga, Wunpiw, Wunbut |
| Upper Nile | Ulang | Yomding | Yomding, Nyarkueth, Tuaragany, Pokbor, Watjak, Bim Bim, Rupboard, Torkiel, Kerchuot |
| Warrap | Gogrial East | Nyang | Mayenjur |
| Warrap | Gogrial East | Panthuou East | Anger Nger, Mayombiong, Yiik Ador |
| Warrap | Gogrial East | Panthuou West | Luonyaker, Majok |
| Warrap | Gogrial East | Toch East | Nyangdit, Thuramon |
| Warrap | Gogrial East | Toch North | Mangol, Mayomchol |
| Warrap | Gogrial East | Toch West | Malual Awien, Panacier |
| Warrap | Gogrial West | Akon North | Mabil |
| Warrap | Gogrial West | Akon South | Agaldit, Ayien |
| Warrap | Gogrial West | Alek North | Makuac-Pagong, Man-Kuaac |
| Warrap | Gogrial West | Alek South | Ameeth, Ngapathian |
| Warrap | Gogrial West | Alek West | Maper |
| Warrap | Gogrial West | Gogrial | Mandeng |
| Warrap | Gogrial West | Kuac North | Angui, Mathiang, Monyjooc |
| Warrap | Gogrial West | Kuac South | Warkou, Wunkuelthdi B, Wunkuelthii |
| Warrap | Gogrial West | Riau | Thur-akoon (Kuel) |
| Warrap | Twic | Ajak Kauc | Abeyi, Marail Goutgur, Molbang |
| Warrap | Twic | Akoc | Tiit,  Yiik Thon, Wuncuei |
| Warrap | Twic | Aweng | Bulyom, MajoK Noon, Maper, Pagai Ayoun |
| Warrap | Twic | Pannyok | Akak, Mading Lueith, Majak Pagai, Tuele |
| Warrap | Twic | Turalei | Anyeil Kuac,  Ayen, Mangok Amol, Nyeil Abel |
| Warrap | Twic | Wunrok | Ajong, Awulgik, Kurum, Titchok |

# Conditions of Quotation Submission

### Quotations must be completed in English.

### Bidders must respond to all requirements set out in this RFQ and complete their offer in the format requested in Appendix 1.

### In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled GOAL in the evaluation process in any way, then that contract will be rendered null and void.

### Any conflicts of interest involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.

### GOAL is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.

### Information supplied by respondents will be treated as contractually binding.

### Unsuccessful bidders will be notified.

### GOAL’s standard payment terms are by bank transfer within 30 days after satisfactory implementation and receipt of documents in order for payment processing.

### This document is not construed in any way as an offer to contract.

### GOAL and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.

### **Terrorism and Sanctions:** GOAL does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. GOAL shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

# Submission of Quotations

Quotes must be delivered as one scanned PDF file by email [to procurementss@ss.goal.ie](mailto:to%20procurementss@ss.goal.ie) and in the subject field state:

1. **JUB-X-6678 – Cash Insurance Service**
2. **Name of your company with the title of the attachment**

(Proof of sending does not equal proof of receipt. GOAL is not responsible for any technical faults that may prevent reception of your email.)

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time will not be considered.

All responses will be opened by the GOAL Procurement Committee and all Bidders will be notified of the results.

Submission checklist

|  |  |  |
| --- | --- | --- |
| **Line** | **Item** | **Tick attached** |
| 1 | This document filled in and signed |  |
| 2 | Appendix 1 filled and signed |  |
| 3 | Appendix 2 filled and signed |  |
| 4 | Appendix 3 Standard GOAL Terms and Conditions signed |  |
| 5 | Company Registration document |  |
| 6 | ID of key personnel translated into English |  |

# Eligibility, Qualification and Evaluation Process & Award Criteria

The first phase of evaluation of the responses will determine whether the bid meets the preliminary eligibility criteria. These are:

### **Administrative instructions:**

* Bid submission by the deadline.
* Submission of all supporting documents as outlined above table in section 5.
* All costs must be quoted in USD.

Bidders not conforming to the administrative instructions may have their bids disqualified at this stage, and therefore would not progress to the next stages.

## Essential Criteria

* Tenderer must be properly registered with the South Sudanese government / any other country government and be compliant with South Sudanese tax law and should assign one focal person
* Tenderer must be a member of an insurance regulatory body/board.

The second stage of the evaluation will involve an assessment of the bidders’ personal and legal circumstances, economic and financial standing, and technical capacity to fulfil the obligations of the Request for Quotation.

Each proposal that conforms to both above stages will then be evaluated according to the following Award Criteria. Any bids that do not conform to both above stages will be rejected at this stage.

## Award Criteria

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous offer.

1. Technical Criteria (65%)

* Experience in providing similar service (Minimum 5 Reference Letters)
* Cover details (Policy packages)

1. Price. (35)

Marks for price will be awarded on the inverse proportion principle:

Score vendor = maximum score x (pricemin / pricevendor)

# Company information – these sections MUST be completed

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Company Name |  | | |
| Address |  | | |
| Registration Number |  | | |
| Telephone |  | | |
| E-mail address |  | | |
| Website address |  | | |
| Year Established |  | | |
| Legal Form. Tick the relevant box | Company  Partnership  Joint Venture | | Other (specify): |
| VAT Number (where applicable) |  | | |
| Tax registration number (if different to VAT number) |  | | |
| Directors’ names and titles |  | | |
| Please state name of any other persons/organisations (except tenderer) who will benefit from this contract. |  | | |
| Parent company |  | | |
| Ownership |  | | |
| Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format. | | | |
| Yes No | | | |
| Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates) |  | | |
| Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have: |  | | |
| A statement of overall turnover and turnover in respect to the goods and services offered under the proposed agreement for the last three years as per the following table: | | | |
| **Year** | **Offered Goods Turnover <currency>** | **Overall Turnover <insert currency>** | |
| **2020** |  |  | |
| **2019** |  |  | |
| **2018** |  |  | |

|  |  |
| --- | --- |
| Please include at least 2 (two) references who may be contacted on a confidential basis to verify satisfactory execution of contracts: | |
| **Reference 1** | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |
| **Reference 2** | |
| Name |  |
| Organisation |  |
| Address |  |
| Phone |  |
| Fax |  |
| Email |  |
| Nature of supply |  |
| Approximate value of contract |  |

|  |
| --- |
| By submitting an offer under this request for quotation JUB-X-6678 the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters. |
| The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.  The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.  Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.  The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.  Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency  The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.  That all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this tender; and further understood that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract. |

I confirm that my bid has a validity of **ninety (90) days minimum.** *If your bid does not have this validity, please state what bid validity you offer.*

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | | |
| Print name: |  | Position: |  |
| Company Name: |  | Date: |  |
| Address: |  | | |

# Appendix 1: Technical offer

## Terms of Reference/Specification for writing the proposal/quotation.

|  |  |  |
| --- | --- | --- |
| **S/N0** | **Type of coverage** | **Specification and Limits** |
| 1 | Cover is available for money drawn for the payment of wages, salaries etc. or for petty cash in direct transit from the bank/GOAL office to the field location stated in table 01, etc. | Cash in transit for a field payment up to $6,000 in any single instance – payment for training events etc. made outside the GOAL office typically with 2 GOAL staff members present/travelling with the money. |
| 2 | Money other than described in item (1) in the personal custody of the insured or the authorised employees of the insured whilst in direct transit between the premises and the bank or Post Office. | Cash in transit up to $40,000 in any single instance at any given time to an office premises or field location stated in Table 01. |
| 3 | Money other than described in item (1) and (2) collected by and in the personal custody of the Insured or the authorised employees of the insured whilst in transit to the premises or bank within a period not exceeding 48 hours from the time of collection. | Cash on premises up to $40,000 in any single instance at any given time, |
| 4 | Money other than described in item (1) (2) and (3) collected by and in the personal custody of the Insured or the authorised employees of the insured whilst in safes across all GOAL field location. | Cash in safes at GOAL premises up to $240,000 cumulatively across all locations, |
| 5 | Coverage for airtime credit cards, vouchers, and other cash equivalents | Airtime credit cards, vouchers, and other cash equivalents equivalent to $5000. |

“By submitting this offer, I confirm that all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this quotation request; and further understood that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.”

Sign and Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Appendix 2: Financial offer

## Financial offer

All Financial proposals/offers made must contain the below statement duly signed prior submission to GOAL South Sudan.

“By submitting this offer, I confirm that all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this tender; and further understood that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.”

Sign/Date and stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_