



## Request for Quotation (RFQ) for the supply of JOR-HR-32702 Contract for Life Insurance (including AD&D)

### 1 ABOUT GOAL

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Established in 1977, GOAL is an international humanitarian and development agency committed to working with communities to achieve sustainable and innovative early response in crises and to assist them to build lasting solutions to mitigate poverty and vulnerability. GOAL has worked in over 60 countries and responded to almost every major humanitarian disaster. We are currently operational in 13 countries globally. For more information on GOAL and its operations please visit <https://www.goalglobal.org/>.

GOAL has been working in Syria since late 2012, responding to the acute needs of conflict-affected communities in North West Syria, both through direct implementation and through partners, delivering food, non-food programming to highly vulnerable populations, providing Water, Sanitation and Hygiene (WASH) through support to Water units, as well as emergency support to recently displaced households.

### 2 TIMELINES

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Line	Item	Date, year, time, and time-zone
1	RFQ published	12/05/2023
2	Closing date and time for receipt of quotations	23/05/2023, 23:59 Irish Time
3	Contract award forecast	31/05/2023

### 3 SUPPLY REQUIREMENT

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GOAL invites prospective suppliers to submit their quotation for the supply of the following Insurance. This contract will be signed for a 1-year period.

**Life (incl. AD&D) Insurance for the staff crossing the borders between Syria and Turkey (details in Appendix 1).**

Policy Commencement date: June 2023.

### 4 TERMS OF BIDDING

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GOAL, acting in its capacity as Contracting Authority, invites bidders from suitably qualified interested parties that wish to participate for the supply of Insurance as per point 3 above.

This competition is being conducted under GOALs Request for Quotation procedure. The Contracting Authority for this procurement is GOAL.

Any queries about this RFQ should be addressed in writing to GOAL via email on [clarifications@goal.ie](mailto:clarifications@goal.ie)

Please include the reference number **JOR-HR-32702 Crossing staff - Life Insurance (incl. AD&D) RFQ** and words “clarification required” in the subject line.

## **5 CONDITIONS OF QUOTATION SUBMISSION**

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- Quotations must be completed in English.
- Bidders must respond to all requirements set out in this RFQ.
- In the event of a contract being awarded to a bidder that has knowingly withheld relevant information or otherwise misled GOAL in the evaluation process in any way, then that contract will be rendered null and void.
- Any conflicts of interest involving a tenderer must be fully disclosed to GOAL particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tenderer.
- GOAL is not bound to accept the lowest, or any bid submitted and can terminate this competition at any stage.
- Information supplied by respondents will be treated as contractually binding.
- Unsuccessful bidders will be notified.
- This document is not construed in any way as an offer to contract.
- GOAL and all contracted suppliers, and their subcontractors, associates or partners must act in all its procurement and other activities in full compliance with donor requirements and the highest ethical standards.
- **Terrorism and Sanctions:** GOAL does not engage in transactions with any terrorist group or individual or entity involved with or associated with terrorism or individuals or entities that have active exclusion orders and/or sanctions against them. GOAL shall therefore not knowingly purchase supplies or services from companies that are associated in any way with terrorism and/or are the subject of any relevant international exclusion orders and/or sanctions. If you submit a bid based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company are associated with any known terrorist group or is/are the subject of any relevant international exclusion order and/or sanctions. A contract clause confirming this may be included in an eventual purchase order based on this request.

## **6 SUBMISSION OF QUOTATIONS**

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Quotes must be delivered in the following way:

Email to [procurement@goal.ie](mailto:procurement@goal.ie) and in the subject field state:

1. **JOR-HR-32702 Crossing staff Life Insurance (incl. AD&D) RFQ**
2. **Name of your company with the title of the attachment**
3. **Number of emails that are sent e.g. 1 of 3, 2 of 3, 3 of 3.**

(Proof of sending does not equal proof of receipt. GOAL is not responsible for any technical faults that may prevent reception of your email.)

**Important:** Offers transmitted in any other manner or offers received after the deadline date and time will not be considered.

All responses will be opened by the GOAL Procurement Committee and all Bidders will be notified of the results.

## 7 ELIGIBILITY, QUALIFICATION AND EVALUATION PROCESS & AWARD CRITERIA

The first phase of evaluation of the responses will determine whether the tender meets the preliminary eligibility criteria. These are:

### Administrative instructions:

- Bid submission by the deadline.
- Bids must be submitted to the inbox [procurement@goal.ie](mailto:procurement@goal.ie)
- All costs must be quoted in Euro

Bidders not conforming to the administrative instructions may have their bids disqualified at this stage, and therefore would not progress to the next stages.

### ESSENTIAL CRITERIA

- The mandatory cover in Appendix 1 (Page 6) must be available.

Essential Criteria	Marks
Authorised insurance provider licencing document	10
Financial reports for the last 2 years (2021, 2022)	5
Extensive experience and a proven track record in the Life insurance business for at least 5 years.	10
Insurance cover provides national coverage in NWSyria and Turkey	10
Accidental Death	10
Death in service / natural causes	10
Repatriation	5
Total	<b>60</b>

### AWARD CRITERIA

Bidders will be awarded marks under each of the award criteria listed in this section to determine the most economically advantageous tenders.

1. Price.
2. Technical Review of cover, excess levels and exemptions

Marks for price will be awarded on the inverse proportion principle:

$$\text{Score}_{\text{vendor}} = \text{maximum score} \times (\text{price}_{\text{min}} / \text{price}_{\text{vendor}})$$

## 8 COMPANY INFORMATION – THESE SECTIONS MUST BE COMPLETED

Name		
Company Name		
Address		
Registration Number		
Telephone		
E-mail address		
Website address		
Year Established		
Legal Form. Tick the relevant box	<input type="radio"/> Company <input type="radio"/> Partnership <input type="radio"/> Joint Venture	<input type="radio"/> Other (specify):
VAT Number (where applicable)		
Tax registration number (if different to VAT number)		
Directors names and titles		
Please state name of any other persons/organisations (except tenderer) who will benefit from this contract.		
Parent company		
Ownership		
Do you have associated companies? Tick relevant box. If YES – provide details for each company in the form of additional tables in this format.		
Yes	/No	
Provide details of contracts of a similar nature carried out in the last two years (please state customer name, delivery location, value of contract, and dates)		
Provide details of any applicable Quality Assurance certificates or qualifications your company or employees have:		
By submitting an offer under this request for quotation <b>JOR-HR-32702</b> the bidder hereby asserts that the following statements are correct at the time of submission; and further undertakes to inform GOAL of any changes in status of these matters.		

The bidder is not bankrupt or is being wound up, neither are its affairs are being administered by the court nor has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulation.

The bidder is not the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.

Neither the bidder, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata nor been guilty of grave professional misconduct in the course of their business.

The bidder has fulfilled all its obligations relating to the payment of taxes or social security contributions in Ireland or any other state or country in which the tenderer is located or doing business.

Neither the bidder, a Director or Partner has been found guilty of: fraud, money laundering, corruption; convicted of being a member of a criminal organisation; nor of serious misrepresentation in providing information to a public buying agency

The bidder has not contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.

That all data subjects have specifically consented to the use and storage of their data by GOAL for the purpose of analysing the offers and awarding a contract under this tender; and further understood that the personal data may be shared internally within GOAL and externally if required by law and donor regulations; and may be stored for a period of up to 7 years from the award of contract.

I confirm that my quote has a validity of 90 of days. *If your quote does not have this validity, please state what quote validity you offer.*

I confirm that the proposal and the costs provided to accompany it are an accurate reflection of the costs that will be charged to GOAL according to the information provided in this request for quotation; and that there are no other costs associated with using the service that my company offers. I also confirm that I have the authority to sign on behalf of the company that is bidding.

Signed:

Print name:

Position:

Company Name:

Date:

Address:

## APPENDIX 1 REQUIREMENT DETAILS

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PLEASE PROVIDE THE FOLLOWING DETAILS IN THE BELOW OR SIMILAR FORMAT

Prices to be in EUROS and based on the following numbers.

Total number of employees	20
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Contract to last 1 year. Prices to include VAT (if applicable).

### TECHNICAL REQUIREMENT

Item	Description	Mandatory	Service Provided Y/N	Cover Details	Excess/Exemptions	Cost €
AD&D	Accidental Death and Dismemberment	Yes				
Group Life Insurance	Death in service / natural causes	Yes				
Repatriation	Repatriation of the body	Yes				
<b>Total cost</b>						

Signed:

Print name:

Company Name:

Address:

Position:

Date: