



Request for Proposals No. 2022-001

**USAID South Sudan USAID Youth
Empowerment Activity (USAID YEA)
Education Development Center, Inc.
(Hereafter referred to as "EDC")**

**Request for Proposals for Procurement of
Group Medical Insurance and Life and Accident Insurance
for Employees in South Sudan**

Date of Issuance:
October 19, 2022

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Education Development Center (EDC) is a global nonprofit that advances lasting solutions to improve education, promote health, and expand economic opportunity, with a focus on vulnerable and under-served populations.

The USAID South Sudan USAID Youth Empowerment Activity (USAID YEA) will reach 25,000 South Sudanese youth in 13 counties across five states over a four-year period. This community-based intervention will establish a vibrant Youth Corps and support local organizations enhance youth-friendly service offerings. USAID YEA will tailor its intervention to meet the realities of each implementation area and to best support a diverse group of youth with varied capacities and aspirations to reach their full potential.

The YEA will be hiring a workforce of approximately 34 employees, each of which may claim up to four (4) dependents for medical insurance coverage. EDC anticipates completing the recruitment of 30 employees by December 2022 and the remaining four in early 2023. While most employees will be located in Juba, some employees will be located in sub-offices at State and County levels: Eastern Equatoria (Kapoeta North and Budi), Jonglei (Akobo, Duk, Uror, Pibor), Unity (Leer, Mayendit and Panyijar), Upper Nile (Baliet and Ulang), and Western Bahr el Ghazal (Jur River and Wau).

Organizations submitting Proposals in response to this Request for Proposals (“RFP”) must not have any relationship with USAID under the terms of this RFP or any resultant contract. All communications regarding this RFP will be directed to EDC.

1. Purpose and Eligibility

1.1 Purpose

The purpose of this RFP is to invite prospective Offerors to submit separate Proposals for:

Group Medical insurance

Group Life, Accident and Disability insurance;

1.2 Eligibility

This procurement is open to offers from organizations incorporated or legally registered under the laws of South Sudan. The Provider must be established in South Sudan and be able to prove that it has sufficient capacity and experience to extend services to the Activity locations referenced above.

2. General Information

2.1 Original RFP Document

EDC shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the Offeror’s submission or subsequent contract, is grounds for immediate disqualification.

2.2 RFP Provisions

1. All information provided by EDC in this RFP is offered in good faith. EDC makes no certification that any item is without error. EDC is not responsible or liable for any use of the information or for any claims asserted there from.
2. Under no circumstances does this RFP commit EDC to pay any costs incurred by the Offeror in the submission of a Proposal. Submission efforts, and any associated costs, are the Offeror’s responsibility.
3. All materials submitted in response to this RFP shall become the property of EDC upon delivery to EDC.
4. Additional documentation may be required prior to selection.
5. All Proposals in response to this RFP and other communications related must be in English.

2.3 Schedule of Events

The following schedule applies to this RFP but may change in accordance with EDC’s needs or unforeseen circumstances. Any changes made to the stated timeline will be announced as formal modifications to the RFP.

LINE	TIME	DATE	STEP
A	4:00 pm, South Sudan time	October 25, 2022	Deadline for request for any clarifications from the EDC. Questions must be submitted in writing via email to YEAProcurement@edc.org
B	4:00 pm, South Sudan time	October 31, 2022	Estimated date for issuance of any clarifications by EDC. All questions will be answered in one document and sent directly to all Offerors receiving this Request for Proposal
C	4:00 pm, South Sudan time	November 7, 2022	Deadline for submission of Proposals, submitted in writing via email to YEAProcurement@edc.org

Any Proposal received by EDC after the deadline for submission of the proposal, pursuant to clause Deadline for the submission of proposals, will be rejected.

3. Proposals Submission and Selection

3.1 Offeror’s Understanding of the RFP

In responding to this RFP, the Offeror fully understands the RFP in its entirety and in details, including making any inquiries to EDC as necessary to gain such understanding. Clarification questions must be submitted by potential Offerors—in writing— by the date and time designated in **Line A** of the Chart in Section 2.3. Responses will be sent directly to all Offerors receiving this RFP. EDC reserves the right to disqualify-at its sole discretion-any Offeror who submits a Proposal that is not responsive or that demonstrates less than such understanding. That right extends to the cancellation of the contract if a contract has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to EDC.

3.2 Communication

Verbal communication shall not be effective. In no case shall verbal communication govern over



written communications.

Offerors' inquiries, questions, and requests for clarification related to this RFP are to be directed in writing in English by the date and time designated in **Line A** of the Chart in Section 2.3 to:

Education Development Center, Inc.
Attention: Procurement Unit
E-mail: YEAProcurement@edc.org
Email subject: "Questions regarding RFP No. 2022-001"

3.3 Proposal Submission

Proposals must be provided on the Offerors' letterhead or stationery and sent by email to:

Education Development Center, Inc.
Attention: Procurement Unit
E-mail: YEAProcurement@edc.org
Email subject: "Proposal in Response to RFP No. 2022-001"

Proposals must have the subject line of "Proposal in response to RFP No. 2022-001" and must include the number of emails (for example, Email 1 of 2, Email 2 of 2, etc.) in the subject line. The Proposal itself must include all documents required by the RFP in Word, Excel, or PDF and those documents must be attached to the email message(s); all attachments must be clearly labeled and must be numbered sequentially in order for EDC to review the Proposal. If the Proposal is sent in more than one email message, the Offeror must send all of the email messages with the Proposal submission on the same day and time the sending of the emails as closely as practicable.

It is the responsibility of the Offeror to ensure timely delivery of the Proposals to EDC by the date and time designated in **Line C** of the Chart in Section 2.3.

EDC is not accepting hardcopy submissions via hand delivery or post for this RFP.

3.4 Eligibility of Proposals

3.4.1 Complete Proposals

Offerors must submit all components required by this RFP, including its annexes, in order for their Proposals to be complete. Before evaluating Proposals, EDC will determine which Proposals include the components required by the RFP to be considered complete Proposals. Please note that although EDC will determine certain Proposals to be complete, this determination does not signify that an award will be made to one or any of the Offerors with complete Proposals. Only complete Proposals will be evaluated and considered for an award.

3.4.2 Past Performance

Offerors may be disqualified if a check of past performance demonstrates that the Offeror has not been able to deliver similar services on time and/or in a satisfactory manner.

3.5 Evaluation Criteria

The purpose of this RFP is to identify those organizations that have the interest, capability, and

financial strength to supply the services outlined below in Section 4. EDC will evaluate proposals in accordance with this section and intends to award a contract to the Offeror whose proposal represents the best value to EDC. “Best value” is defined as the offer that results in the most advantageous solution for EDC, in consideration of technical, cost, and other factors.

EDC shall evaluate all eligible Proposals based on the technical evaluation results as well as consideration of the price. To be considered eligible, Offerors must meet and demonstrate the following minimum requirements:

I. Technical Evaluation/Requirement

	Evaluation Criteria	Max. Points
1.	Experience of the firm No. of years in Business (Minimum 5 years)	20
2.	Current and/or Past Performance References	20
3.	<p>3.A. FOR MEDICAL INSURANCE PROPOSALS Administration of Medical Scheme</p> <ul style="list-style-type: none"> • Schedule of Benefits • Online/electronic services (electronic claims and online network information, reimbursement by bank transfers) • Card issuance system • Provision of 24/7 helpline facility • Timely provision of benefit utilization statements • Service levels and appointment of health care providers • Members’ records maintenance systems • Turnaround time for claim processing • Covid19 related vaccination and treatment • Medical evacuation provision <p>3.B. FOR LIFE, ACCIDENT AND DISABILITY INSURANCE Administration of Life, Accident, and Permanent Disability Scheme</p> <ul style="list-style-type: none"> • Manner and Requirements in Enrolling and Deleting Members • Schedule of Benefits • Coverage issuance • Provision of 24/7 helpline facility • Members’ records maintenance systems • Turnaround time for claim processing 	40

4.	Domestic Service Network List of network providers in South Sudan, prioritizing those in the YEA implementation States	20
TOTAL POINTS:		100

N.B. Offeror failing to meet the 70 scores will be rendered non-responsive and will not proceed to Financial Evaluation

II. Cost/Financial Evaluation/Requirement

The Financial Proposals for the different categories of insurances should clearly identify as a separate amount, the fees, levies and other impositions under the applicable law, on the Service Providers, in relation to the offer of services.

The Offerors shall use an appropriate Price Template, **Annex C**. An example of which contained in the solicitation document, the prices of services it proposes to supply under the contract. All Rates, Premiums and Prices shall be quoted in the US Dollars.

The selection committee will review the proposed costs of services, which will

3.6 Selection

EDC may award a contract without discussions with Offerors. As such, Offerors are strongly encouraged to submit their best proposals with their original submissions. EDC reserves the right to site visits and/or to conduct discussions, which may result in revisions to Proposals, with one or more than one or all Offeror(s) if EDC determines, at its sole discretion, discussions to be necessary. Discussions may include oral presentations provided by the Offeror.

4. Technical Specifications & Requirements

4.1 Specifications

Offerors must submit separate Proposals for each type of insurance they are bidding on, covering the technical specifications presented in Section 4.1.1., **Annex B**.

4.1.1 Technical Specifications

Please see **Annex B** for detailed Technical Specifications, the lists below are illustrative.

A. Medical insurance: The medical insurance plan offered must offer a “menu” of coverage choices and include at a minimum, the following coverage categories:

- a. Membership Eligibility (married employees, single employees, single parent employees, families (up to 4 dependents))
- b. Types of service providers (e.g. clinic-based, hospital-based)
- c. Pre-existing conditions coverage
- d. Pre-existing chronic diseases
- e. Room and Board (per day): open private or semi-private
- f. Maximum Benefit Limit (MBL): Request pricing for \$50,000 and \$40,000 per year per person (for principal and dependent(s))
- g. Annual Check-up Benefit (itemized)
- h. Preventive Care

- i. Out-Patient Benefits
- j. In-Patient Benefits
- k. Special Procedures and Modalities
- l. Maternity Benefits
- m. Emergency Care
- n. Dental Services
- o. Optics services
- p. Covid 19 diagnosis and treatment
- q. International referrals
- r. Coverage outside of Geographic Scope
- s. Passive Terrorism
- t. Provision for medical evacuation
- u. Personal accident cover limit

B. Accident, Life and Disability insurance policy for staff only; coverage of \$18,000; and @12,850 US Dollars.

- Life Insurance
- Accidental Death and Dismemberment
- Total and Permanent Disability

Kindly note that we need ALL benefits to be activated from day one and upon payment of fees.

Please indicate terms of contracting and terms of payment and financial proposal for each type of coverage, separately.

Due to its commitments, EDC South Sudan plans to employ approximately 34 staff within 3 months. The required coverage period will be for 12 months with the potential to extend for additional years. Offerors should provide complete details of their “medical provider networks” (including options for seeing doctors both inside and outside those networks). Offerors should also provide details on the processes for reimbursement of expenses and/or patient co-payment terms to medical providers. All proposed plan options should include coverage for staff and dependents (up to four (4) dependents). The Offeror will also include life, accident insurance and disability for the staff members.

The Offeror should have a countrywide network of coverage in South Sudan including hospital linkages, customer care, and services Offerors are required to provide the project with their established terms and conditions for payment and reimbursement. ***The Offeror must include the name and contact information of their hospital linkages.***

4.1.2 Delivery Schedule and Location

The Proposals must be based on the following delivery schedule, taking into account the delivery location specified below.

Deliverables	Delivery Schedule	Location
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All services detailed in Section 4.1.1	Insurance services to start for a 12-month period following award of contract for 34 staff and their dependents, up to four (4)	YEAProcurement@edc.org
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5. Proposals Requirements

5.1 General Requirements

Offeror must submit:

1. A detailed technical proposal explaining the services the Offeror proposes to meet the requirements of EDC as described in Section 4. The Proposals must include all the necessary technical information specified in **Annex B**. Separate proposals are required for each type of insurance sought.
2. A Price Proposal for the Med. Insurance per MBL and/or a separate Price Proposal for the life and accident insurance in accordance with Section 5.2.
3. A detailed policy regarding the insurance the Offeror intends to provide EDC in response to this RFP.
4. The forms and certifications specified in Section 7.
5. A completed proposal checklist specified in **Annex D**.
6. If applicable, a price adjustment plan to match the staff number increase is preferred.

5.2 Price Proposals Requirements

The Price Proposals must indicate the coverage of the technical specifications in Section 4. The Proposals must follow the format provided in **Annex C**. The Price Proposal must be in US Dollars (US\$). All Offerors must provide a price guarantee that the Proposal price remains valid for 90 days from the date of the Proposals.

6. Contract Type and Payment

One or more contracts may be awarded in response to this RFP. The payment schedule for any resultant task order under the contract is anticipated to be as follows:

Deliverable	Payment Amount
Provision of agreed-upon medical coverage; accidents and life insurance coverage	To be approved based upon submission of invoice based upon the number of enrolled staff or the based on the group policy.

EDC reserves the right, at its sole discretion, to revise the payment schedule before issuance of a contract.

The anticipated contract terms and conditions for any resultant contract are provided in **Annex E**. EDC reserves the right, at its sole discretion, to revise the contract terms and conditions before issuance of a contract.

7. Organization Overview and Offeror Certification

7.1 Organization Overview and Certification

In order for their Proposals to be considered, the Offerors must complete and submit the organizational information form included in **Annex A** to this RFP and submit all the attachments required by Annex A to this RFP.

8. Proof of Business Registration and Up to Date Tax Certification

In order for the Proposals to be considered, the Offeror must complete and submit the proof of their Business Registration, valid license issued by the South Sudan Chamber of Commerce, and up to date Tax Certification as an attachment to this RFP.



Annex A - Organizational Information and Certification Form

The Offeror must ensure that this form is duly completed and correctly executed by an authorized officer of the Offeror's company.

A1. Organizational Information

Full legal name of the Offeror's company: _____

Year the Offeror's company was established: _____

Contact information regarding the proposal:

- (a) Individual's full name and title: _____
- (b) Full office address: _____
- (c) Telephone number: _____
- (d) Fax number: _____
- (e) Email address: _____

The Offeror certifies, by checking the applicable box(es), that:

- The Offeror is a **non-U.S. entity** and it operates as:
 - a corporation organized under the laws of South Sudan,
 - an individual,
 - a partnership,
 - a nongovernmental nonprofit organization,
 - a nongovernmental educational institution,
 - a governmental organization,
 - an international organization, or
 - a joint venture.

A2. References

Please list the names, email addresses, phone numbers, and contact people at three organizations to which the Offeror has provided services of a similar or larger size and scope during the last 24 months, whom EDC can call on as references, and a description of the services provided to each organization. It is recommended that the Offeror alert the contacts that their names have been submitted and that they are authorized to provide performance information if requested by EDC.

Reference #1:

Organization Name: _____

¹ Offerors that currently have a UEI Code are requested to provide this information. Offerors who are not registered may do so at <https://sam.gov/content/home>. There is no charge for this registration. A UEI Code is not required for submission of a quotation but may be required before a contract is issued. Whether or not an Offeror currently has a UEI code will not affect the evaluation of the Offeror's quotation.

Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services Provided: _____
 Value of the Services Provided: _____
 Month and Year During Which Services were Provided: _____

Reference #2:
 Organization Name: _____
 Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services Provided: _____
 Value of the Services Provided: _____
 Month and Year During Which Services were Provided: _____

Reference #3:
 Organization Name: _____
 Contact Person: _____
 Email Address: _____
 Telephone Number: _____
 Type of Services Provided: _____
 Value of the Services Provided: _____
 Month and Year During Which Services were Provided: _____

A3. Incorporation, Registration, and Litigation

The following documents must be included in your proposal.

Documentation showing the Offeror’s current legal incorporation in the country in which it is incorporated:

- Attached

A copy of the Offeror’s currently active registration in South Sudan, demonstrating that the organization can legally operate in South Sudan *if the Offeror will complete any work under a contract resulting from this RFP in South Sudan.*

- Attached
- Offeror certifies that it will not complete any work under a contract resulting from this RFP in South Sudan and further certifies that it can legally operate in the country(ies) in which all work under a contract resulting from this RFP will take place.

Information regarding any current lawsuits, legal proceedings, court cases, or other litigation in which the Offeror, or any of the entities in the collaboration, are involved, regardless of the jurisdiction where the litigation resides.

- Attached
- Offeror certifies that it is not currently involved in any lawsuits, legal proceedings, court cases, or other litigation.

A4. Key Individuals

The names and titles of the Offerors' key individuals are:

(a) the principal officers of the organization's governing body (e.g., chairman, vice chairman, treasurer and secretary of the board of directors or board of trustees): _____

(b) the principal officer and deputy principal officer of the organization (e.g., executive director, deputy director, president, vice president): _____

(c) the program manager(s) for the proposed contract: _____

(d) any other person who will have significant responsibilities for the administration of the US Government-financed activities or resources under the proposed delivery of the services:

A5. Awareness and Agreement to the Content of this RFP

By signing this form, the Offeror attests to its awareness and agreement to the content of this RFP and all accompanying calendar schedules and terms and provisions contained herein, including but not limited to the payment terms in Section 6.

A6. Compliance With Applicable Laws and Regulations

By signing this form, the Offeror agrees to comply with all applicable U.S. federal laws and regulations including those governing affirmative action, E-Verify, equal employment opportunity, use of human participants in research, disabilities, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of the contract resulting from this RFP is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Offeror hereby certifies that it is not delinquent on any State or Federal tax. The Offeror will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed by EDC by the sponsor(s) of this project.

A7. Debarment and Suspension

The Offeror further certifies that their firm (check

one): IS

IS NOT

currently debarred, suspended, or proposed for debarment by any United States federal entity. The undersigned agrees to notify EDC of any change in this status, should one occur, until such time as an award has been made under this procurement action.

A8. Proposals Validity

This proposal is submitted in response to an RFP issued by EDC. The undersigned is a duly authorized officer and hereby certifies that:

(Offeror Name)

agrees to be bound by the content of this Technical and Cost Proposals and agrees to comply with the terms, conditions and provisions of the referenced RFP. The Proposals shall remain in effect for a period of 90 calendar days as of the Due Date of the RFP.



A9. Authorized Negotiators

Person[s] authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____
Name:	_____	Title:	_____
Signature:	_____	Date:	_____

A10. Signature

Signature of Authorized Officer:

Name:	_____	Title:	_____
Signature:	_____	Date:	_____

Annex B- Technical Specifications/Scope of Work

Medical Insurance

No.	Services Required
1	Annual Limit <ul style="list-style-type: none"> • In US\$ 50,000 in patient, \$2,000 out patient/ person/ year • In US\$ 40,000 in patient, \$1,500 out patient/ person/ year
2	Ambulance Services
3	Out-Patient Services: <ul style="list-style-type: none"> • Annual Out-patient Limit in US\$2,000 and \$1,500 • Medical practitioner and specialist appointment coverage • Diagnostic procedures including Laboratory & Diagnostics • Drugs, dressings, and medicines including Covid19 diagnosis and medications • Family planning services • Physiotherapy • Alternative treatment (i.e. chiropractic care) • Private Vaccines • Occupational therapy • Coverage of Out Patient is 80% • The refund is up to \$2,000/ \$1,500 for the medical visit price
4	In-patient Services: <ul style="list-style-type: none"> • Annual In-patient Limit in US\$ • Hospitalization (Daily Room and Board Limit) • ICU • A medical practitioner, specialists, nurse fees • Surgical Fees, including anesthesia and theatre charges Physician, Surgeon, Assistant & Anesthetist fees Surgical appliances and prosthesis (if surgically required) • Diagnostic and surgical procedures including Laboratory & Diagnostics • Drugs, dressings and medicines (including vitamins) • Appliances (devices and equipment used as an integral part of hospitalization / surgery) • Prescribed Physiotherapy • Emergency Service Inside & Outside Network • Parent Accommodation up to 18 years • Coverage of the Medication is 100% for in-patient • Overseas referrals • Psychiatric and Psychological Illness • Passive Terrorism • Provision for medical evacuation by road and air
5	Dental Care <ul style="list-style-type: none"> • Limit of \$200 per person • Oral Examination and consultation • Tartar/Plaque Cleaning

No.	Services Required
	<ul style="list-style-type: none"> • X-ray examination prior to dental treatment • Tooth extraction • Oral surgery • Local anaesthetic for localized oral surgery, including root canals • Treatment of gums • False teeth • Polishing & Crowns
6	Out-Patient Prescription Drugs
7	Immunization
8	Maternity <ul style="list-style-type: none"> • Annual Maternity Limit of US\$ 2,500 (for Normal delivery + ANC) • Annual Maternity Limit of US\$ 2,500(for LSC Section + ANC) •
9	Annual Medical Checkups
10	Chronic Diseases <ul style="list-style-type: none"> • New Joiners • Pre-existing (no specific limit but included in the annual limit)
11	Oncology
12	Vision/Optical Care (detailed coverage, including glasses) Annual limit for glasses is US\$ 200
13	Other services as may be available (i.e. flexibility in number and definition of dependents, coverage for infants starting from birth, flexibility in maximum age for participants, no pre-existing conditions term)
14	Doctor on Site Visit
15	Home Visits
16	Congenital Conditions and Hearing Aids
17	Provision for Medical Evacuation by air or road
18	Personal accident cover limit
19	Critical illness cover limit

Life, Accident and Disability Insurance

Benefits	Sum Insured US \$18,000 and US\$12,850	Coverage
Age of coverage: All regular, full-time active employees who are between 18 to 70 years old		
Basic Life		Covered
Accidental Death and Dismemberment		Covered

Total, Partial; Temporary and Permanent Disability		Covered
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Annex C- Template for Price/Financial Proposal

The proposal should provide separate proposals for:

1. **Group Medical insurance;**
2. **Group Life, Accident and Disability insurance;**

Pricing is to be offered with the options of the maximum yearly benefit of US\$ 18,000, and US\$ 12,850

Table C.a

Kindly feel free to indicate if the requested service is included in your price or not and feel free to propose an alternative if possible.

No.	Healthcare Services	Please indicate if the needed service is included in your price offer		
		Included	Not included	Other(please propose)
1	Ambulance Services	<input type="checkbox"/>	<input type="checkbox"/>	
2	Out-Patient Services:			
2.A	Annual Out-patient Limit in US\$ is (2,000 or 1,500)	<input type="checkbox"/>	<input type="checkbox"/>	
2.B	Medical practitioner and specialist	<input type="checkbox"/>	<input type="checkbox"/>	
2.C	Appointment coverage	<input type="checkbox"/>	<input type="checkbox"/>	
2.D	Diagnostic procedures including Laboratory & Diagnostics	<input type="checkbox"/>	<input type="checkbox"/>	
2.E	Drugs, dressings, and medicines including - Covid19 diagnosis and medications	<input type="checkbox"/>	<input type="checkbox"/>	
2.F	Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>	
2.G	Alternative treatment (i.e. chiropractic care)	<input type="checkbox"/>	<input type="checkbox"/>	
2.H	Coverage of out Patient is 80%	<input type="checkbox"/>	<input type="checkbox"/>	
2.I	The refund is up to US\$ 200 for the medical visit price	<input type="checkbox"/>	<input type="checkbox"/>	
3	In-Patient Services:			
3.A	Annual In-patient Limit in US\$ is (50,000 or 40,000)	<input type="checkbox"/>	<input type="checkbox"/>	
3.B	• Hospitalization (Daily Room and Board Limit)	<input type="checkbox"/>	<input type="checkbox"/>	
3.C	ICU	<input type="checkbox"/>	<input type="checkbox"/>	
3.D	A medical practitioner, specialists, nurse fees	<input type="checkbox"/>	<input type="checkbox"/>	
3.E	Surgical Fees, including anesthesia and theatre charges Physician, Surgeon, Assistant & Anesthetist fees Surgical appliances and prosthesis (if surgically required)	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Healthcare Services	Please indicate if the needed service is included in your price offer		
		Included	Not included	Other (please propose)
3.F	Diagnostic and surgical procedures including Laboratory & Diagnostics	<input type="checkbox"/>	<input type="checkbox"/>	
3.G	Drugs, dressings and medicines (including vitamins)	<input type="checkbox"/>	<input type="checkbox"/>	
3.H	Surgical Fees, including anesthesia and theatre charges Physician, Surgeon, Assistant & Anesthetist fees Surgical appliances and prosthesis (if surgically required)	<input type="checkbox"/>	<input type="checkbox"/>	
3.I	Diagnostic and surgical procedures including Laboratory & Diagnostics	<input type="checkbox"/>	<input type="checkbox"/>	
3.J	Drugs, dressings and medicines (including vitamins)	<input type="checkbox"/>	<input type="checkbox"/>	
3.K	Appliances (devices and equipment used as an integral part of hospitalization / surgery)	<input type="checkbox"/>	<input type="checkbox"/>	
3.L	Prescribed Physiotherapy	<input type="checkbox"/>	<input type="checkbox"/>	
3.M	Emergency Service Inside & Outside Network	<input type="checkbox"/>	<input type="checkbox"/>	
3.N	Parent Accommodation up to 18 years	<input type="checkbox"/>	<input type="checkbox"/>	
3.O	Coverage of the Medication is 100% for in-patient	<input type="checkbox"/>	<input type="checkbox"/>	
4	Dental Care			
4.A	Limit of US\$ 200per person	<input type="checkbox"/>	<input type="checkbox"/>	
4.B	Oral Examination and consultation	<input type="checkbox"/>	<input type="checkbox"/>	
4.C	Tartar/Plaque Cleaning	<input type="checkbox"/>	<input type="checkbox"/>	
4.D	X-ray examination prior to dental treatment	<input type="checkbox"/>	<input type="checkbox"/>	
4.E	Tooth extraction	<input type="checkbox"/>	<input type="checkbox"/>	
4.F	Oral surgery	<input type="checkbox"/>	<input type="checkbox"/>	
4.G	Local anaesthetic for localized oral surgery, including root canals	<input type="checkbox"/>	<input type="checkbox"/>	
4.H	Treatment of gums	<input type="checkbox"/>	<input type="checkbox"/>	
4.I	False teeth	<input type="checkbox"/>	<input type="checkbox"/>	
4.J	Polishing & Crowns	<input type="checkbox"/>	<input type="checkbox"/>	
5	Out-Patient Prescription Drugs	<input type="checkbox"/>	<input type="checkbox"/>	
6	Immunization	<input type="checkbox"/>	<input type="checkbox"/>	
7	Maternity	<input type="checkbox"/>	<input type="checkbox"/>	
7.A	Annual Maternity Limit of US\$ 2,500 (for Normal delivery + ANC)	<input type="checkbox"/>	<input type="checkbox"/>	
7.B	Annual Maternity Limit of US\$ 2,500 (for LSC Section + ANC)	<input type="checkbox"/>	<input type="checkbox"/>	
7.C		<input type="checkbox"/>	<input type="checkbox"/>	
8	Annual Medical Checkups	<input type="checkbox"/>	<input type="checkbox"/>	
9	Chronic Disease			

No.	Healthcare Services	Please indicate if the needed service is included in your price offer		
		Included	Not included	Other(please propose)
9.A	New Joiners	<input type="checkbox"/>	<input type="checkbox"/>	
9.B	Pre-existing to be included (no specific limit but included in the annual limit)	<input type="checkbox"/>	<input type="checkbox"/>	
10	Oncology	<input type="checkbox"/>	<input type="checkbox"/>	
11	Vision/Optical Care (detailed coverage, including glasses) Annual limit for glasses is US\$ 200	<input type="checkbox"/>	<input type="checkbox"/>	
12	Other services as may be available (i.e. flexibility in number and definition of dependents, coverage for infants starting from birth, flexibility in maximum age for participants, no pre-existing conditions term)	<input type="checkbox"/>	<input type="checkbox"/>	
13	Doctor on site visit	<input type="checkbox"/>	<input type="checkbox"/>	
14	Home visits	<input type="checkbox"/>	<input type="checkbox"/>	
15	Congenital Conditions and Hearing Aids	<input type="checkbox"/>	<input type="checkbox"/>	

Table C.b

Price according to anticipated staff of 34 employees

Price for the services indicated in table C.a	MBL 50,000		MBL 40,000	
	For staff in US\$	For Each Dependent in US\$	For staff in US\$	For Each Dependent in US\$
Total Price	US\$	US\$	US\$	US\$

C.c Payment Terms:

Kindly indicate if payment will need to be made monthly, quarterly, or semiannually.

C.d Preconditions

Kindly list any prerequisites before contracting;

1.
2.
3.
4.

Table C.d
Price for the Life and Disability Insurance

	MBL 18,000		MBL 12,850	
	Per Person in US\$	Per Dependent in US\$	Per Person in US\$	Per Dependent in US\$
Life and Disability Insurance Total Price	US\$	US\$	US\$	US\$

C.e Preconditions

Kindly list any prerequisites before contracting (for the life and accident insurance):

1.
2.
3.
4.

Authorized Signatory's Name and Title: _____

Authorized Signatory's Signature: _____

Date: _____

Annex D - RFP Checklist

Please include this checklist with your Proposals

Name of Vendor: _____

Items to be included with Proposals	Submitted (Yes/No)
1. Proposals on Letterhead	
2. Price guarantee valid for 90 days	
3. Proposal that responds to the technical specifications/scope of work and details the types of insurance the Offeror intends to provide for in/out-patient service by category based on each premium offered.	
4. Annex A – Organizational Information & Certification (completed and signed)	
a. Certificate of Incorporation in South Sudan	
b. Valid insurance license	
c. List of Key Personnel	
d. References (3)	
5. Up-to-date Tax Certification	
6. List of names and hospital linkages throughout South Sudan	
7. Annex C - Price Template/Financial Proposal	
8. Annex D- RFP Checklist	

Annex E—Education Development Center, Inc. GENERAL TERMS AND CONDITIONS

1. Offeror (“Provider”) agrees to perform services as set forth in the Scope of Work, attached hereto, (“Services”) and EDC agrees to pay Provider upon satisfactory completion of the work and in accordance with the terms of this agreement (“Agreement”).
2. The Provider will submit invoices within thirty days of acceptance of the Services by the EDC Project Director. Invoices that do not include the Agreement number and a brief, identifying description of the service, will not be paid.
3. Provider’s relationship to EDC is that of an independent contractor. Provider certifies that he/she will not present or allege or claim to third persons in any manner whatsoever that he/she is employed by EDC. Provider further certifies that Provider makes his or her services available to the public through an independently established trade, occupation, profession or business and is licensed as required by applicable law or is part of a separate legally incorporated business and that EDC is not Provider’s sole client for this type of service. The provider shall determine the method, details, and means of performing the Services. EDC may not control, direct, or otherwise, supervise Provider's assistants or employees in the performance of the Services. The provider will not use EDC facilities to perform the Services and Provider is free to make business decisions which affect Provider’s profit or loss. Nothing in this Agreement is intended to create a partnership, agency, employer, employee or joint venture relationship. The provider will be responsible for all taxes arising from compensation and other amounts paid under this Agreement and shall be responsible for all payroll taxes and fringe benefits of Provider’s employees. Neither federal, nor state, nor local income tax, nor payroll tax of any kind, shall be withheld or paid by EDC on behalf of Provider or its employees. Provider and Provider’s employees will not be eligible for, and shall not participate in, any employee pension, health, welfare, or other fringe benefit plan, of EDC. No workers' compensation insurance shall be obtained by EDC covering Provider or Provider’s employees. If the work is to be performed in the US, Provider certifies that this individual is authorized to work in the US under US Law.
4. Provider indemnifies, defends and holds EDC harmless from and against all liabilities (including reasonable expenses and attorneys' fees) incurred by or imposed on EDC in connection with any suits, or judgments related to Provider’s warranties, representations or performance of the Services under the Agreement.
5. The provider is advised to carry general comprehensive liability insurance in an amount consistent with industry standards.
6. All data, documentation, specifications, models, computer programs and code, and other technical and business information furnished or disclosed to Provider by EDC (“Confidential Information”) are the property of EDC, and all copies will be returned to EDC at the end of the performance period. Unless such Confidential Information was previously known to Provider free

of any obligation to keep it confidential or is subsequently made public by EDC, it will be held in confidence by Provider and used only for the purposes of performing the Services.

7. Provider and EDC agree that all written material, software programs, code and documentation, and intangible or tangible inventions arising out of the performance of this Agreement, ("Deliverables") shall belong to EDC. Provider agrees that the Deliverables are specially commissioned and works-made-for-hire and that EDC is deemed the author for copyright purposes. Notwithstanding anything to the contrary, to the extent that ownership in the Deliverables or any part thereof does not vest in EDC as a work made for hire, Provider hereby irrevocably and exclusively assigns and transfers in whole to EDC all of its right, title and interest in and to the Deliverables. Provider hereby waives any rights to the Deliverables afforded by the U.S. Visual Artists Rights Act, and all so-called "moral rights" to the Deliverables afforded under the law of any country. The provider will, as EDC requests, execute documents required to vest ownership in all right, title and interest in and to the Deliverables in EDC. The provider will acquire all rights as necessary to provide EDC with the rights agreed to be conveyed and will appoint EDC as attorney-in-fact to execute required documents. The provider will treat Deliverables as EDC Confidential Information. The provider will not incorporate any works in the preparation of Deliverables unless such works and their owners (including the owners of any intellectual property rights embodied therein) are identified in advance and in writing to EDC. If such works consist of or incorporate any materials owned by third parties, Provider warrants that he/she has the authority to grant to EDC unrestricted rights and licenses, free of any claim of rights by any other person or entity.

8. EDC may terminate the Agreement for any reason with fourteen (14) days with prior written notice. EDC will not be liable for any payments accruing after notice of termination without EDC's approval.

9. If the Scope of Work identifies any individual(s) as Key Personnel then no substitution for such individual(s) may be made unless mutually agreed upon by the parties. In the event Provider anticipates that any Key Personnel may become unavailable or have reduced availability to perform hereunder, Provider will give EDC reasonable notice of the same and justification in writing, sufficient to permit EDC to assess the impact of their unavailability or reduced availability. EDC reserves the right to approve or disapprove any substitutions for Key Personnel proposed by Provider.

10. Provider represents and warrants that it will perform the Services in accordance with industry standards and that the work product will be delivered to EDC with no restrictions or obligations that would impair EDC's rights under this Agreement. Additional Warranty for Work Product Containing Software: Provider further warrants and represents that all work product containing software that is delivered pursuant to this Agreement will conform to written specifications and will be free of "bugs", viruses or similar defects that would render the work product unfit for its intended use. The provider will have 15 business days to modify the work product so that it meets

all written specifications and performs as the parties intended. In the event Provider is unable to deliver work product that is “bug” or virus free or otherwise does not conform to written specifications within 15 days following notice from EDC that the work product is unfit for its intended use, EDC may terminate this Agreement and withhold payment or receive a full refund of all payments made to Provider pursuant to this Agreement.

11. Notice of Delay. In the event Provider knows or has reason to know that any actual or potential situation is delaying or threatens to delay the timely performance of the Services required hereunder, Provider will immediately provide written notice thereof, including all relevant information, to EDC. Receipt of such notice by EDC will not constitute a waiver by EDC of the delivery schedule or any of EDC's rights or remedies under this Agreement.

12. Force Majeure. The Parties to this Agreement will be excused from any performance required hereunder if such performance is rendered impossible or impracticable due to any catastrophes or other major events beyond their reasonable control, including without limitation, war, riot and insurrection; laws, proclamations, edicts, ordinances or regulations; government shutdowns, strikes, lockouts or other serious labor disputes; and floods, fires, earthquakes, explosions or other natural disasters. A party affected by force majeure will take all reasonable measures to remove such party's inability to fulfil its obligations hereunder with a minimum of delay. The affected party will notify the other party of such event as soon as possible, providing evidence of the nature and cause of such event, and will similarly give notice of the restoration of normal conditions as soon as possible. When such events have abated, the Parties' respective obligations hereunder will resume; provided, however, that EDC may terminate this Agreement, at its option, if Provider is rendered unable to perform its obligations hereunder by an event or events of force majeure for more than a total of one hundred and twenty days (120) within any twelve-month period during the Term.

13. The failure of EDC to enforce any right under this Agreement is not a waiver of that right.

14. The provider may not transfer or subcontract any part of this Agreement to another party, without EDC prior written consent.

15. Provider agrees not to use the prime sponsor or EDC's name or make reference to any prime sponsor or EDC employees in publications, news releases, advertising, speeches, technical papers, photographs, sales promotions, or publicity purposes of any form related to this work or data developed hereunder, unless Provider has received express written approval from EDC prior to such use.

16. This is the entire agreement with respect to its subject matter and there are no other agreements, either written or oral. It may be modified only by written amendment, executed by authorized representatives of both parties.

17. The interpretation of this Agreement and transactions or disputes under it shall be governed by the laws of the Commonwealth of Massachusetts, U.S.A.

18. Sections 3, 4, 6, 7, 15 and 17 will survive termination of this Agreement.

19. Provider agrees to comply with all applicable federal laws and regulations including affirmative action, E-Verify, equal employment opportunity, use of human participants in research, prohibitions against supporting terrorism, prohibitions on human trafficking and prohibitions against discrimination, and, if the value of this Agreement is \$10,000 or more, Executive Order 13496, Notification of Employee Rights Under Federal Labor Laws, see 29 CFR Part 471, Appendix A to Subpart A. Provider hereby certifies that he/she is not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency, and is not delinquent on any State or Federal tax. The provider will cooperate with EDC in its efforts to comply with all laws, regulations and any award terms and conditions imposed on EDC by the sponsor(s) of this project.

20. Provider shall: a) abide by the requirements of 41 CFR 60-741.5(a), which prohibits discrimination against qualified individuals on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities; and b) abide by the requirements of 41 CFR 60-300.5(a), which prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractor and subcontractors to employ and advance in employment qualified protected veterans.