**EYE MEDIA/EYE RADIO**

**REQUEST FOR PROPOSALS (RFP)**

**FOR THE PROVISION OF GROUP HEALTH INSURANCE COVER**

**Publication Date:** 17 August 2018

**Closing Date:** 31 August 2018

**Contacts:** [**EyemediaHR@eyeradio.org**](mailto:EyemediaHR@eyeradio.org)

**Inquiries period:** 20-24 August 2018.

**Selection/Contract notification:** 15 September 2018

**INTRODUCTION**

Eye Media is a South Sudanese non-profit, non-governmental organization managing the Eye Radio 98.6 FM, South Sudan’s first independent broadcast provider of objective news and information.

Eye Media is currently accepting competitive proposals from qualified and credible health insurance service providers for the provision of health insurance coverage for its employees and their dependents. A total of forty (40) staff (principal members) and their dependents will be insured starting **October 1, 2018**. The contract resulting from this award will be a fixed price purchase order.

The bidder must be a reputable insurance company with requisite professional and technical resources to offer best value health insurance benefits and legally operating in the Republic of South Sudan. The company should have accessible medical service providers in South Sudan, Uganda, Kenya and the other East African countries.

**GENERAL BID REQUIREMENTS:**

All qualified bidders are encouraged to include the following documents in their bids:

* 1. Valid Tax Clearance/TIN number
  2. Business Registration Certificate
  3. Company’s profile
  4. All bidders must provide their history/record of claims payment
  5. List of minimum of 10 NGOs, INGOs and other corporate clients (with a minimum of 50 employees) and their contact details
  6. All tenderers must include in their Medical Plans the following:
* Complete list of current medical clinics, hospitals and pharmacies that provide services to their clients
* List of benefits or covered services (outpatient, inpatient, diagnostics, drugs, referrals)
* List of coverage limits (deductibles, annual maximums)
  1. All bids must be signed and stamped by authorized personnel
  2. All Bid prices must be quoted in United States Dollars
  3. Quoted price must be valid for the period of one (1) year as of contract signing date
  4. All bidders must provide financial reimbursement Plans (reimbursement to staff and payment terms)
  5. Bidders must provide insurance Premium Plans for the medical insurance coverage
  6. Successful bidders will be required to provide Eye Media staff with Insurance Card within 30 days of contract signing date
  7. Bidders are required to submit Technical and Financial proposal through email or sealed envelope.
  8. Bid submitted after the deadline will NOT be considered
  9. Eye Media/Eye Radio reserves the right to request additional information from prospective bidders and reject any or all bids that do not meet its minimum requirements without any liability.

**DESCRIPTION OF SERVICES REQUESTED**

All bids must clearly identify and describe benefits offered under the health insurance coverage for Eye Media/Eye Radio staff and their dependents.

**SPECIAL PROVISIONS**

Bidders must be aware that the below provisions will be incorporated into the contract document upon successful evaluation and determination of winner.

1. Benefits offered
2. Contract duration
3. Payment terms

**EVALUATION CRITERIA**

All bidders received in response to this solicitation will be evaluated and scored using set evaluation criteria. After the evaluation process, Contract will be awarded to the most advantageous responsive offer (combination of quality and price) that meets the minimum requirements and offer the lowest price.

**RELEVANT EXPERIENCE**

The following factors will be considered for evaluation:

1. Years of experience in insurance service provision
2. Key personnel qualifications and experience
3. Past performance including claim settlement
4. Group health insurance (Out Patient and Inpatient) plans
5. Business Registration and valid tax Clearance Certificates
6. List of medical clinics, hospitals and pharmacies
7. Clients listing (NGOs, INGOs and other corporate clients)

**COST:**

* All cost and price figures must be inclusive and presented in US dollars where applicable
* Monthly, quarterly, semi-annual, and annual premiums must be clearly indicated for family sizes of M, M+1, M+2, M+3, M+4, M+5 etc.

**SUBMISSIONS**

Proposals must be in English and submitted by close of business **August 31, 2018** to [**EyemediaHR@eyeradio.org**](mailto:EyemediaHR@eyeradio.org) (copying: [ariic.reng@eyeradio.org](mailto:ariic.reng@eyeradio.org)) or in sealed envelopes to Eye Media office in Korok, Jebel. All proposals must meet the following administrative requirements:-

1. Include technical and cost proposals
2. Include a signature page which bears the signature, title and full contact information of the authorized representative of the respondent, including email address and phone number.
3. State the bidder’s qualifications and experience for providing the services and goods as described in this RFP. Include three references and contact information (e-mail/phone) for whom the respondent provided similar services especially in South Sudan.
4. Must clearly identify and indicate the benefit limits against each benefit under Inpatient, Outpatient and others.

**EVALUATION CRITERIA**

**Basis of Award:** The award will be made to the Bidder whose bid presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score in the technical evaluation will have their Cost/Business Proposal reviewed. Bidders whose proposals do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

**AWARD NOTIFICATION**

The bidder is responsible for ensuring and confirming that the emails comprising the proposal are received by Eye Media in the e-mail indicated above.

1. All proposals submitted will be acknowledged within two (2) days of receipt.
2. Successful bidders will be notified of selection within fifteen (15) working days following the deadline for submission of proposals.
3. The successful bidder must confirm the proposal and acceptance of the selection within five (5) working days of notification or the selection will be withdrawn and offered to the next most qualified bidder.

**ADDITIONAL INFORMATION**

Due to the volume of applications, unsuccessful bidders may not be notified but efforts will be made to notify the bidders. Once the selection is confirmed, and if appropriate, a final contract will be negotiated and signed with the successful bidders, subject to successful vetting of eligibility. **Notice of selection of the application is not to be construed as a contract or purchase order.**