

**REQUEST FOR QUOTE NO. RFQ117**

**COMPREHENSIVE MOTOR VEHICLE INSURANCE FOR TEN (10) VEHICLES**

<b>Buyer Name:</b> DT Global South Sudan Email: shejehsalam-procurement@dt-global.com Location: Juba, South Sudan		<b>Ship To Name:</b> Attention: Heidi B. Silvey Address: Kololo Road, Plot No. 57, Block Number 3K South, Tong Ping City/State/Zip: Juba, South Sudan		<b>Vendor Name:</b> Attention: Address: City/State/Zip: Telephone: Fax: Email:		<b>Business Size:</b>
<b>Issue Date:</b>	October 20,2023	<b>Required Delivery Date</b>  Tentative: November 16, 2023	<b>Commercial Item:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Quote Due Date:</b>	October 27, 2023		<b>Payment Terms:</b>	Wire Transfer		
<b>Quote Valid Until:</b>	Not less than 12 Months		<b>Freight on Board (FOB):</b>	<input type="checkbox"/> Origin <input type="checkbox"/> Destination		

Line Item	QTY	Item	VIN Number	Engine Number	Manufacturer/Year	Model Number	NGO Plate Number	Value for 2023 (USD)	One Year premium Effective
1.	1	Vehicle - Land cruiser Prado	JTEBD9FJ20K018050	5L6262801	Toyota/	LJ150L-GKMEE	212/1 SSD	11,695.96	Nov 30, 2023
2.	1	Vehicle - Nissan Patrol Wagon	JN1TCSY61Z0572593	208667	Nissan	Model SGL 4X4 2009	212/2 SSD	7,244.33	Nov 30, 2023
3.	1	Vehicle - Toyota Land Cruiser Pickup	JTFLB71J6D8042954	1HZ-0758335	Toyota Japan	HZJ79L-TJMRSV 2013	212/3 SSD	14,277.12	Nov 30, 2023
4.	1	Vehicle - Toyota Hilux Double Cabin	AHFFK22G703047764	5L-6140793	Toyota - South Africa	2009	212/4 SSD	17,183.77	Nov 30, 2023
5.	1	Toyota-Landcruiser (Station Wagon)	JTGEB73J709009844	1HZ-0714689	Toyota-2012	HZJ76L-RKMNSV	212/ 6 SSD	18,000.00	Nov 30, 2023
6.	1	Vehicle-Toyota Minibus	JTGJS02P4D0033701	2KD-D064224ml	Toyota-2013	KDH202L-REMDYV	212/ 7 SSD	26,145.00	Nov 30, 2023
7.	1	Toyota - Landcruiser Hardtop,5 doors	JTEEB71J708023612	1HZ-0776077	Toyota-2014	HZJ76L-RKMNSV	212/ 8 SSD	18,000.00	Nov 30, 2023
8.	1	Toyota-Landcruiser Hard top,5 doors	JTEEB71J70F015121	1HZ-098470	Toyota-2022	HZJ76	212/15 SSD	37,022.40	Nov 30, 2023
9.	1	Toyota-Landcruiser Hard top,5 doors	JTEEB71J30F015245	1HZ-0988760	Toyota-2022	HZJ76	212/ 16 SSD	37,022.40	Nov 30, 2023
10	1	Toyota-Landcruiser Hard top,5 doors	JTGEB73J689004147	1HZ-0653145	Toyota-2010	HZJ76	212/ 17 SSD	31,500.00	Nov 30, 2023
							<b>Freight</b>		
							<b>Tax</b>		

	<b>Grand Total</b>	<b>218,090.97</b>	
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**PLEASE SUBMIT OFFER ON YOUR LETTERHEAD**

**Instructions to Offerors:**

- **Submission Deadline:** Final submissions will be due no later than **10/27/2023; 17:00 hrs. (South Sudan, UTC+2 Time zone)** submitted to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com)
- **Question & Answers:** Questions regarding the Insert RFQ number – RFQ Title, shall be address to [shejehsalam-procurement@dt-global.com](mailto:shejehsalam-procurement@dt-global.com) no later than **10/24/2023; 16:00hrs (South Sudan, UTC+2 Time zone)**. DT Global will make efforts to answer questions within 24 hours.

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Mandatory Submission Requirements:** Failure to meet the below requirements may lead to disqualification.

1. Bidder must submit quotation specifying.
  - a. **Payment Terms, and**
  - b. **Price Validity.**
2. Bidder must submit copies of valid:
  - a. **Company registration certificate,**
  - b. **Tax identification number certificate,**
  - c. **Current, valid tax clearance certificate,**
  - d. **Operational License and**
3. Provide At least three (3) full names of your company Directors as they appear in your company’s Article of Association and a copy of their IDs or passports.
4. Bidder must provide evidence of at least 2 years’ experience in provision of Insurance services. Please provide at least three (3) recommendation letters and contact list of clients, especially INGOs, NGOs, UN, and Corporate Clients.
5. Quotation must be submitted in United States Dollars (USD) currency.
6. Quotation must be submitted in the format as indicated in **attachment A**
7. Bidder must submit South Sudan USD Bank Account Details only (Issued on a Bank Letterhead with Company Name, Bank name, Bank Address, Account number, Bank branch name and swift code),
8. Bidder must submit quotations and required documents in the English Language.

This request for a quote does not constitute an order. The buyer will not pay the offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line-item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, the offeror acknowledges that DT Global reserves the right to reject any or all Quotes/Proposals for whatever reason DT Global determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that DT Global may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

The following apply to this Request for Quote:

- Tax Exempt as provided.
- Prime Contract Flow Downs as provided in Mandatory Flow Downs

Terms and Conditions:

Terms and Conditions—Commercial

### **Background:**

DT Global South Sudan was selected by USAID to implement the 5-Year SHEJEH SALAM Activity in South Sudan, commencing on September 30, 2020. SHEJEH SALAM Activity will help USAID/South Sudan process toward its overall goal to strengthen the foundation for a more self-reliant South Sudan by empowering citizen and community actors who have been deeply affected by current conflict.

### **Description of Scope:**

DT Global South Sudan is seeking to select the best supplier/vendor for RFQ116 Asset Insurance. This RFQ will be used to solicit quotes from potential suppliers/vendors for an award of Purchase Order (PO) to the best bidder.

To realise the above objectives, DT Global South Sudan is therefore calling for qualified, competent supplier/vendor to participate in competitive bidding RFQ116 Assets Insurance for SHEJEH SALAM Program. In most of the procurement processes DT Global South Sudan ensures that competitive prices and value for money is obtained by way of “Competitive Negotiated Procedure”.

### **Selection Criteria**

The award will be made to a responsible offeror whose offer is technically responsive to the RFQ instructions, meets the eligibility requirements, and meets or exceeds the minimum requirements mentioned in this RFQ and provide reasonable price quotation that is within the competitive market price. Prior to award, DT Global representatives will conduct a site to ensure the bidders’ meet the minimum requirement of this RFQ.

### **Evaluation Criteria**

As indicated below, evaluation criteria shall be based on technical responsiveness, compliance to RFQ requirements and reasonable price,

#### Technical Responsiveness

- Experience of the company in provision of insurance services to clients especially INGOs, NGOs, UN Agencies, and Corporate Clients (at least 2 years). List of current and previous clients indicating – Name of Client, size of purchase, contact person’s name, title, email, and phone number.
- Meet Specification provided in the item description on pg. 1.
- Prove of having re-insurer for risk transfer
- Provision of clear and full coverage of comprehensive motor insurance cover proposed including.
  1. Premium,
  2. Insurance Policy Benefit Proposed (Limit of Liabilities clearly mentioned)
  3. Excess amount to be borne by the Insured and
  4. Exclusions

#### Compliance to RFQ requirements

- Adhere to “Submission Deadline” and,
- Meets “Mandatory Submission Requirements”

### **Reasonable Price:**

All quotations received will be analyzed for price reasonableness to determine fair and reasonable price.

**Deliverables:**

The insurance company should be able to cover death, or injury to third parties, damaged to property belonging to third parties following an accident and indemnifies the insured against accident loss of a damaged to the motor vehicle and its accessories and spare parts whilst thereon by Fire,/, External explosion & self-ignition, burglary, theft or attempted theft, accident collision or overturning, malicious act, and nay other cause subject to the terms and condition of the policy to be used.

**Offer Checklist:**

To assist offerors in preparation of the quote, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Payment terms and Price Validity
- Valid Company Registration Certificate
- Tax Identification Number Certificate
- Current, valid Tax Clearance Certificate
- Valid Operational License
- Company or individual business profile
- Provide at least three (3) full names of your company’s Directors.
- A minimum of three (3) references (with name and contact information), at least 2 years’ experience.
- Company South Sudan Bank Account Details in USD currency
- Official price quotation as per the scope of work and attachment A

**ATTACHMENT A**

**RFQ117 Comprehensive Motor Insurance**

(Price Quotation format but you can sure your company headed paper)

	<b>Insurance Service Provider</b>	<b>Amount in USD</b>
	<b>Premium</b>	\$
	<b><u>Insurance Policy Benefit Proposed</u></b>	
	<b>Limits of Liabilities</b>	\$
<b>1</b>		\$
<b>2</b>		\$
<b>3</b>		\$
<b>4</b>		\$

