

## Request for Tender (RFT)

**Trocaire Sierra Leone** invites interested suppliers/service providers for the provision of Insurance Policy cover. Tenderers must demonstrate that they have the resources and expertise to provide the services required and have a presence in country (Sierra Leone).

**Tender Release Date: 04/06/2026**

**Deadline for tender submission: 12/06/2026 23.59 GMT/Sierra Leone Time**

### 1. Introduction

Tenders are invited from suppliers who wish to be considered for selection as the supplier of below goods, services and works/property to Trocaire office and all operational areas across Sierra Leone.

This tender document deals with:

- Section 2 : Confidentiality
- Section 3 : Profile of Trocaire
- Section 4 : Context
- Section 5 : Scope of the work
- Section 6 : format of Tenders
- Section 7 : Conflict of Interest
- Section 8 : Contract Period
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- Section 10 : Termination of Contract
- Section 11 : Evaluation of Tenders
- Section 12 : Submission of Tenders

### 2. Confidentiality

Trocaire will treat the content of all tenders as strictly confidential, and information provided in the tenders will be used solely for the purpose of deciding on the award of a contract as described in this document.

### 3. Profile of Trocaire

Trocaire is an International NGO. We work with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. Together we bring about positive and lasting change for a just world. Trocaire works in up to 20 countries across Africa, Asia, Latin America and the Middle East. With the support of the generous people of Ireland, we work towards five goals:

- Promote Access to Justice.
- Achieve Climate & Environmental Justice.
- Ensure Women & Girls' Protection, Voice & Influence.
- Save Lives and Protect Human Dignity
- Mobilise the Public on the island of Ireland to achieve Global Justice.

More information about Trocaire can be found on <http://www.trocaire.org/>.

Through its programmes in Sierra Leone, Trocaire is implementing development and humanitarian programmes on governance, human rights, women's empowerment, prevention, response to gender-based violence, sustainable livelihoods, climate change, and peacebuilding. In partnership with local CSOs that directly implement projects in communities.

#### **4. Context**

A market assessment is a comprehensive analysis that examines key factors influencing a specific market, including its size, growth potential, consumer behaviours, trends, and competitive landscape, to help businesses understand the viability of a product or service and make informed strategic decisions. This process will provide Trocaire Sierra Leone the insight into making better informed procurement decisions and ethically on how to achieve value for money, competitive markets decisions, great delivery potentials and ensures effective quality goods, services and works procurement processes.

At the end of the market assessment process, it will be feasible to generate a holistic Suppliers database that catalogues all screened suppliers and service providers that will help usher in a suitable and easy way to manage a simple procurement system that will result to effective and efficient organisational operations support at both field and office levels.

#### **5. Scope of goods and services required**

The potential suppliers will bid for preferred category of supplies or services that their company / business entity has the capacity to provide at the most available required time and reasonable cost, not compromising quality. This includes both technical analysis and the production of accessible products.

All Bids received will be considered according to Lots based on the categories of Procurement and specifically of any procurement activity(s) mentioned in the bid. Below are the following categories of procurement will be considered:

##### **1. Services**

###### **a. Insurance Policy covers for (16) staff includes; Medical Insurance Covers include all types of medical treated but not limited to**

- Chronic Illness Coverage: Coverage for chronic illnesses within a selected basic coverage limit.
- Doctor's Visits and Boarding: Unlimited coverage for doctor's consultations and boarding (room services and lodging) related to medical expenses.
- Physiotherapy: Coverage for physiotherapy expenses if ordered by a licensed medical practitioner, within the selected basic coverage limit.
- Vaccination and Circumcision: Vaccination and circumcision expenses for newborns, within the selected basic coverage limit.
- C-Section Deliveries: Coverage for C-section deliveries within the basic coverage limit, regardless of frequency.
- Automatic Childbirth Coverage: Automatic childbirth coverage effective from the birth date, subject to official notification from the policyholder.
- Claim Time Period: A five-month window to submit claims from the date of treatment.
- Vaccination: Coverage for all types of vaccination and laboratory tests.
- Flexibility to use limits for denture and eye treatments within the limits of family members coverage for all dependants
- Coverage for hospitalization, surgeries, medications, and diagnostic tests, preventing sudden financial strain in paying hospital bills

- List of registered reputable hospitals and clinics, with a wide network of specialists.
- Benefit in terms of emergencies, accidents, or sudden illnesses.
- Provide list of qualified medical specialist/hospitals and pharmacies

**Group life Assurance Covers for (16) Staff**

- Clearly defined employees guarantee coverage and financial protection.
- Time period of processing the life insurance claim

**Group personal accident Covers for (16) Staff**

- Benefit in terms of emergencies, accidents, sudden illnesses, disability, death or unexpected events and ensure both individuals and their families are supported.
- Time period of processing the life insurance claim

**6. Content and Format of Tenders**

Tenders should be submitted by way of a written tender document and contain at least the following elements:

**Interested Suppliers/bidders are invited to submit the following documents:**

**i. Ethical and legal compliance:**

- a. Business Registration documents: must be in the current date and updated
- b. Updated and current: National Revenue Authority NRA Tax certificate.

**ii. General terms and conditions**

- c. Two references and samples of similar supplies, services to INGOs/NGOs
- d. Company's Technical and Financial proposal (max 3 pages)  
Summarizing your business details, activities and scope and competitive advantage in the market perspective.
- e. Insurance: is business insured or not
- f. The business has strong financial capacity, supported by adequate capital, reliable cash flow, and access to credit facilities, enabling it to handle large-scale supply contracts with Trocaire efficiently.
- g. Business main and branch offices in Sierra Leone must be accessible
- h. Business valid bank Account

**iii. specific requirements**

- i. Quality of services offered as mentioned in section 5 (Services) and a 20minute power point presentations on the different covers will be required by the procurement committee.

**iv. Innovation**

- j. Business must be able to meet E. Procurement requirements
  - Has valued and active email contacts
  - Capable to sign Contracts and send invoices online
  - Effective use of internet space.

## 7. Conflicts of interest

Any conflicts of interest involving an applicant must be fully disclosed to Trócaire. Failure to disclose a conflict may disqualify an applicant or invalidate an award of the contract. Applicants are required to declare any current or past work which might reasonably be considered to represent a conflict of interest. It will be for Trócaire to decide if a material conflict of interest exists and applicants in doubt in this regard should seek the advice of Trócaire.

## 8. Contract Type and Period

The contract for all suppliers or service providers selected will be reviewed on a yearly basis to analyse cost considering the Inflation rate in Sierra Leone.

Trócaire does not guarantee exclusivity and reserves the right to engage other suppliers or service providers for the same supplies, works or services (if required) during the term of the contract.

Trócaire will not be liable for any costs or expenses incurred in the preparation of a tender.

The Contract shall be considered as a contract made in *Sierra Leone* according to *Sierra Leone* law and subject to the exclusive jurisdiction of the *Sierra Leone* courts.

The Standard Procurement Terms and Conditions to which Trócaire expects all of its supplier to respect can be found here <https://www.trocaire.org/wp-content/uploads/2023/05/Trocaire-General-Terms-Conditions-for-Procurement-V4-April-2023.pdf>.

The Suppliers Code of Conduct to which Trócaire expects all of its suppliers to respect can be found here <https://www.trocaire.org/wp-content/uploads/2023/05/Trocaire-Supplier-Code-of-Conduct-V3-April-2023-EN.pdf>

## 9. Intellectual Property

Any concept, guidelines or other material developed during the contract will be considered the property of Trócaire and may be used by Trócaire at any time.

## 10. Termination of Contract

- Trócaire reserves the right to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination. The contract may be terminated by either party on giving appropriate written notice.
- If at any stage during the contract, the goods / services delivered by the supplier is found to be unsatisfactory, the contract may be terminated by Trócaire. In the event of such a termination, the supplier will only be entitled to receive payment in relation to the acceptable goods / services rendered at that time

## 11. Evaluation of Tenders

All Suppliers and Service Providers should at least meet following **minimum criteria**:

- General requirements
- Specific requirements:
- Ethical and legal compliance requirements
- Innovation

The successful tenderer will be the one who, in the opinion of Trócaire, submits the most economically advantageous proposal applying the following **award criteria**:

- a) General requirement: 25%
  - b) Specific requirements: 25%
  - c) Ethical and legal compliance: 40%
  - d) Innovation: 10%
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- During the evaluation period clarification may be sought in writing from tenderers. Responses to requests for clarification may not materially change any elements of the tenders submitted.
  - No unsolicited communications from tenderers will be accepted or entertained during the evaluation period.
  - A shortlist of those who have tendered may be drawn up and a certain number of those who have tendered may be invited to make a final presentation of their tender.

## **12. Submission of Tenders**

Your proposal marked “*RFT TROCAIRE LOT “X” SUPPLIES 2026*” should be submitted by email (in word format) to [tenders sle@trocaire.org](mailto:tenders sle@trocaire.org) or in hard copy to **31c lower pipeline off Wilkinson Road** and will be acknowledged. You can also request for the Supplier Registration form via emails below:

The deadline for the receipt of tenders is **12.06.2026 @ 23h59 GMT/Sierra Leone time**. Any technical issues experienced with the submission of the tender please email queries relating to this RFT [beatrice.ereite@trocaire.org](mailto:beatrice.ereite@trocaire.org) copy [tufail.khattak@trocaire.org](mailto:tufail.khattak@trocaire.org) before the deadline.