

Country Coordination Office
Behind Catholic University of South Sudan
Tong Ping, Juba Town
South Sudan

DATE :10/Novembres /2022

Specification of Bidding (SOB)
HFO_JUB_2022_00301

For medical insurance for Twenty-Seven staff and Two of their family member for 12 months of Healthcare Foundation Organisation Offices in Juba South Sudan.

- A. Annex 1: Specification of Bidding
- B. Annex 2: Bill of Quantity

We look forward to receiving your quotations on 17 November **2022 before 4:00pm**
logp.healthcarefoundation.org@gmail.com.

Please write in the Subject line of your email with quotation: **HFO_JUB_2022_00301 for staff medical insurances.**

Deadline for submission .17/11/2022. 4:00Pm

Thank you for your cooperation.

Sincerely Yours,



ESTHER KADE
Senior Procurement officer
Kololo - US Embassy Road-behind catholic university
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A. SPECIFICATION OF BIDDING

Related to our advertised HFO_JUB_2022_00301 MI herewith calls for medical insurances for 27 staff and 2 of their family member for 12 months of MI Offices Juba, in South Sudan.

Description of the organization and its activities

Healthcare Foundation Organization (HFO) is a registered non-profit, non-governmental, multi-sectoral relief and development organization dedicated to fighting poverty and Safe Life ; and to enhance provision of holistic social services to reduce human suffering. HFO was established in 2015 to equip people with skills and to facilitate relief and development assistance to communities in need with special focus on women, children and youth initiatives and Health and Nutrition Programs

The objective of ITT: In accordance with the overall targets of above-mentioned operations, MI plans to order medical insurances for 27 staff and 2 family member for 12 months of Offices in Juba in South Sudan.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 2: Bill of Quantity which are part of this SOB.

Companies are invited to present quotations complying with the requirements here below specified.

1. Quotation Presentation

The quotations shall be received on 17/11/2022 **at or before 4:00pm** hardcopies sealed envelopes

- The quotation shall be written in English
- The quotation should be valid for **30 days after the deadline**
- The format BoQ can be used or a separate one depending on supplier's choice.

2. General conditions

- The quotation shall be typed or written and signed on each page by the legal representative of the supplier,
- The winning supplier might be requested to provide catalogues, pictures, technical descriptions and/or samples of items at the order stage when required,
- The prices of the quotation will be expressed in United States Dollars. The prices must be on unit price basis as well as by totals,
- The prices will be considered fixed. No additional change of whatsoever nature and type will be accepted by HFO,
- HFO reserves the right to accept or reject all quotations depending on prevailing condition at the time.

3. Technical specification

SOB for medical insurances for 27 staff and 2 of their family member for 12 months of MI Offices in Juba, in South Sudan

Cover	Cover Limits
Impatient	M + 1
Outpatient	

Cover period	12
Currency of offer	USD
Cover Commencement	Immediately upon contract signature
Offer Validity	30 days
In patient Cover	
Outpatient Cover	
Maternity Cover	
Dental Cover	
Optical Cover	
Funeral Expense Cover	
In patient Ophthalmic Cover	
In patient dental cover	
Pre-existing HIV/AIDS Cover	
COVID-19 hospitalization, laboratory and treatment cost related to COVID-19	
Coverage of in-patient and out-patient benefits in South Sudan, Kenya, Uganda, Egypt, Sudan and Ethiopia	

4. Validity of quotations

Each company is bound to the quotation submitted for a period of 30 days from the deadline for submission of quotations.

5. Language of quotations

All quotations, official correspondence between companies and MI, as well as all documents associated with the quotation request will be in English.

6. Submission of quotations

Each quotation must have received on **17/11/ 2022 at or before 4:00pm** **hardcopies sealed envelopes**

7. Content of quotation

All submitted quotations must conform to the requirements mentioned in the request for quotation. Furthermore, they must include the following documents:

Part 1 - Quotation

For medical insurances for 27 staff and 2 of their family member for 12 months of HFO Office, Juba South Sudan Sudan. The format BOQ can be used or a separate one depending on supplier's choice. Additional sheets may be attached for further details.

Part 2 - Legal documents

- Copy of the company's certificate of incorporation,

- Copy of Chamber of Commerce registration,
- Copy Tax Identification Certificate,
- Copy of Certificate of Operation,
- Bank Statement of last three months,
- Company's official address, phone numbers and email address,
- Bank account details (where money would be paid),

8. Exclusion criteria

The following are exclusion criteria:

1. **Not submitted the following company registration documents in South Sudan:**
 - 1.1.1. **Copy of the company's certificate of incorporation,**
 - 1.1.2. **Copy of Chamber of Commerce registration,**
 - 1.1.3. **Copy Tax Identification Certificate,**
 - 1.1.4. **Copy of Certificate of Operation,**
2. **Not submitted questionnaire for tender,**
3. **Not bided according to the specification,**
4. **Mathematical error of total bided price $\geq \pm 2$ %.**

9. Ownership of quotes

MI reserves/funds ownership of all quotations received. As a consequence, bidders will not be able to stipulate requirements that their quotations are to be returned.

10. Opening of submitted quotations

The quotations will be opened on 21/11/ 2022 at HFO Office in Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

11. Quotation evaluation

The criteria applied for the evaluation will be the legal conformity, the prices, the work experiences, capacity to deliver, and delivery on time.

13) Specific Technical and Financial Evaluation Criteria to standards:

- Evaluation report and justification basing on responsiveness of the selected supplier by internal committee,
- Contract Agreement will directly be issued to the selected supplier upon approval.

14) Terms of payment

The payment will be done in United States Dollar by bank transfer or cheque in advance.

Annex 2: Bill of Quantity

For medical insurances for 27 staff and 2 family member for two months of HFO Juba in South Sudan



HEALTHCARE FOUNDATION ORGANIZATION

To improve and advance the "Quality of Healthcare" in South Sudan and its Regions

Cover limit USD	Family Sizes	Number of Families	Annual Rate USD	Total Premium USD
Inpatient	M + 1	54		
Outpatient				
Coverage of in-patient and out-patient benefits in South Sudan, Kenya, Uganda, Egypt, Sudan and Ethiopia				
Total Premium				

On behalf of Healthcare Fondation Organizations:

Sincerely,



ESTHER KADE
 Senior Procurèrent officier
 Kololo - US Embassy Road-behind catholic university
 Central Equitorial State, Juba, South Sudan
 M: +211 (0) 916 652 381 · M: +211 (0) 929 465 .

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