



# JOHANNITER

## Tender Notice: Comprehensive Motor Insurance

**Procurement Number: JUB/SSD0024/0006, JUB/SSD0131/0002, JUB/EAFO102/0002, JUB/SSD0135/0002, JUB/EAFO101/0003**

Date: 31<sup>st</sup> January 2024

Dear Sir/Madam,

### **Re: Invitation to Tender for Comprehensive Motor Insurance.**

Johanniter, an international humanitarian agency operating in South Sudan, seeks to contract a legally recognized and competent company to provide **Comprehensive Motor Insurance cover for 24 Vehicles and 48 Motorcycles in Torit, Wau, and Juba for a period of 12 months starting from 28.04.2024 to 27.04.2025**. Interested reputable companies can obtain detailed tender documents from the NGO Forum Website or by sending an email to [Richard.Oryem@thejohanniter.org](mailto:Richard.Oryem@thejohanniter.org) or [Boniface.Lakony@thejohanniter.org](mailto:Boniface.Lakony@thejohanniter.org) with the subject line; **"Tender for Comprehensive Insurance"** starting 01<sup>st</sup> February 2023.

We look forward to receiving your sealed bids at the addresses provided in the tender document on/or before **14<sup>th</sup> February 2024, 4:00 PM** local time. All bids submitted after the stipulated timeline shall be rejected. This notice shall not be considered in any way as an offer or contract but rather an invitation to negotiate.

Thank you for considering participating in our tender for Comprehensive Insurance.

Yours Sincerely,

Boniface Lakony

**Operations Support Coordinator, Johanniter South Sudan**



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# Tender For Comprehensive Motor Insurance cover

Procurement Number: JUB/SSD0024/0006, JUB/SSD0131/0002  
JUB/EAFO102/0002, JUB/SSD0135/0002, JUB/EAFO101/0003

**Closing Date: 14th February 2024**

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## About Johanniter:

Johanniter is a German Christian Not-for-profit non-governmental organisation running eight integrated projects in the former Western Bahr el Ghazal State (WBeG) of South Sudan focusing on maternal and basic health, nutrition (CMAM), WASH and GBV/Protection. Its overall objective is to reduce people's vulnerability, specifically through contributing to morbidity and mortality reduction by improving the population's health and nutrition status. Furthermore, improved access to water, sanitation and hygiene (WASH), and protection services are essential to Johanniter's South Sudan programme.

## Proposed Timelines

Notice for tender	31.01.2024
Dateline for submission	14.02.2024
Proposed tender opening dates	16.02.2024

## Description of Works/Service

Johanniter invites prospective vendors to submit bids for **Comprehensive Motor Insurance cover for 24 Vehicles and 48 Motorcycles in Torit, Wau, and Juba for a period of 12 months starting from 28.04.2024 to 27.04.2025 as specified in the table below.** Bids are to be delivered to the Johanniter office in Juba.

S/NO	Item Description	Brand/Model	Chasis Nuber	Registration	Sum Insured	RATE	Annual Premium
<b>Motor Vehicles</b>							
1	Motor Vehicle	Toyota Landcruiser	JTGRB71J8F7021019	NGO 151 10 SSD	20,991		
2	Motor Vehicle	Toyota Landcruiser	JTGERB73J8CC9007374	NGO 151 02 SSD	32,400		
3	Motor Vehicle	Toyota Landcruiser	JTERB71J800062890	NGO 151 29 SSD	19,440		
4	Motor Vehicle	Toyota Landcruiser	JTGRB71J1D7014216	NGO 151 3 SSD	27,362		
5	Motor Vehicle	Toyota Landcruiser	JTEBB71J004312259	NGO 151 33 SSD	33,836		
6	Motor Vehicle	Toyota Landcruiser	JTEEB71J107029865	NGO 151 34 SSD	34,776		
7	Motor Vehicle	Toyota Landcruiser	JTGRB71J5C7008143	NGO 151 35 SSD	21,600		
8	Motor Vehicle	Toyota Landcruiser	JTGEB73J009007899	NGO 151 36 SSD	21,600		
9	Motor Vehicle	Toyota Landcruiser	JTGRB71J3F7021297	NGO 151 11 SSD	20,991		
10	Motor Vehicle	Toyota Landcruiser	JTERB71JX00062840	NGO 151 28 SSD	19,440		
11	Motor Vehicle	Toyota Landcruiser	JTGRB71J0E7018792	NGO 151 9 SSD	29,581		
12	Motor Vehicle	Toyota Rav 4	5XA11-0042914	NGO 151 25 SSD	19,440		
13	Motor Vehicle	Toyota Landcruiser	JTEEB71J7NF015059	NGO 151 45 SSD	54,000		
14	Motor Vehicle	Toyota Landcruiser	JTEEB71J8NF014969	NGO 151 46 SSD	54,000		



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15	Motor Vehicle	Toyota Hilux Pickup	MROFR2268C0667507	NGO 151 01 SSD	29,160		
16	Motor Vehicle	DAF 180 Truck	XLAAV94D0023867	NGO 151 43 SSD	36,000		
17	Motor Vehicle	Toyota Landcruiser, Double Cabin Pick up	JTEEB71J1NB031199	NGO 151 44 SSD	54,000		
18	Motor Vehicle	Toyota Landcruiser	JTEEB71J3PF02464	NGO151 78 SSD	43,100		
19	Motor Vehicle	Toyota Landcruiser	JTEEB71J8PF021571	NGO151 77 SSD	43,100		
20	Motor Vehicle	Toyota Landcruiser	JTEEB71J4PF021664	NGO151 76 SSD	43,100		
21	Motor Vehicle	Toyota Landcruiser	JTEEB71J8PF025481	NGO151 79 SSD	40,000		
22	Motor Vehicle	Toyota Landcruiser	JTEEB71J4PF025238	NGO151 80 SSD	40,000		
23	Motor Vehicle	Toyota Landcruiser	JTEEB71J4PF025359	NGO151 81 SSD	40,000		
24	Motor Vehicle	Toyota Landcruiser	JTEEB71J3PF025833	NGO151 85 SSD	40,000		
<b>Basic Premium</b>							
<b>Stamp Duty</b>							
<b>Total Premium</b>							
<b>Discount Allowed (%)</b>							
<b>Annual Premium Payable After Discount</b>							
<b>Motorcycles</b>							
1	Motorcycles	Yamaha DT 125	DEO2X-117348	NGO 151 56 SSD	4,000		
2	Motorcycles	Yamaha DT 125	DEO2X-117353	NGO 151 55 SSD	4,000		
3	Motorcycles	Yamaha DT 125	DEO2X-117356	NGO 151 49 SSD	4,000		
4	Motorcycles	Yamaha DT 125	DEO2X-117346	NGO 151 51 SSD	4,000		
5	Motorcycles	Yamaha DT 125	DEO2X-117350	NGO 151 57 SSD	4,000		
6	Motorcycles	Yamaha DT 125	DEO2X-116445	NGO 151 50 SSD	4,000		
7	Motorcycles	Yamaha DT 125	DEO2X-114591	NGO 151 61 SSD	4,000		
8	Motorcycles	Yamaha DT 125	DEO2X-116444	NGO 151 48 SSD	4,000		
9	Motorcycles	Yamaha DT 125	JYADGO 1X000046480	NGO 151 20 SSD	3,463		
10	Motorcycles	Yamaha DT 125	JYADGO 1X000046481	NGO 151 17 SSD	3,463		
11	Motorcycles	Yamaha DT 125	JYADGO 1X000046487	NGO 151 18 SSD	3,463		
12	Motorcycles	Yamaha DT 125	JYADGO 1X000046486	NGO 151 19 SSD	3,463		
13	Motorcycles	Yamaha DT 125	DEO2X - 096798	NGO 151 26 SSD	3,463		
14	Motorcycles	Yamaha DT 125	DEO2X - 096797	NGO 151 27 SSD	3,463		
15	Motorcycles	Yamaha DT 125	DEO2X - 091430	NGO 151 30 SSD	3,463		



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16	Motorcycles	Yamaha DT 125	DEO2X - 091425	NGO 151 31 SSD	3,463		
17	Motorcycles	Yamaha DT 125	JYADEO - 2X000101421	NGO 151 32 SSD	3,463		
18	Motorcycles	Bajaj Boxer	MD2A18AZODWC22003	NGO 151 37 SSD	720		
19	Motorcycles	Bajaj Boxer	MD2A18AZODWC21936	NGO 151 38 SSD	720		
20	Motorcycles	Bajaj Boxer	MD2A18AZODWC21968	NGO 151 39 SSD	720		
21	Motorcycles	Yamaha DT 125	DEO2X-117354	NGO 151 60 SSD	4,000		
22	Motorcycles	Yamaha DT 125	DEO2X-117352	NGO 151 59 SSD	4,000		
23	Motorcycles	Yamaha DT 125	DEO2X-113729	NGO 151 58 SSD	4,000		
24	Motorcycles	Yamaha DT 125	DEO2X-114602	NGO 151 62 SSD	4,000		
25	Motorcycles	Yamaha DT 125	DEO2X-117349	NGO 151 63 SSD	4,000		
26	Motorcycles	Yamaha DT 125	DEO2X-113749	NGO 151 64 SSD	4,000		
27	Motorcycles	Yamaha DT 125	DEO2X-114601	NGO 151 53 SSD	4,000		
28	Motorcycles	Yamaha DT 125	DEO2X-117347	NGO 151 47 SSD	4,000		
29	Motorcycles	Yamaha DT 125	DEO2X - 087120	NGO 151 4 SSD	2,770		
30	Motorcycles	Bajaj Boxer	MD2A18AZODWC21972	NGO 151 40 SSD	720		
31	Motorcycles	Raksha	2964	NGO 151 42 SSD	720		
32	Motorcycles	Yamaha DT 125	DEO2X - 087116	NGO 151 5 SSD	2,770		
33	Motorcycles	Yamaha DT 125	DEO2X-117351	NGO 151 52 SSD	4,000		
34	Motorcycles	Yamaha DT 125	DEO2X-117355	NGO 151 54 SSD	4,000		
35	Motorcycles	Yamaha DT 125	DEO2X-117739	NGO151 65 SSD	3,700		
36	Motorcycles	Yamaha DT 125	DEO2X-117740	NGO151 66 SSD	3,700		
37	Motorcycles	Honda XL 125	JD21E-2342757	NGO151 67 SSD	3,700		
38	Motorcycles	Honda XL 125	JD21E-2342475	NGO151 68 SSD	3,700		
39	Motorcycles	Honda XL 125	JD21E-2342741	NGO151 69 SSD	3,700		
40	Motorcycles	Honda XL 125	JD21E-2342759	NGO151 70 SSD	4,000		
41	Motorcycles	Honda XL 125	JD21E-2342740	NGO151 71 SSD	3,700		
42	Motorcycles	Honda XL 125	JD21E-2342722	NGO151 72 SSD	3,700		
43	Motorcycles	Honda XL 125	JD21E-2342719	NGO151 73 SSD	3,700		
44	Motorcycles	Honda XL 125	JD21E-2342763	NGO151 74 SSD	4,000		
45	Motorcycles	Honda XL 125	JD21E-2342712	NGO151 75 SSD	3,700		
46	Motor Cycles	Yamaha DT 125	JYADEO2X000125628	NGO 151 82 SSD	3,700		



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47	Motor Cycles	Yamaha 125	DT	JYADEO2X000125577	NGO 151 83 SSD	3,700		
48	Motor Cycles	Yamaha 125	DT	JYADEO2X000125620	NGO 151 84 SSD	3,700		
<b>Basic Premium</b>								
<b>Stamp Duty</b>								-
<b>Total Premium</b>								-
<b>Discount Allowed (%)</b>								-
<b>Annual Premium Payable After Discount</b>								

### Clarification of Tender Documents.

Johanniter has taken great care to be as clear as possible in the language used to compile this tender document. If any confusion arises from the meaning or interpretation of any words used in this document, Johanniter will not accept responsibility for any misunderstanding or misinterpretation. Additional information or clarification can be obtained in writing by e-mail to [Richard.Oryem@thejohanniter.org](mailto:Richard.Oryem@thejohanniter.org) or [Boniface.Lakony@thejohanniter.org](mailto:Boniface.Lakony@thejohanniter.org) with the subject line "**Tender - CLARIFICATION REQUEST - Comprehensive Insurance Cover**". A response will be shared through email to any request received earlier than 5 days before the deadline for submission of applications.

### Amendments of tender documents.

At any time prior to the deadline for submission of the bids, Johanniter may, for any reason (s), whether at its initiative or in response to a clarification requested by a prospective applicant, notify the tender documents by issuing a subsequent addendum. The addendum thus issued shall be part of the tender documents and shall be communicated in writing to all prospective bidders. Prospective bidders shall promptly acknowledge receipt of each addendum in writing. In order to afford prospective applicants reasonable time to take an addendum into account in preparing their applications, the organization may, at its discretion, extend the deadline for the submission of bids.

### Conditions for Tender Submission.

All interested vendors must respond to all requirements set out in this document, and failure to adhere to the conditions set out will result in the rejection of their bid.

- This tender process shall follow Johanniter's Procurement guidelines and policy and reserves the right to deal with any offer of its choice or any or all parts of the offer.
- Johanniter is not bound to accept the lowest offer or any offer.
- This invitation for tender is not a contract or an offer to a contract, but an invitation to negotiate.
- Respondents are bound by their offer for a period of 90 days from the closing date of bids.
- Johanniter reserves the right to alter the dates of the timetable.
- Canvassing of Johanniter staff in relation to this tender will result in the disqualification of that individual or company.
- Opening of offers is not open to the public, and Johanniter will inform each respondent of the results of the decision of their offer upon request.
- Bids submitted in another manner other than that specified in the tender document shall be rejected.
- Johanniter is not obliged to justify or explain selection to any respondent.
- All documentation must be submitted in English.
- All bids must be accompanied by a signed declaration of suppliers provided by Johanniter.
- This document does not represent a commitment to purchase or contract with your firm.



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## **Tenderers' Eligibility and Qualifications.**

As part of its tender documents, the tenderer shall furnish its qualifications to perform the contract if its tender is accepted. The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted and that the tenderer has the financial and technical capability necessary to perform the contract.

## **Cost of tendering.**

The tenderer shall bear all costs associated with the preparation and submission of the tender. Johanniter will not be responsible or liable for those costs, regardless of the tendering process's conduct and/ or outcome.

## **Currencies.**

All prices shall be quoted in USD.

## **Submission of offer.**

Complete tender documents must be submitted in a sealed envelope clearly marked "**Tender for Comprehensive Insurance Cover**" to the following addresses below on/or before **14th February 2024, 4:00 PM local time to Johanniter Office in Juba located on Plot 60 & 65, Block 3K, Kololo Road, Juba (Opposite American Embassy Gate)**. You shall be required to sign a document acknowledging the submission of your bid at the gate.

## **Tender Evaluation Process.**

A tender evaluation committee shall be set up per Johanniter's procurement guidelines/policy, considering all relevant donor requirements. The evaluation process shall include:

- Preliminary evaluation, where all bids shall be evaluated to determine whether they were submitted in line with the administrative instructions, including all mandatory requirements.
- All bids that pass the preliminary evaluation shall proceed to the second evaluation phase based on the criteria listed below before a contract is awarded. Reference checks to validate the information provided shall be conducted prior to the award of the contract.

## **Award Criteria.**

When analysing the offers, Johanniter will take into consideration the following award criteria to achieve the best value for money:

- Price 70%.
- Past Experience 30%

## **Mandatory requirements.**

- Quotation with prices for each item requested (If unable to quote for particular items, indicate that clearly.) **Indicate the quotation's valid period, which must be valid for 12 months. All quotes valid for less than 12 months shall not be considered.**
- Legal company registration documents showing the identity of the owner(s) of the company (Valid Registration Certificate, Memorandum and Article of Association, Trading Licence) etc.
- A valid tax registration certificate clearly shows the company's TIN and valid tax clearance.
- Three months of certified bank statements or Audited accounts for the previous year.
- Evidence of past experience **(Minimum 03 copies of current Motor Comprehensive insurance contracts with other NGOs)**
- Signed declaration of suppliers and Tender Dossier.



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- **All bids submitted without company legal registration documents, including memorandum and articles of association, valid tax clearance certificate, three months of certified bank statements or Audited accounts for the previous year, evidence of past experience including copies of any recommendations, contracts, purchase orders, etc., Signed declaration of suppliers, and Tender Dossier shall be excluded from the evaluation process and bid considered as invalid.**

### **Bidders Signature.**

I have read and understood this document, and all information provided as part of this tender by our/my company is a true representation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_



## DECLARATION OF SUPPLIERS

We \_\_\_\_\_ [company name] \_\_\_\_\_ herewith declare that

- a) we do respect basic social rights and working conditions based on international labour standards and condemn the exploitation of child labour;
- b) we are not bankrupt or being wound up, are not having our affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) we have not been convicted of an offence concerning our professional conduct by a judgment which has the force of res judicata;
- d) we have not been guilty of grave professional misconduct;
- e) we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which we are established or with the Federal Republic of Germany or those of the country where the contract is to be performed;
- f) we have not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to Johanniter's financial interests;
- g) following another procurement procedure carried out by Johanniter or another contracting authority, we have not been declared to be in serious breach of contract for failure to comply with our contractual obligations;
- h) we are not subject to a conflict of interest with regard to this tender. We declare that the price on the bid attached is a market competitive offer from my organization, and we are submitting to this procurement process without any conflict of interest, or the provision / receipt of any commission, gift, bribe, gratuity or remuneration of any kind.
- i) we are not guilty of misrepresentation in supplying the information required by Johanniter as a condition of participation in the contract procedure.
- j) we do not perform any act or omit to perform any act, including any misrepresentation, in order to knowingly mislead, or attempt to knowingly mislead JOHANNITER and/or any other party to obtain a financial or other benefit or to avoid any obligation ("Fraudulent Practice");
- k) we do not offer, give, receive or solicit, directly or indirectly, or attempt to offer, give, receive or solicit, directly or indirectly, anything of value to improperly influence the actions of JOHANNITER and/or any other party ("Corrupt Practice");
- l) we do not enter into any arrangements with any other party or parties that are designed to achieve an improper purpose, including but not limited to improperly influencing the actions of JOHANNITER and/or any other party or engaging in price fixing ("Collusive Practice", and together

- with “Fraudulent Practices and Corrupt Practices”, “Prohibited Practices”).
- m) we do not engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, whether in cash or in kind, directly or indirectly.
  - n) we verify that no support or resources are provided to individuals or entities associated with terrorism as designated on the „Consolidated list of persons, groups and entities subject to EU financial sanctions” maintained by the European Commission or by any other similar sanction list of individuals and entities that may be established by the United Nations Security Council or the United States of America.
  - o) we do not engage in acts that directly support or advance trafficking in persons, including the following acts:
    - i destroying, concealing, confiscating, or otherwise denying an employee access to that employee’s identity or immigration documents;
    - ii. failing to provide return transportation or pay for return transportation costs to an employee from a country to the country from which the employee was recruited upon the end of employment if requested by the employee.
    - iii. soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
  - p) we do respect applicable law relating to anti-money laundering in the execution of our contracts.

**General statements:**

- 1.1 The contractor shall communicate these fundamentals of JOHANNITER’s Policy to its management, employees, subcontractors and agents and shall take all reasonable measures to ensure that such persons do not engage in prohibited practices.
- 1.2 The contractor shall immediately disclose to JOHANNITER any actual, apparent, potential or attempted prohibited practice that the contractor becomes aware of. To that end, the contractor shall fully cooperate, and shall take all reasonable steps to ensure that its management, employees, subcontractors and agents fully cooperate with any investigation of prohibited practices by JOHANNITER, including by complying with all reasonable requests from JOHANNITER to gain access to and inspect any records, documents and other relevant information.
- 1.3 JOHANNITER is committed to the protection of vulnerable populations in humanitarian crisis, including from sexual exploitation and abuse. By entering into a contract with JOHANNITER, The contractor undertakes to ensure that

its personnel, agents and subcontractors conform to the highest standards of moral and ethical conduct.

The contractor expressly acknowledges and agrees that:

- a) Any breach of this policy by the contractor or by any of its management, employees, subcontractors or agents constitutes a material breach of the contracts, which entitles JOHANNITER to immediately terminate a contract without incurring any liability to the contractor; and
- b) In the event that JOHANNITER were to determine through an investigation or otherwise that a prohibited practice occurred, JOHANNITER shall have, in addition to its right to immediately terminate the contract, the rights to:
  - i. apply and enforce the relevant sanctions in accordance with its internal regulations, rules, procedures, practices, policies and guidelines, including referral of the matter to national authorities when appropriate; and
  - ii. recover all losses, financial or otherwise, suffered by JOHANNITER in connection with such prohibited practices.

\_\_\_\_\_  
Date & Signature

\_\_\_\_\_  
Name of company

\_\_\_\_\_  
Name in printed letters

Stamp