

# INVITATION TO TENDER

## South Sudan

### STAFF GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) INSURANCE COVER SCI/ITT/SSD/2022/008

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**SUBMISSION DEADLINE: 05:00 ON 27<sup>th</sup>/10/2022**

**QUESTIONS / CLARIFICATIONS:** [juba.procurement@savethechildren.org](mailto:juba.procurement@savethechildren.org)

**FORMAT FOR SUBMISSION:** [BIDDER RESPONSE DOCUMENT](#)

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#### **PART 1: INVITATION TO TENDER**

- Introduction to SCI
- Project Overview and Requirements
  - Award Criteria
- Instructions & Key Information

#### **PART 2 : CORE REQUIREMENTS AND SPECIFICATION**

Detailed description of SCI's specific requirements (e.g. volumes, delivery dates / locations, product specifications etc.).

#### **PART 3 : BIDDER RESPONSE DOCUMENT**

Template to be used to submit response to this Invitation to Tender.

## PART 1 – INVITATION TO TENDER

### 1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](#).

### 2. PROJECT OVERVIEW

Item	Description
<b>Description of Goods / Services</b>	<b>STAFF GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) INSURANCE COVER</b>
<b>Contract</b>	<i><b>Contract</b> – the successful supplier(s) will be awarded a ‘Contract’, which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.</i>
<b>Duration of Award</b>	<i>One Year with Possible of extension</i>

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

### 3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 3.1 ESSENTIAL CRITERIA

Criteria, which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

#### 3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.3 CAPABILITY CRITERIA (50%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

### 4. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

### 5. BIDDER INSTRUCTIONS

#### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	07/10/2022
Pre-Submission Clarification Meeting	10/10/2022
Deadline for questions from Bidders	24/10/2022
Deadline for Bid Submission	27/10/2022

<b>Bid Clarifications</b>	7/11/2022
<b>Award Contact</b>	18/11/2022

The above dates are for indicative purposes only and are subject to change.

## 6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Either can submit bids:

### Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event v2\_fr

### Electronic Submission via Email

- Email should be addressed to the tender committee at [SouthSudantenders@savethechildren.org](mailto:SouthSudantenders@savethechildren.org)
- Note – this is a sealed tender box, which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “**ITT/SSUD/JB/2022/008** Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### Paper Submission

- Two paper copies submitted on headed paper to Save the children Hai Malakal Juba South Sudan
- Bids should be submitted in a single sealed envelope addressed to the tender committee
- The envelope should clearly indicate the Invitation to tender reference number (**ITT/SSD/JB/2022/008**), but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc.), and then included in a single sealed envelope as per the above.

## 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **27<sup>th</sup> October 2022 (1700 HRS)**

Bids must remain valid and open for consideration for a period of no less than 60 days.

## 6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
The tender committee	<a href="mailto:Jubaprourement@savethechildren.org">Jubaprourement@savethechildren.org</a>

Please be advised local working hours are **8AM to 5PM** Please allow up to **21** days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

## PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

### 1. SPECIFIC REQUIREMENTS

Save the Children works in development and humanitarian contexts with children and partners to help families, communities, and governments identify and use innovations to ensure all children survive, learn and are protected. Save the Children has been driving change for girls and boys and their families in South Sudan since 1989. In the last 30 years, we provided support to children through development and humanitarian programs delivered both directly and through local partners.

SCI implements humanitarian response and recovery actions across the country's six states to address the multi-faceted needs borne out of conflict and natural disasters. Strong programming in both development and humanitarian work enables strong linkages between programming and increases the impact of our work. Save the Children's long operational presence and large geographical footprint have afforded us an in-depth understanding of the complexities of operating in the context of South Sudan.

While headquartered in Juba, SCI runs 10 field offices in the country (**Walgak, Bor, Akobo, Rumbek, Maban, Torit, Kapoeta, Nimule, Tonji, and Abeyi**). Over 400 staff members, with over 90% being national staff, work proudly to deliver quality services to millions of displaced, refugee and host community children and families with programs in Child Protection, Education, Health, Nutrition, Food Security and Livelihoods and Child Rights Governance. Gender sensitivity and gender transformative approaches are at the heart of our interventions.

The employees of SCI South Sudan staff – are spread in 10 field locations including the CO across six greater states. Potential bidders need to clearly state their presence by providing list of medical providers they have recruited in those locations. Bidder to provide two quotations for; **GPA & GL Insurance – for up to 455 South Sudan national staff. (See summary details below)**

Bidders to confirm coverage in the following remote areas where SCI operates?

Location	Yes ( <i>if not propose closer location</i> )
Akobo East	
Akobo West (Waat, Lankien, Nyirol, Walgak)	
Jonglei State (Bor)	
Juba (Juba, Yei, Kajo-Keji)	
Eastern Equatoria (Nimule, Torit and Kapoeta)	
Lakes State (Rumbek, Wulu)	
Upper Nile (Maban)	
Abeyi Administrative Area (Abeyi)	
Tonji	

## 2. ADDITIONAL INFORMATION

### PART 3 – BIDDER RESPONSE DOCUMENT

#### 1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Checklist in Section 4 as part of their submission.**

#### 2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

### SECTION 1 - ESSENTIAL CRITERIA

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

Item	Question	Bidder Response	
1		Yes / No	Comments / Attachments

	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.		
<b>2</b>	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	<b>Yes / No</b>	<b>Comments</b>
<b>3</b>	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	<b>Yes / No</b>	<b>Comments</b>
<b>4</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Valid Registration of business/company in South Sudan (Valid Certificate of Incorporation)</li> <li>- Valid Operation Licence (Operation Licence from the State Ministry of Finance &amp; Economic Development)</li> <li>- Valid Membership Certificate (Membership Certificate from Ministry of Chambers and Commerce)</li> <li>- Tax identification (Tax Identification Certificate from Ministry of Finance and Taxation or from the South Sudan National Revenue Authority (NRA))</li> </ul>	<b>Yes / No</b>	<b>Comments</b>
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<b>Legitimate Business Address</b>	
		<b>Tax Registration Number &amp; Certificate</b>	
		<b>Business Registration Certificate</b>	
	<b>Trading License</b>		
<b>5</b>	Valid tax clearance certificate (Tax Clearance Certificate from the Ministry of Finance and Taxation or from the South Sudan National Revenue Authority (NRA))	<b>Yes / No</b>	<b>Comments</b>



<b>6</b>	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	<b>Yes / No</b>	<b>Comments / Attachments</b>

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

**Instructions – Bidders are required to complete all sections of the below table.**

<b>Item</b>	<b>Question</b>	<b>Bidder Response</b>		
<b>1</b>	<p><b>REFERENCES</b></p> <p>Bidder to confirm for how many years they have been in business and share at least 3 examples by providing copies</p> <p>Contract/purchase orders of their experience in providing services similar to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	<b>Client Name</b>	<b>Contact Details (Name &amp; Email)</b>	<b>Project Description</b>
		1)		
		2)		
		3)		
<b>3</b>		<b>Bidder Response</b>		<b>Attachment(s)</b>

	Supplier/service provider shall provide audited annual financial reports and Bank statements, which is duly stamped by the relevant bank for the last three years etc. relevant to the tender.		
<b>4</b>	The service provider shall prove that he/she has a presence in South Sudan and is able to demonstrate experience handling insurance services into the country and within the EA countries	<b>Bidder Response</b>	<b>Comments</b>
<b>5</b>	If your company has bank Account with in South Sudan? If Yes, please mention the Bank name.	Bidder Response	Comment
<b>SUSTAINABILITY QUESTIONS</b>			
1	The bidder support and demonstrates a policy of diversity & inclusion with recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background		

### SECTION 3 – COMMERCIAL QUESTIONS

#### **GPA (Group Personal Assurance)**

GL/GPA (Death Natural cause)
GL/GPA (Accidental Death)
GL/GPA (Permanent & Total Disability)
GL/GPA (Temporary /Total Disability)
GL/GPA (Funeral Expenses)
GL/GPA (Critical Illness-Stand Alone)
Accidental Reconstruction Surgery
Accidental Rescue & Emergency assistance

No	Class	Interest Insured	Sum Insured (USD)	Premium (USD)	Excess / Limit/ Remarks
1	<b>GROUP PERSONAL</b>	On 455 employees of the insured with Estimated Annual <b>Earnings/Gross pay of \$5,120,976</b>			
	<b>ACCIDENT (GPA)</b>	Death - (Natural)	Per Person		Accumulation Limit -

<b>INCLUDES PASSIVE WAR COVER</b>	Death - (Accidental)	Per Person		
	Permanent & Total Disability	Per Person		Age Limit:
	Total & Temporary Disability	Per Person		
	Medical (Critical Illness Stand Alone)	Per Person		
	Funeral Expenses	Per Person		
	Accidental Reconstruction Surgery	Per Person		
	Accidental Rescue & Emergency assistance	Per Person		
	<b>ANY EXCLUSION</b>			
	<b>Tax</b>			
	<b>TOTAL CHARGES (Premium)</b>			
PREMIUM PER PERSON				

**Group Life assurance**

NO	CLASS	INTEREST INSURED	Sum Insured (USD)	Premium (USD)	Excess / Limit/ Remarks
2	<b>GROUP Life Assurance</b>	On 455 Employees of the insured with Estimated Annual <b>Earnings/Gross pay of \$5,120,976</b>			
	<b>ACCIDENT (GLA)</b>	Death - (Natural & illness)	Per Person		
		Funeral Expenses	Per Person		
		<b>ANY EXCLUSION</b>			
		<b>Tax</b>			
		<b>TOTAL CHARGES (Premium) Per Person</b>			

**SHORT TERM COVER PRICING**

Full cover as per specification	Prorated Cost per month of Cover	Comments if any
Group Life/GPA prorated Cover		

## SECTION 4 – BIDDER SUBMISSION CHECKLIST


**We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:**







No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

**We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:**

Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

**We, the Bidder, hereby confirm we compliance with the following policies and requirements:**

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Terms & Conditions of Purchase	<<CO to insert relevant template>>	

Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery P	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	
IAPG Code of Conduct	 IAPG Code of Conduct for Agenci	

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature: .....

Name: .....

Title: .....

Company: .....

Date: .....

