

Plot No. 07, Block BX, Jerusalem Apartments North of MTN Centre & East of Twin Towers Supermarket & Apartments, Juba, South Sudan

Tender Number	VSFOJ/12/01		
Contract Details	Provision of Staff Medical Insurance		
Expected Commencement Date	1 st January, 2024	Duration	Initial 12 months, with possible extension based on services/funding
Application Closing Date	8 th December 2023, 5.00 pm South Sudan time		
Contracting Agency	VSF Suisse South Sudan Program		
Contact Details	Email: Office.Juba@vsf-suisse.org Phone: +211 924 333 535		
Organization background	<p>Vétérinaires Sans Frontières- Suisse (VSF Suisse) is an International NGO working in South Sudan since 1995, with geographical focus in Northern Bahr el Ghazal State (All Counties), Unity State (All Counties), Ruweng Administrative Area (All Counties), Pibor Administrative Area (Pibor-Boma) and Central Equatoria State (Juba County). VSF-Suisse focuses on preventing and alleviating suffering, disease, and hunger, and contributing to socio-economic development and sustainable environment, in areas where livestock, agriculture and related issues play, or could play an important role in improving peoples' livelihoods, food and nutrition security and resilience.</p>		
Scope of services	<p>The subject of the contract/tender is the provision of staff medical insurance for VSF Suisse staff and their dependants spread across South Sudan and within the East Africa region i.e. Kenya and Uganda.</p>		
Application requirements	<p>The submitted proposal shall include the following information. Failure to supply all requested information or comply with the specified formats will disqualify the bidder from consideration.</p> <ul style="list-style-type: none"> • Completed Bidder Response Document, including the following attachments • List of NGO or UN clients plus any recommendations • Detailed list of services and network of service providers that meets or exceeds our criteria • Copy of business registration documents (proof of legal operation in South Sudan). • Pricing proposal inclusive of tax based on the details 		

	<p>provided in this RFP</p> <ul style="list-style-type: none"> • VSF Suisse reserves the right to accept or reject any or all bids, and to accept the bid deemed to be in the best interest of the organization, and is not bound to accept the lowest priced bid submitted. • The award criteria shall be based on the proposals overall response and value for money while taking into consideration donor and internal requirements and regulations. • The successful vendor shall receive a contract for the period of the services required, which can be extended upon agreement of both parties. • The language for communications and required documents is English.
Technical requirements	<ul style="list-style-type: none"> • Full coverage for 33 to 40 staff as per Annex 1. • Vendor must detail the health coverage package for both in-patient and out-patient to be provided, to include maternity, dental, vision (optical), medical evacuation and funeral expenses. • Vendor must detail any exclusions. • Vendor must detail payments terms and flexibility
Clarifications	<p>Vendors may submit questions in writing at the latest on the date specified in the application deadline, specifying the tender number as part of the subject line. Information regarding interpretation of this Invitation to tender must be requested in writing to the Contracting Authority's contact details.</p>
Bid Submission	<p>Bidding/ Quotation Documents/ Proposals MUST be hand delivered to the office address as stated above on or before the closing date and time. Any tenders received after the stated time will not be considered/admitted. Tenders MUST be submitted in a sealed envelope.</p>

Annex 1

Request for medical cover quotation as per the outlined cover limits

Category A							
Cover	In-patient	Out-patient	Maternity	Optical	Dental	Evacuation	PREMIUM (USD)
Limits	50,000	2,000	1000	300	300		
M							
M+1							
M+2							
M+3							
Medical Premium							0.00

Category B							
Cover	In-patient	Out-patient	Maternity	Optical	Dental	Evacuation	PREMIUM (USD)
Limits	30,000	2,000	1000	300	300		
M							
M+1							
M+2							
M+3							
Medical Premium							0.00

Category C							
Cover	In-patient	Out-patient	Maternity	Optical	Dental	Evacuation	PREMIUM (USD)
Limits	30,000	3,000	1000	300	300		
M							
M+1							
M+2							
M+3							
Medical Premium							0.00

Category D							
Cover	In-patient	Out-patient	Maternity	Optical	Dental	Evacuation	PREMIUM (USD)
Limits	30,000	1,000	800	300	300		
M							
M+1							
M+2							
M+3							
Medical Premium							0.00