



REQUEST FOR PROPOSAL DOCUMENT

BRAC SOUTH SUDAN

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REQUEST FOR PROPOSAL (RFP)

CASH IN TRANSIT INSURANCE

RFP No: BRAC-SS-003-2022

Issued on: OCTOBER 13, 2022

Closing Date & Time: OCTOBER 21, 2022 AT 1700hrs-Juba Time

LETTER OF INVITATION

To: INSURANCE SERVICE PROVIDER

RFP REF BRAC-SS-003-2022

Date of Issue: October 13, 2022

Proposal Validity: One Year

Closing Date & Time: October 13, 2022

BRAC South Sudan is legally registered with the government of the Republic of South Sudan as a branch of Stitching BRAC International. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance. In 2017, BRAC South Sudan down-scaled its operations as a result of the heightened conflict, and in 2019 began to re-open operations in South Sudan, with a programmatic focus on education, health, youth empowerment, agriculture and livelihoods, water and sanitation, and climate change. BRAC South Sudan is currently working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr el Ghazal and is preparing to expand into additional states.

BRAC South Sudan is a reputable Non-profit Government Organisation seeking to onboard a reputable insurance Company to provide Health Insurance for its staff.

You are invited to submit a Proposal to provide the following Insurance services: ***Cash In Transit.***

More details on the services are provided in the Terms of Reference (see Section 3). The Services are being procured by BRAC SOUTH SUDAN (the Purchaser). The completed Proposal must be signed by your authorised representative.

Any resulting Contract will be a one year Contract

This Request for Proposal (RFP) has been addressed to the general public.

The RFP includes the following documents:

1. This Invitation itself
2. Terms of Reference

Yours sincerely,

Asanita Angella

Procurement Officer,

BRAC South Sudan

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1. Introduction

Founded by Sir Fazle Abed in 1972, the acronym “BRAC” stands for *an idea of a World where everyone has an equal opportunity to realise their potential*. With a strong landmark in Bangladesh, BRAC has grown into the world’s largest development organisation tackling poverty at scale. In 2009, Stichting BRAC International (BI) was set-up as a non-profit foundation in the Netherlands to govern and manage all BRAC entities outside Bangladesh. Currently BI operates in 11 countries (Africa and Asia) whilst offering technical assistance to 34 governments worldwide. BI is renowned for investing in communities’ own human resources, catalysing lasting change and creating an ecosystem in which the poor have the chance to seize control of their own lives.

BRAC South Sudan is legally registered as a branch of Stichting BRAC International with the government of the Republic of South Sudan. Since its inception in 2006, BRAC South Sudan has implemented various programs in education, youth empowerment, agriculture, food security and livelihoods, health, emergency response and microfinance across the original 10 states of South Sudan. In 2017, BRAC South Sudan downscaled its operations in the country as a result of the heightened conflict between the government and various rebel groups that had made BRAC’s programmatic operations extremely difficult. In 2019 BRAC gradually re-opened operations in South Sudan with strategic leadership and guidance from the BRAC African Regional Office based in Nairobi, Kenya. BRAC is steadily growing its portfolio in South Sudan with programmatic focus on education, education, youth empowerment, agriculture, food security and livelihoods, water and sanitation, health and climate change.

Currently BRAC South Sudan is actively working in the four states of Eastern Equatoria, Central Equatoria, Western Equatoria and Northern Bahr El Ghazal with fully furnished offices at state and county structural levels. Currently BRAC South Sudan has 46 technical staff with expertise in education, agriculture and livelihoods, environment, gender, WASH, engineering, monitoring and evaluation, finance and logistics. Additionally, BRAC South Sudan has over 310 community-based staff who include paraprofessional teachers, community-based trainers, community organisers and volunteers.

2. Rationale

In line with its accounting and finance manual requirements for safeguarding of cash on hand and in transit, BRAC South Sudan wishes to provide Cash on hand and Cash in Transit Insurance services cover for all risk loss of money while on BRAC South Sudan premises; in a safe, outside the safe during working hours, in the hands of authorised employees and while in transit between BRAC South Sudan premises, plus to and from financial institutions; Safeguarding cash in office against loss through robbery and theft and cash in transit through robbery and theft whilst necessary security precautions would have been taken to safeguard against potential losses. Against this backdrop, BRAC South Sudan is aiming at securing an efficient and cost-effective cash on hand/in transit insurance cover by inviting suitably qualified and experienced companies to bid.

BRAC South Sudan intends to enter into one non-exclusive one-year agreement with the most competent company for provision of cash on hand/ in transit insurance cover.

3. General Purpose

The general purpose is to provide a clear and systematic approach to avail cash on hand/in transit insurance to be able to indemnify BRAC South Sudan in the event of loss of cash through theft or robbery which is reported to the police for investigation. The contracted company shall utilise the industry standards and best practices to consistently achieve excellent outcomes. The specific objectives include:

- 1) To engage a competent company for provision of Cash on hand/in transit insurance services on behalf of BRAC South Sudan.

- 2) To improve the pricing through economies of scale based on the selected companies' consolidation and operational efficiencies.
- 3) To reduce loss of cash through providing insurance policies that allow for indemnification of the cash so that programme activities are not affected by the loss of the cash.

4. Scope of Service

The scope for services shall cover risk of loss of money while on BRAC South Sudan premises; in a safe, outside the safe during working hours, in the hands of authorised employees and while in transit between BRAC South Sudan premises, plus to and from financial institutions and during distribution to staff and beneficiaries. This also includes loss of cash whilst in transit en-route to final destination and/or in locked safe.

Further description of these services is provided as follows:

- 1) The company shall have the capacity to provide cash on hand/in transit insurance service to all BRAC offices in the 4 states up to maximum permissible amount. (Other companies limit the value of the cover to certain amounts like \$20,000 or equivalent)
- 2) The company shall have a coverage of cash on hand/in transit services across the entire South Sudan specifically but not limited to Juba, Wau, Magwi, Torit, Kapoeta, Yambio, Aweil, Yei, Terekaka, Aweil North and South. Other areas to be confirmed as and when required.
- 3) The company shall cover loss of cash on hand/in transit when staff are travelling locally and internationally on business.
- 4) The company shall have flexible costing policies-premiums based on area of coverage of the policy.

The period to be covered shall be one-year effective November 01, 2022, with possibility of extension/renewal for the same period on similar or improved terms.

5. Inclusion/Exclusion of new areas of operation

BRAC South Sudan shall communicate to the service provider about new areas of operation as soon as the office becomes operational, within one week, in writing (email or letter) by an authorised representative of BRAC South Sudan. Upon receipt of the order or instructions from BRAC, the company shall make a written acknowledgment (email or letter) confirming readiness to provide the services requested by BRAC.

6. Billing and Invoicing

The Company shall send an itemised official invoice for payment of premiums to the designated representative of BRAC South Sudan at the end of each quarter/year for commencement or renewal of the cash on hand/insurance cover. The insurance cover shall remain valid upon formal renewal of the policy whether or not premiums have been paid.

7. Qualifications and Requirements

- 1) Must be legally registered in South Sudan (present certificate of registration and trade licence)
- 2) Must have a registered office and all required facilities.
- 3) Must have a valid accreditation and must possess an appropriate insurance licence.
- 4) Should have a minimum average annual turnover of USD200,000 during the past three years (2021,2020,2019).
- 5) Minimum of ten years of experience in insurance services
- 6) Minimum of three ongoing or completed contracts for the same service executed in the last three years. For each contract, provide details of the client's name, contract dates, contract values, contract focal point name and email, work location. BRAC reserves the right to conduct reference checks with one or more of the listed past clients.

- 7) Maintains a good track record in serving international organisations, embassies and medium to large multinational corporations.
- 8) Payment Terms shall be on quarterly basis. Other offered terms shall be evaluated if deemed favourable e.g. annual payments
- 9) Must provide a complaints/grievance handling procedure
- 10) Must have a dedicated focal person for regular administrative management of the account.
- 11) Quarterly/annual invoicing
- 12) Quarterly/annual reminders of renewal of the policy.
- 13) Premium payments policy shall clearly outline the following:
 - 1) Premium calculation for value of cash on hand/in transit
 - 2) Premium calculation for additional offices or increase in value of float.
 - 3) Conditions for premium reimbursement. Minimum documentation required.
 - 4) Compensation procedure for expenses within South Sudan and abroad.
 - 5) Provide Exclusions.

14. Criteria for Proposal Evaluation

Technical Evaluation:

The technical proposal will account for 80% of the total combined score. The proposal will be evaluated according to the following criteria:

Criteria, sub-criteria and point system for the evaluation of the Technical

Proposals are:

(i) Insurance company's Experience

Experience with similar projects-min 3 service contracts-5

Experience within similar countries-min 5 similar countries- 5

Sub-total 10

(ii) Approach, Methodology and Work Plan

Understanding of and comments on the terms of reference 10

Technical approach and methodology 20

Work plan 10

Sub-total 40

(iii) Qualification of Underwriters, including their Experience in the Field of Insurance

Team Leader, or Expert 1 20

Expert 2 15

Expert 3 15

Sub-total 50

Each of the above experts' total points sub-divided into:

General qualification 40%

Experience in region 20%

Language 20%

Total 100

Financial Evaluation:

The financial proposal shall be evaluated according to the price structure proposed and will account for 20% of the total combined scoring as per the below method.

The lowest evaluated financial proposal is given a full score which is the same as the maximum score used when evaluating the technical proposals

(i.e. 100). The scores of the other financial proposals are then calculated in the following way: Price of lowest evaluated proposal.

$$\text{Financial score of proposal X} = \frac{\text{Price of the evaluated proposal}}{\text{Price of proposal X}} \times 100$$

Instructions to Bidders:

- 1) Bid offers must be properly received on/before the tender closing date and time specified on the invitation, fully completed and signed in ink as per standard conditions of Tender.
- 2) Submission and completion of the Declaration of conflict of Interest

How to apply (Application Instructions)

Interested companies or firms who meet the above requirements should submit their applications to BRAC South Sudan Country office in Atlabara by 17:00 hrs October 21, 2022 (Juba time). The applications shall include the company profile, completed annex A (pricing rates) and any relevant documents. It should be noted that beyond this time, no more submissions will be accepted. BRAC is an equal opportunity and affirmative action employer. BRAC prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any International.

THE END