

CALL FOR PROPOSAL

Back Ground:

Action Africa Help (AAH) is a nongovernmental Organization and nonprofit making operating in South Sudan with a mission to support disadvantaged Communities to sustainably improve their standard of living through Community empowerment approach in partnership with stake holders. AAH implements Primary Health Care (PHC), Agriculture, Humanitarian aid projects and Capacity Building.

The organization is calling for proposals from competent and reputable Insurance Companies for the **provision of property insurance services for AAH-I/UNHCR Logistic Base in South Sudan.**

Scope

- The Insurance Company is expected to provide insurance cover whose scope will include but not limited to building structures, office furniture and equipment and any other equipment in the compound. The coverage should be against fire, theft, acts of terrorism, act of God, war, and other related accidents.
- The list of the assets to be covered and their value can be picked from AAH-I/UNHCR Logistic base

Requirement:

Bid Preparation Instructions

AAH requests that bidders provide both technical and financial bids in hard copy only.

Section I: Technical Bid

In their technical bid, bidders should explain how they propose to cover the property mentioned and clearly indicate the risks that will be covered, their limit and exclusion.

Bidders are expected to visit the site in order to understand the scope clearly.

Section II: Financial Bid

The bidder must submit the Cost/financial proposal as a separate document from technical proposal.

Evaluation procedures and bases for selection

Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.

1.0 Administrative Requirements.

- 1.1 Valid certificate of incorporation as a Business in South Sudan
- 1.2 Proof of registration with tax authority and latest tax compliance Certificate.
- 1.3 Complete and certified Article and Memorandum of Association
- 1.4 License to operate as an insurance company in Sudan

2.0 Technical Requirements:

- 2.1 Proof that the Service Provider has provided similar services to Government, Private business companies, non-governmental entities and others.
- 2.2 Recommendations of satisfactory performance from past and present clients.
- 2.3 Profile of the current clients
- 2.4 List of claims that have been handled for the last three years and duration they took to be settled
- 2.5 Insurance Providers technical proposal in response to this call for proposal
- 2.6 Insurance Provider's bank recommendation letter stating the financial capacity of the Service Provider during the last 18 months.

3.0 Service Provider’s Financial Proposal (in US Dollar)

The financial proposal should be detailed, clear and must indicate any variables, unit prices and resulting total contract price. The proposal should be valid for 60 days from the date of opening of proposals.

4.0 Call for Proposal Administrative Guidelines:

4.1 Request for clarification

Prospective and eligible bidders MUST submit any request for clarification STRICTLY in writing and addressed to the following email address: procurement.southsudan@actionafricahelp.org and should be received before or not late than **28th November, 2019**, 12:00 noon (East African Standard Time).

4.2 Preparation, marking and labeling of proposals:

The prospective service provider should prepare two separate proposals; the Technical Proposal and the Financial Proposal, with each securely contained in a separate envelop, clearly marked as below, respectively:

- 1- “CFP/AAH-SS/HUM/ Insurance - Technical Proposal”
- 2- “CFP/AAH-SS/HUM/Insurance - Financial Proposal”

4.3 Submission of proposals:

- 1- The Two Proposals (Technical and Financial) should be placed, contained and securely sealed in one large Envelop (preferably an official pre-printed envelop bearing the company name of the service provider or clear labeled as such), which should be marked: “**CFP/AAH-SS/HUM/ property Insurance**”
- 2- The proposal should be submitted at the following address (only) and the person submitting the proposal MUST ensure that S/he registers the same with the Procurement Staff in the Submission Register:

**AAHI/UNHCR Logistic Base
Hai Gabath, Juba Town,
Behind Customs Head Office
Next to JIT Super Market**

- 3- Submissions shall only be received before or not later than **2nd December, 2019, 12:00pm**. Please note that AAH Offices don’t open on Weekends and Public Holidays. The receiving time shall be as follows:

Morning: From 9:00am till 12:30pm
Afternoon: From 2:30pm till 4:30pm

4.0 Evaluation of proposals:

A Comprehensive Criteria will be followed in evaluating the proposals submitted in accordance with the guidelines prescribed above. The criteria will follow a weighting system advised below:

i-	Administrative Compliance	10 points
ii-	Technical Compliance	70 points
iii-	Financial Proposal	20 points

Important Notes:

- i- The bidder's proposal **MUST** obtain all the 10 points under the Administrative Compliance Stage and a minimum of 42 points from the Technical Compliance Stage to qualify for the Financial Evaluation Stage. Accordingly, any bidder whose proposal fails to obtain all the 10 points under the Administrative Compliance Stage, will not be considered for Technical Evaluation.

5.0 Award of Contract:

The Contract will be awarded to the Bidder who scores the highest total marks from the evaluation process detailed in 4.0 above.

AAH South Sudan reserves the right to enter into pre-contract award price and none price negotiations with the eventual winning bidder.

6.0 Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

6.0 Disclaimer:

This is only a Call for Proposals and AAH South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their proposal.

The decision of the AAH South Sudan Procurement Review Committee shall be final.