



Plot 25 Block 3 K South DDR Avenue – Kololo – Juba, South Sudan

ICAP STAFF INSURANCE – TERMS OF REFERENCE

Scheme Name: Center for International Programs (ICAP) – South Sudan

Insured: ICAP South Sudan staff and respective legitimate dependents

Address: Kolo – Hai Tong Ping, Juba – South Sudan

Period of insurance: 12 months from October 1, 2024

Currency: USD

Premium: USD

Scope of cover: Comprehensive Inpatient and Outpatient, Group Personal Accident Insurance and Life Insurance.

Family Size: M + 5 (On another note, do provide a separate rate card for family sizes up to M + 10)

Entry Age: 37 Weeks (Full Term Baby)

Age Limit: 70 Years for Principal Members
21 years for Dependents (Up to 25 Years with proof of schooling)

Benefits Schedule

- For GPA, the total number of staffs, is 269.
- For Life Insurance, the total number of staffs, is 52.

BENEFITS LIMIT (USD)	FAMILY SIZE	NUMBER OF FAMILIES
INPATIENT USD 30,000	M+0	2
OUTPATIENT USD 3,000	M+1	3
	M+2	4
	M+3	5
	M+4	14
	M+5	18
	M+6	4
	M+7	2
MEDEVAC (AMREF)		52

Optical cover

This cover caters for the cost of eyeglasses, eye testing and contact lenses and frames tied to every contractual year.

Dental Cover

This caters for the treatment of teeth and includes X-rays, cleaning, scaling, polishing, ordinary extraction, consultations, gum disease, filling, root canals, prescriptions, braces, crowning & bridging.



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Maternity Cover

A specific maternity cover shell is available as a cover option. This benefit will cater for all pregnancy and confinement-related hospitalizations. The cover extends to the staff/spouse only and not daughters/sons

Buffer fund

A buffer fund of USD 15,000 should be provided for within the scheme to cater for members who may exhaust their limits before the expiry of the scheme year. This shall apply to both outpatient and inpatient cases including capped sub limits.

Prorata Premium

ICAP South Sudan has some staff on short-term contracts often subject to renewal. Therefore, premiums for staff on short-term contracts should be computed on a prorata basis. All bidders are required to indicate this in their proposals.

Important Requirements

- Valid Statutory documents and certificates (Incorporation Certificate, Tax Clearance certificates, Tax Identification Certificate, Operations License, IRA Certificate, Chamber of Commerce Certificate)
- Agree to Prorata charge for staff with less than 12 months contract

Adverts Notice: Supplier pre-qualification for the period of 01/October / 2024 – 30/Sep/2025.

For more Details and specification please visit South Sudan NGO FORUM or ICAP Office Located on Plot 25, Block 3-K South Sudan Next DDR or Near South African Embassy Kololo. **The deadline is on 14th June 2024. at 2:00PM**

For more information, please call 📞 Senior Procurement Officer Tel: +211929420222

Email: swm2135@cumc.columbia.edu