International Rescue Committee
(SOUTH SUDAN)

Request for Proposal (RFP)-MSA

(Motor Insurance:
Lot 1: 3rd Party Insurance
Lot 2: Comprehensive Insurance)

RFP# IRC/SS/MSA/2026/19

Planned Timetable	
Issue Request for Proposal	*22nd September 2026*
Suppliers return signed Intent to Bid forms due date	*25th September 2026*
Questions from Suppliers due date	*28th September 2026*
Answers to Suppliers questions due date	*30th September 2026*
Bid submission due date	*13th October 2026*
Bid Opening and Evaluation date	*23rd October 2026*
Suppliers visit if applicable	*26th and 29th October 2026*
Award of Business	*1st December 2026*
Contract start	*1st December 2026*

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A. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as "the IRC", is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue committee South Sudan Country Programme for the provision **Motor insurance to all IRC South Sudan Motor Vehicles, Motorcycles, Tractors, and Speedy boats**. All qualified and interested Suppliers are invited to submit their proposals.

1. Lot 1: 3rd Party Insurance

2. Lot 2: Comprehensive Insurance ……

Bidders can bid either one of the Lots or both.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA/MSA) for two (2) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in South Sudan. Bidders shall be regular taxpayers and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year 2026. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as "the Purchaser", will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document);*
- *Terms of Reference Annex C.*
- *Price Schedule Annex A*

5. ***Clarification of Bidding Documents***

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at SS-Procurement@rescue.org. The request for clarification must reach the purchaser not later than **(25th September 2026**). The Purchaser shall respond by e-mail providing clarification on the bid documents no later than (**28th September 2026**). Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. ***Language of Bid***

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in (English Language)**.** Any printed literature furnished by the Bidder and written in another language shall be accompanied by a (English Language) translation of its pertinent passages, in which case, for purposes of interpretation of the bid, the (English Language) version shall prevail.

7. ***Documents Comprising the Bid***

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

The Bidding documents shall include the following documents:

1. ***Eligibility Documents,***

- *The Request for Proposal – RFP (this document)*
- *A cover letter explaining Bidder's interest in supplying the goods or service to the IRC*
- *Terms of Reference (TOR) (Annex C)*
- *Profile of the Company – Maximum 4 Pages*
- *Valid Certificate of Incorporation*
- *Memorandum & Articles of Association with names of the owner's shareholders/directors of the company.*
- *Valid South Sudan Chamber of commerce, Industry & Agriculture membership certificate*
- *Copies of National I.D or Passport Bio-page of company owners/directors*
- *Valid Operation License*
- *Valid Tax clearance certificate*
- *Any other Insurance registration Certificate in South Sudan*
- *Vendor Information Form and Conflict of Interest and Supplier Code of Conduct (Annex D)*
- *Intent to Bid*

2. ***Technical Proposal***

- *Minimum of two years of experience providing fleet/motor insurance, preferably to NGOs, UN agencies, or corporate clients of comparable fleet size.*
- *Copy of insurance underwriting license and regulatory compliance certificate*
- *Sample policy wording and claims form.*

- *Valid license to underwrite motor vehicle insurance issued by the relevant national insurance regulatory authority.*
- *Established claims-handling capacity and network of approved garages/repair centers in the areas of operation.*

3. Financial Proposal

- *Bank Details / Financial Capability Docs (Bank Statement for the last six (6) months)*
- *Demonstrated financial stability (audited financial statements for the last 2 years, or a credit/solvency rating where available).*
- *Preferred Payment Terms.*
- *Price Schedule (including premium rates (as a percentage of insured value and/or fixed premium per vehicle category) for Lot 1 – Annex A and/or Lot 2- Annex B.*

8. ***Bid Prices.***

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in (**United Stated Dollars**)

10. Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or person authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or person signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialized by the person or person signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristics of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit sealed bids addressed to

The Procurement Committee,
International Rescue Committee
Aptech Building Office Block, 4th Floor
Hai Malakia Konyokonyo Road
Juba, South Sudan

All bids shall be submitted before 4:30pm on the 13th October 2026 (South Sudan local Time). All bids shall be submitted physically at the IRC head office in Juba, South Sudan. **NOTE: Bids submitted after the deadline will not be accepted**

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.
Bidders shall sign the bid register form at the reception of the IRC office indicating their company name, telephone number, and date of submission.

Format
The Bidder's proposal shall include a technical proposal and a financial proposal, in separate sealed envelopes.

1. **Eligibility documents as per Clause 7**
2. **Technical Proposal**
3. **Financial proposal.**

The bids shall be submitted, in separate sealed envelopes to the above address, clearly indicate the tender reference number **Ref: #: IRC/SS/JUB/MSA/2026/19, and lot/s applied.**

15. *Modification and Withdrawal of Bids*

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. *Preliminary Examination*

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.
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17. *Evaluation and Comparison of Bids*

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the scoring criteria below.

EVALUATION CRITERIA	Description	Weight (%)
Delivery lead-time and availability	The Insurer's ability to issue cover notes and policy documents within shortest possible of instruction, with evidence (at least three samples of turnaround for a comparable client).	10%
Service Coverage	Refers to Bidder/ Insurer's capacity to provide vehicle insurance coverage to the IRC in all its operational areas (Juba,	10%

	Malualkon, Panthou, Bentiu, Renk, Maban, Ganyiel, Ajoungthok, Koch and Rumbek	
Vehicle Insurance Services Innovations	Multiple value-added services offered at no extra cost, relevant to South Sudan operating conditions (e.g. towing/recovery, a 24-hour emergency hotline, and digital or expedited claims lodging).	10%
Claims Handling Capacity and Turnaround	Clearly documented claims process; strong local/regional claims presence; turnaround times well within industry norms (e.g., clearly stated SLAs); track record evidenced.	10%
Past - Experience	Referring to Bidders' ability to demonstrate relevant experience and technical knowledge of the services, three (3) letters of recommendations from recognized humanitarian Organisation (INGOs and UN Agencies) Same Reference must be included in Annex D (Vendor Information Form)	20%
Payment Terms	Refers to the Bidder providing to the most favorable terms of payment. The Purchaser payment terms are to pay within 45days Calendar days of acceptance of Contract and receipt of invoice	5%
Financial proposal	Referring to the offer price, including taxes, and other applicable charges	35
		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded, or the selected qualified supplier is announced.

19. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or, where necessary by telephone, that his or her bid has been accepted and selected for Master Service Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

20. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

21. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages and shall in no case be less than that which is provided for by (South Sudan) Law if any.

22. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

List of Goods and Services for Master Purchase Agreement as per below Categories is attached.

24. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: https://www.rescue.org/page/our-code-conduct and IRC's combating Trafficking in Persons Policy, which can be found at: https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

(i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and

(ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll–free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

a) Members of the same family submit separate bids for the same tender
b) Separate companies owned by the same person submit separate bids for the same tender
c) Employees of a bidding company submitting separate bids through companies they own for the same tender
d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region, leading to loss of business opportunities for the colluders.

Annex A: Price Schedule Insurance Services (3rd Party)

DESCRIPTION	SPECIFICATION	QTY	Unit of Measure	Premium	Comment
Pickup	Any Brand	1	Each		
SUV/Station Wagon	Any Brand	1	Each		
Motorcycle	Any Brand	1	Each		
Quadbikes (4 Wheels)	Any Brand	1	Each		
Gatorbikes (heavy Duty) 4 wheel	Any Brand	1	Each		
Tractors	Any Brand	1	Each		
Motorized Boat	Any Brand	1	Each		
Manual Canoe	Any Brand	1	Each		

Annex B: Price Schedule Insurance Services (Comprehensive)

S#	Vehicle/Motorcycle	Reg#	Market value	Comprehensive Premium	Comments
	Toyota Land Cruiser 4x4	NGO 40/218 SSD	**39,366.00**		
	Toyota Land Cruiser 4x4	NGO 40/224 SSD	**28,321.56**		
	Toyota Land Cruiser 4x4	NGO 40/225 SSD	**30,476.38**		
	Toyota Land Cruiser 4x4	NGO 40/199 SSD	**33,150.90**		
	Toyota Land Cruiser 4x4	NGO 40/203 SSD	**30,295.85**		
	Toyota Land Cruiser 4x4	NGO 40/192 SSD	**23,914.84**		
	Toyota Land Cruiser 4x4	NGO 40/159 SSD	**22,616.46**		
	Toyota Land Cruiser 4x4	NGO 40/158 SSD	**22,616.46**		

	Toyota Land Cruiser Pick Up	NGO 40/181 SSD	**21,523.36**		
	Toyota Hiace- Mini bus	NGO 40/149 SSD	**15,291.42**		
	Land Cruiser Pick Up	NGO 40/160 SSD	**17,898.47**		
	Toyota Land Cruiser (H/T)	NGO 40/152 SSD	**15,094.69**		
	Toyota Land Cruiser (H/T)	NGO 40/154 SSD	**15,094.69**		
	Toyota Land Cruiser 4x4	NGO 40/128 SSD	**17,852.49**		
	Toyota Land Cruiser	NGO 40/148 SSD	**17,283.85**		
	Toyota Land Cruiser	NGO 40/123 SSD	**14,334.55**		
	Toyota Hiace- Mini bus	NGO 40/122 SSD	**13,608.80**		
	Toyota Hiace- Mini bus	NGO 40/121 SSD	**13,608.80**		
	Toyota Land Cruiser	NGO 40/92 SSD	**12,450.43**		
	Toyota Land Cruiser (H/T)	NGO 40/39 SSD	**12,005.24**		
	Toyota Land Cruiser Hardtop	NGO 40/198 SSD	**22,320.28**		
	Toyota Land cruiser	NGO 40/250 SSD	**34,481.70**		
	Tractor	NGO 40/252 SSD	**24,603.75**		
	Toyota Land Cruiser Pick-Up	NGO 40/259 SSD	**13,581.27**		
	Toyota Land Cruiser Hardtop	NGO 40/234 SSD	**11,023.15**		
	Toyota Land Cruiser	NGO 40/251 SSD	**34,540.88**		

Annex B- Terms of Reference (TOR) – Motor Vehicle Insurance Services

1. Background

The International Rescue Committee (IRC) operates a fleet of vehicles in support of its programs and operations. To manage the financial and legal risks associated with vehicle ownership and use including third-party liability, accidental damage, theft, and fire — International Rescue Committee requires insurance coverage from a licensed and reputable insurance provider.

This Terms of Reference (ToR) invites eligible insurance companies to submit proposals to provide insurance coverage for IRC's vehicle fleet under two distinct lots, described in Section 4. Bidders may submit a proposal for one or both lots; awards may be made to a single provider across both lots and split between providers, at the International Rescue Committee's discretion.

2. Objective

The objective of this assignment is to select one or more qualified insurance providers to deliver reliable, compliant, and cost-effective insurance coverage for IRC's vehicle fleet, ensuring:

- Compliance with national motor vehicle insurance regulations in South Sudan and locations of operation.
- Adequate protection against third-party liability arising from vehicle use.
- Comprehensive protection of organizational assets (vehicles) against loss or damage.
- Timely, transparent claims processing and responsive customer service.

3. Fleet Overview

Indicative fleet details are summarized below. The final schedule of insured vehicles will be provided to the selected provider(s) at contract signing and updated periodically as the fleet changes.

The full vehicle register, including plate registration, make, model, purchase price, and current location, is provided below and forms an integral annex to this Terms of Reference.

#	Plate Reg.	Make/Model	Year	Purchase Price (US$)	Purchase Year	Location
1	NGO 40/218 SSD	Toyota Hardtop	2022	$60,000.00	6/13/2022	Malualkon-Aweil
2	NGO 40/224 SSD	Toyota Hardtop	2022	$43,166.53	12/22/2022	Koch
3	NGO 40/225 SSD	Toyota Hardtop	2022	$46,450.83	7/22/2023	Kapoeta
4	NGO 40/199 SSD	Toyota	2021	$56,141.40	11/26/2020	Bentiu
5	NGO 40/203	Toyota Land Cruiser	2020	$57,007.00	6/21/2021	Bentiu

#	Plate Reg.	Make/Model	Year	Purchase Price (US$)	Purchase Year	Location
	SSD					
6	NGO 40/192 SSD	Land Cruiser 4x4	2020	$45,000.00	7/22/2020	Juba
7	NGO 40/159 SSD	Toyota Pick up	2020	$42,556.86	1/24/2020	Aweil
8	NGO 40/158 SSD	Toyota Pick up	2020	$42,556.86	3/5/2023	Rumbek
9	NGO 40/181 SSD	Toyota Land Cruiser Pick Up	2019	$45,000.00	6/13/2020	Ganyiel
10	NGO 40/149 SSD	Hiace	2019	$31,970.58	2/4/2019	Juba
11	NGO 40/160 SSD	Land Cruiser Pick Up	2019	$37,421.27	11/19/2019	Juba
12	NGO 40/152 SSD	Toyota Land Cruiser (H/T)	2018	$35,065.85	8/29/2012	Aweil
13	NGO 40/154 SSD	Toyota Land Cruiser (H/T)	2018	$35,065.85	1/17/2020	Malualkon-Aweil
14	NGO 40/128 SSD	Land Cruiser 4x4	2018	$41,472.38	11/2/2018	Juba
15	NGO 40/148 SSD	Toyota Land Cruiser	2018	$40,151.38	7/22/2021	Ajoung Thok
16	NGO 40/123 SSD	Toyota Land Cruiser	2017	$37,000.00	2/12/2015	Ganyiel
17	NGO 40/122 SSD	Hiace	2017	$35,126.77	12/1/2017	Juba
18	NGO 40/121 SSD	Hiace	2017	$35,126.77	12/1/2017	Juba
19	NGO 40/92 SSD	Toyota Land Cruiser	2015	$39,675.00	2/12/2015	Rumbek
20	NGO 40/39 SSD	Toyota Land Cruiser (H/T)	2011	$58,308.70	6/25/2012	Malualkon-Aweil
21	NGO 40/198 SSD	Toyota Land Cruiser Hardtop	2020	$41,999.55	7/22/2020	Renk
22	NGO 40/250 SSD	Toyota	2023	$47,300.00	2/4/2024	Maban
23	NGO 40/252 SSD	Tractor	2022	$37,500.00	6/6/2024	Maban
24	NGO 40/259 SSD	Toyota Land Cruiser Pick-Up	2021	$23,000.00	12/1/2022	Bentiu
25	NGO 40/234 SSD	Toyota Land Cruiser Hardtop	2015	$35,126.77	2/11/2024	Rumbek
26	NGO 40/251 SSD	Toyota	2023	$47,381.18	4/29/2024	Yei

4. Scope of Services

Bidders may propose for either or both of the following lots.

Lot 1 — Third Party Insurance Services

Third Party Insurance provides mandatory minimum legal coverage for liabilities arising to third parties from the use of insured vehicles. The provider shall cover:

- Legal liability for bodily injury or death of third parties caused by an insured vehicle.
- Legal liability for damage to third-party property caused by an insured vehicle.
- Compliance with statutory minimum third-party liability limits in each country/jurisdiction of operation.
- Issuance of valid, verifiable third-party insurance certificates/stickers for each vehicle as required by local law enforcement and licensing authorities.
- Passenger liability cover for third parties carried in the vehicle (where required by local law).

Lot 2 — Comprehensive Insurance

Comprehensive Insurance provides broader protection for the organization's own vehicles in addition to third-party liability. The provider shall cover, at a minimum:

- All coverage included under Lot 1 (Third Party liability).
- Own damage covers: accidental damage, collision, and overturning.
- Fire and lightning damage.
- Theft of the vehicle or its parts, including forced/violent theft (hijacking).
- Malicious damage and vandalism.
- Natural perils (flood, storm, landslide) were relevant to the operating context.
- Windscreen/glass cover.
- Towing and recovery costs following an insured incident.
- Personal accident cover for driver and passengers, subject to agreed limits.
- Coverage while vehicles are used in [insert operational context, e.g. remote/insecure areas, cross-border movement] if applicable — to be confirmed by bidders as a rated option.

5. Geographic Coverage

Coverage is required in the following location(s) of operation: [list countries/regions/districts]. Bidders must confirm their capacity — directly or through licensed local partners/reinsurers — to provide valid, legally recognized coverage and local claims handling in each location.

6. Duration of Assignment

The contract period will be twenty-four (24) months from the effective date of coverage, with the possibility of renewal of further 12-month terms, subject to satisfactory performance, budget availability, and mutual agreement.

7. Roles and Responsibilities

7.1 Responsibilities of International Rescue Committee

- Provide an accurate and updated schedule of vehicles to be insured (Annex A).
- Notify the insurer promptly of any changes to the fleet (additions, disposals, transfers).
- Report incidents/claims within the timeframe specified in the policy.
- Designate a focal point to liaise with the insurance provider.
- Pay premiums in accordance with the agreed payment schedule.

7.2 **Responsibilities of the Insurance Provider**

- Issue valid policy documents and certificates for each insured vehicle within 5 business days of contract signing or vehicle addition.
- Process claims within clearly defined turnaround times (see Section 9).
- Provide a dedicated account/claims contract for the organization.
- Maintain adequate reinsurance/financial capacity to honor claims of the size anticipated under this contract.
- Provide regular reporting on claims status, premiums paid, and coverage utilization. Notify the organization in advance of any changes in terms, exclusions, or regulatory requirements affecting coverage.

8. Claims Management Requirements

The selected provider(s) must meet the following minimum service standards:

Service Standard	Target Turnaround
Acknowledgment of claim notification	[Within 24–48 hours]
Assessment/loss adjuster visit	[Within 3–5 business days]
Claim settlement (straightforward cases)	[Within 15–30 business days]
Provision of courtesy/replacement vehicle (if offered)	[Within 2-3 months]

9. Deliverables

- Signed insurance contract(s)/policy wording for the relevant lot(s).
- Individual policy certificates for each insured vehicle.
- Premium schedule and payment terms.
- Quarterly claims and coverage utilization report.
- Renewal notices and updated terms at least [30] days before contract expiry.

Annex D: Supplier Information form

INTERNATIONAL RESCUE COMMITTEE

Vendor Information Form

The information provided will be used to evaluate the Company before contracting with the IRC.
Please complete all fields.
Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name *For individual vendors, provide legal first and last name		
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any		
*Previous names of the company		
*Address		
*Website		
*Phone/Fax Numbers	Phone:	Fax:
*Primary Contact	First Name: Phone Number:	Last Name: Email Address:
*Number of Staff		
Number of Locations		
Avg. $ Value of Stock on Hand		
*Name(s) of Company Owner(s) or Board of Directors or CEO		
*Parent companies, if any		

*Subsidiary or affiliate companies, if any	

Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	This field is mandatory if Wire Transfer is the selected payment method
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: Check Yes | No Wire Transfer Yes | No Cash Yes | No
*Name under which company is registered at bank	
*Bank account number	This field is to be completed upon notification of awarding of order\contract
Routing Number	This field is to be completed upon notification of awarding of order\contract
Swift code (if applicable)	This field is to be completed upon notification of awarding of order\contract

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Documentations as applicable:

*Registration	Provided ____ Not provided: _____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____

US Vendors only *Do you require a Form 1099?	Yes____ No____

References (optional)

Client Name:	Contact Name, Phone, Email Address:
Client Name:	Contact Name, Phone, Email Address:
Client Name:	Contact Name, Phone, Email Address:

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g., European Union, European and United States Government, United Nations) competitive bid opportunities.

2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

3. They have not been convicted of an offense concerning their professional conduct.

4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.

5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.

6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.

7. They maintain high ethical and social operating standards, including:
   - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
   - Environmental aspects: Provision of goods and services with the least negative impact on the environment.

- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.

9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.

10. Vendor herby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Supplier hereby agrees that Supplier and Supplier's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: https://www.rescue.org/page/our-code-conduct and IRC's Combating Trafficking in Persons Policy, which can be found here: https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Supplier acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.

- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.
- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self–reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability, and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post–conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence–based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff using performance evaluations.
- We utilize the resources available to our organization to pursue our mission and strategic objectives in cost effective ways.

- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve.

Conflict of Interest and Legal Compliance

- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Supplier's business activities.
- Supplier hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the supplier's owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Supplier from participation in current and future IRC activities.
- Supplier hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Supplier hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Supplier hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Supplier hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org
These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the supplier with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, irc.ethicspoint.com or call Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement supplier acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Supplier Name:
Signature:
Title:
Print Name:
Date:

Annex E: Intent to Bid Form

International Rescue Committee, Inc. Intent to Bid

IRC Reference: _____

Company Name _____

(Please indicate #1 or #2 below)

1.☐ It is the intent of this company to submit a response to the (Title of RFP) Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2.☐ This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) _____

Fax _____

Email _____