**Malteser International Europe · Grüner Weg 14, 50825 Cologne · Germany**

**Country Coordination Office**

**Plot No: 445 Kololo Road 3k South**

**Tong Ping, Juba Town**

**South Sudan**

**Juba, 12 February 2021**

**Specification of Bidding (SOB)**

**ITT-JUB-2021-0022**

For medical insurances for forty-seven staff for one year of Malteser International (MI) in Juba and Wau in South Sudan.

1. Annex 1: Specification of Bidding
2. Annex 2: Bill of Quantity

The whole Specification for tendering dossier (digital version) can be downloaded on the South Sudan NGO Forum’s website.

We look forward to receiving your tenders on **17 February 2021 at or before 4:00pm** via E-mail to**:** **mb.procurement-juba@malteser-international.org**.

Please write in the Subject line of your email with tender: **ITT-JUB-2021-0022 for** **medical insurances for forty-seven staff for one year of MI in Juba and Wau in South Sudan.**

Thank you for your cooperation.

Sincerely Yours,

|  |  |  |
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| cid:image001.jpg@01D56ED5.F5A09950 |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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# A. SPECIFICATION OF TENDERING

Related to our advertised ITT-JUB-2021-0022MI herewith calls for medical insurances for forty-seven staff for one year in Juba and Wau in South Sudan.

# Description of the organization and its activities

Malteser International is a non-governmental organization operating in South Sudan under the South Sudan Catholic Bishop’s Secretariat and is the worldwide humanitarian relief service of the Order of Malta and legally a division of Malteser Hilfsdienst e.V in Germany. It provides aid in all parts of the world without distinction of religion, race or political persuasion. Christian values and the humanitarian principles of impartiality and independence are the foundation of its work.

In South Sudan, Malteser International operates in Juba, Yei, Wau, Maridi and Rumbek. In these locations, it’s activities include Health and Nutrition, Food Security and Livelihood, Water Sanitation and Hygiene and Health Programs

**Objective of ITT:** In accordance with the overall targets of above-mentioned operations, MI plans to order medical insurances for forty -seven staff for one year in Juba and Wau 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 RfQ.

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

# Tender Presentation

The tender shall be received via E-mail to**:** **mb.procurement-juba@malteser-international.org** on **17 February 2021 at or before 4:00pm**

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

# General conditions

* The tender 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 tender 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 Malteser International,
* Malteser International reserves the right to accept or reject all tenders depending on prevailing condition at the time.

# Technical specification

Request for Tenders for medical insurances for forty-seven staff for one year of MI in Juba and Wau in South Sudan

|  |  |
| --- | --- |
| **Cover**  | **Cover Limits** |
| Cover period | 12 Months |
| Currency of offer | USD |
| Cover Commencement | Immediately upon contract signature |
| Offer Validity | 60 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 |  |

# Timetable

|  |  |  |
| --- | --- | --- |
| **Activities** | **DATE** | **TIME\*** |
| Deadline for submission of tenders | 17 February 2021 | 04:00 p.m. |
| Opening of submitted tenders | 18 February 2021 |  |
| Notification of award to the successful contractor | 1 March 2021 | - |
| Signature of a framework agreement | 2 March 2021 | - |

\* All times are local time in Juba, South Sudan

# Validity of tenders

Each company is bound to the tender submitted for a period of 60 days from the deadline for submission of tenders.

# Language of tenders

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

# Submission of tenders

# Each tender must have received via E-mail to: mb.procurement-juba@malteser-international.org on 17 February 2021 at or before 4:00pm

# Content of tender

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

**Part 1 - Tender**

For medical insurances for forty-seven staff for one year of Malteser International (MI) in South 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),

# Ownership of quotes

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

1. **Opening of submitted tenders**

The tenders will be opened on 18 February 2021 at MI Office in Juba office by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

# Tenders evaluation

The criteria applied for the evaluation will be the legal conformity, the prices per customs clearance at JIA and at Nimule border crossing, the work experiences, capacity to deliver customs clearance and customs clearance delivery on time.

1. **Specific Technical and Financial Evaluation Criteria to standards:**
* Comparative Tender Analysis and justification basing on responsiveness of the selected supplier by internal committee,
* Contract Agreement will directly be issued to the selected supplier upon approval.
1. **Terms of payment**

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

**Annex 2: Bill of Quantity**

Request for tenders for medical insurances for forty-seven staff of Malteser International in Juba and Wau in South Sudan

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Cover limit USD | Family Sizes  | Number of Families | Annual Rate USD | Total Premium USD |
| Inpatient  | M (Staff only) | 47 |  |  |
| Outpatient  |   |   |   |   |
| Coverage of in-patient and out-patient benefits in South Sudan, Kenya, Uganda, Egypt, Sudan and Ethiopia |  |  |  |  |
| Total Premium |   |   |   |  |

On behalf of Malteser International: Date: 12 February 2021

Sincerely,

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| --- | --- | --- |
| cid:image001.jpg@01D56ED5.F5A09950 |   | Nermin SilajdzicCountry Logistics and Security Coordinator Plot No. 445, Block 3, Kololo - US Embassy Road.Central Equitorial State, Juba, South SudanM: +211 (0) 911 746 963 · M: +211 (0) 924 767 949nermin.silajdzic@malteser-international.org · Skype: nsilajdzic[www.malteser-international.org](http://www.malteser-international.org/)Malteser International Europe/Malteser Hilfsdienst e. V., County Court Cologne, VR 4726Executive Board: Karl Prinz zu Löwenstein, Dr. Elmar Pankau,Douglas Graf Saurma-Jeltsch, Verena Hölken |
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