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| **CALL FOR PROPOSALS – STAFF MEDICAL INSURANCE** |

**Background**

Action Africa Help International (AAH-I) is a nongovernmental and nonprofit making Organization 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 stakeholders. AAH-I implements Primary Health Care, Agriculture, Humanitarian aid projects and Capacity Building.

The organization is calling for quotations from reputable companies for provision of staff medical Group Life and Group Personal Accident insurance cover for 267 staff. **Terms of Reference should be picked from AAHI/UNHCR Logistic base during working hours.**

**REQUIREMENTS**

**Rate and Currency:** The rate shall be in **United States Dollars (USD).**

**2. Eligibility and requirements:**

**2.1 Administrative requirements:**

2.1.1 Valid certificate of incorporation as a business in South Sudan

2.1.2 Valid and certified certificate of registration as an Insurance Service Provider in South Sudan, issued by the relevant authority

2.1.3 Valid and certified registration with the Tax Regulatory Authority of South Sudan

2.1.4 Copy of Articles and Memorandum of Association

2.1.5 Proof of membership with Insurance regulatory body

**2.2 Technical Requirements**

2.2.1 Proof that the Service Provider has provided similar service to other Non-Governmental Organizations (NGOs).

2.2.2 Recommendations from past and current clients operating in the Republic of South Sudan (RSS) for the similar services provided.

2.2.3 Profile of current clients/list of corporate clients and population insured and accounts value.

2.2.4 Technical Proposal – that covers the following:

Claim Settlement / Turnaround Time - Provide details of the claim settlement as well as the turnaround time. This will also be used to review the performance for any future renewal of the contract.

2.2.5 Bank recommendation letter stating the financial capacity of the Service Provider during the last 18 months.

2.2.6 Provide information on the number of years of experience providing the said insurance services

**2.3 Financial Proposal (in US Dollars)**

**3.0 Submission of quotes:**

 The quotations shall be submitted in **Hard copies in sealed envelopes**, and there shall be no submission of quotes in soft copies.

 **Submission Address**

bids shall be submitted to:

**AAH-I/UNHCR Logistic Base Juba South Sudan**

**Near JIT Supermarket, the envelope should be labeled**

**Read: Provision of GPA Insurance Cover**

**AAH-I South Sudan.**

**Registration for submission:**

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department.

Each hand delivered quotation/bid must be registered individually on the bids submission forms which will be available at Procurement department. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

**Request for clarifications**

Any request for clarification must be made in writing through the email: procurement.southsudan@actionafricahelp.org strictly and must be received not later than **Friday** the **26th November, 2021** at **12:00 pm Local Time.**

**Deadline for the submission of the quotation**

The deadline for the submission of the quotes will be strictly on **Friday** the **3rd December, 2021,** at **4:00 pm Local Time.**

**Evaluation process**

**The proposals will be evaluated in 3 Stages as follows:**

**Stage 1:**

Administrative requirement. These are mandatory eligibility requirements to be met before the bidder can qualify for stage 2 of the evaluation – 10 points. The bidder must score all the points.

**Stage 2:**

Technical Evaluation - 70 points

**Only bidders that score at least 60 points in Stage 2 will be qualify for Stage 3 - Financial Evaluation.**

**Stage 3:**

Financial evaluation – 20 points

**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.

**Language for the bids**

The language for the bids shall be **English** only.

**Disclaimer**

This is only a Call for quotations and AAH-I South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, AAH-I 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 quotations.

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