

## **Annex 1 : Specification of Bidding (SOB) – SOB\_JUB\_2025\_0058**

Malteser International herewith calls for Quotations for Provision of Comprehensive Insurance for MI Yei, Juba and Wau Fleet under 1 year cover.

### **Description of the organization and its activities.**

Malteser International is the international humanitarian relief agency of the Sovereign Order of Malta. For over 60 years we provide relief and recovery for people during and following conflicts and disasters around the world. Christian values and humanitarian principles form the foundations of our work. In over 30 countries in Africa, the Americas, Asia and the Middle East, we support people in need – regardless of their religion, origin or political convictions.

Malteser International has been working in the geographic area of today's South Sudan since 1996. MI implements a multi-sectoral program including Food & Nutrition Security, Livelihoods, WASH, health and peaceful conflict resolution. This includes activities such as agricultural trainings, cash distributions, food for education and access to water, sanitation and hygiene. The program is aiming to increase its work with local partner organisations to optimise its sustainability. Furthermore, MI applies a participatory, gender sensitive and inclusive approach in its programming. As of today, MI maintains its country office in Juba while operating a program office in Yei, Renk, Wau and project offices in Uyujuku.

**Objective of Invitation for tender:** In accordance with the overall targets of above-mentioned operations, Malteser International plans to request tenders for Provision of comprehensive Insurance for MI Yei, Juba & Wau Fleet under 1 year cover.

The technical specifications and conditions of the quoting process are described below in the Specification of Quoting and in the Annex 5: Bill of Quantity which are part of this Request for tenders.

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

### **1. Tenders Presentation**

The tender shall be received via E-mail to: [mb.procurement-juba@malteser-international.org](mailto:mb.procurement-juba@malteser-international.org) before the submission deadline on **22<sup>nd</sup> May 2025 at or before 12:00PM.**

- The offer shall be written in English.
- The offer should be valid for **365 days after the deadline**
- The subject line of the email shall be **SOB\_JUB\_2025\_0058 Comprehensive insurance**

### **2. General conditions**

- The tender shall be typed or written and signed on each page by the legal representative of the supplier,
- The prices of the tender will be expressed in United States Dollars. The cost must be on unit price basis,
- The prices will be considered fixed whereas Malteser International will not process Tax exemption. No additional change of whatsoever nature and type will be accepted by Malteser International,
- MI reserves the right to accept or reject all tenders depending on prevailing condition at the time.

### **3. Content of tender**

All submitted tenders must conform to the requirements mentioned in the specifications of bidding. Furthermore, they must include the following documents:

Malteser Hilfsdienst e. V., Malteser International, Erna-Schaeffler-Str. 2, 51103 Cologne, German

## **Part 1 – Financial proposal**

Bidders are requested to provide the cost details/breakdown as per BoQ in their financial quotation:

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- Technical proposal**

- Detailed proposed insurance cover indicating benefits and coverage
- Claims reimbursement procedure including period taken
- Own damage accident and death policy cover
- Third party liability guidelines and coverage
- Roadside assistance policy

## **Part 3 – 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

## **Part 4- Supporting documents**

- Questionnaire for tenders (signed and stamped)
- Company's Bank Statement of last three months,
- Company's official address,
- Evidence of previous experience in similar services
- Bank account details (where money would be paid),

## **4. Technical specifications**



Annex 5\_Bill of  
Quantity.pdf

## **5. Ownership of tenders**

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

## **6. Opening of submitted tenders**

The tenders will be opened on **23<sup>rd</sup> May 2025** in Malteser International Country Coordination Office in Juba by the Evaluation Committee. The selection process will be recorded in writing by the Evaluation Committee.

## **7. Tenders' evaluation and method**

Tenders shall be evaluated according to the following procedure:

Firstly, tenders shall be checked on compliance of legal documents and evaluated on following exclusion criteria:

- a) Not submitted the following company registration documents in South Sudan:
- b) Copy of the company's certificate of incorporation,
- c) Copy of Chamber of Commerce registration,
- d) Copy Tax Identification Certificate,
- e) Copy of Certificate of Operation,

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- f) Not bided according to the specification,
- g) Not submitted within the deadline
- h) Mathematical error of total bided price  $>\pm 2\%$ .

Secondly, tenders found to be compliant and fulfilled exclusion criteria will be evaluated by an internal evaluation committee through an evaluation tender analysis using the following selection criteria, which include both technical and financial criteria: The criteria applied for the evaluation will be the price, the technical experiences, the compliance with technical specifications, lead time for coverage and references. The service will be awarded to the winning bidder according to the timetable mentioned above.

The selection criteria mentioned are to be weighted (%) and for each of the eligible tender ratings from 1-5 of the selection criteria will be applied from the internal evaluation committee according to project needs. The result of the analysis is an overall score, that determines the further selection and award of the tenders.

Furthermore, the evaluation committee reserves the right to make a final decision and award a contract based on a physical visit, thus bidders are encouraged to be available for visits.

The set criteria shall be used to determine the most economically advantageous tender for contract award:

- a. The bidder's initial proposal should contain the tender's best terms from a cost or price and technical standpoint.
- b. If tenders are determined to be equivalent based on the selection criteria, price could then become the deciding criterion for award.
- c. Bidders are forewarned that an acceptable proposal with the lowest price may not be selected if award to a higher-priced proposal affords Malteser International a greater overall benefit,
- d. Malteser International will favourably evaluate a schedule, which shows earlier completion than Malteser International's required time frame. The Bidder's innovative approaches to accomplish early completion are encouraged.

## **8 Agreement and payment terms**

- Evaluation Tender Analysis and justification based on responsiveness of the selected bidder by internal committee
- Contract Agreement will directly be issued to the selected provider upon approval.
- The payment will be done in United States Dollar by bank transfer or cheque as specified below.  
Payments will be made within ten days upon receipt of invoices for the completed Service.

**Bidders, who will not receive any notification from MI one month after the deadline of the ITT, should consider themselves unsuccessful in the procurement process.**