**REQUEST FOR PROPOSALS (RFP) FOR THE PROVISION OF HEALTH AND LIFE INSURANCE COVER.**

**Publication Date:** 24th March 2021

**Closing Date: 2nd April** 2021

**Contacts:** [southsudan.procurement@fhi360.org](mailto:southsudan.procurement@fhi360.org)

**Inquiries period:** 25th March- 30th March 2021.

**Selection/Contract notification:** 15th -31st April 2021

**INTRODUCTION**

Family Health International (FHI 360) is an International Non-profit human development organization registered in South Sudan with its headquarters in the United States dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions.

FHI 360 South Sudan was awarded a three-year emergency Contract by United States Agency for International Development (USAID) known as Education for Peace, Recovery and Resilience (EPRR) Activity. The project will expand access to learning opportunities in safe and protective environments, while reinforcing resilience efforts and recovery trends for approximately 400,000 children and adolescents most affected by conflict.

FHI360 is currently accepting competitive proposals from qualified and credible insurance service providers for the provision of health & life insurance coverage for its employees and their dependents. A total of fifteen (15) staff (principal members) and their dependents will be insured starting **April 15, 2021**. The contract resulting from this award will be a fixed price purchase order.

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

**GENERAL BID REQUIREMENTS:**

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

* 1. Valid Tax Clearance/TIN number
  2. Valid Certificate of incorporation/Registration Certificate
  3. Company’s profile
  4. All bidders must provide their history/record of claims payment.
  5. List of NGOs, INGOs and other corporate clients (with a minimum of 20 or more employees) and their contact details.
  6. All tenderers must include in their Medical & Life 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, optical, denial, HIV/AIDs, COVID-19 hospitalization, laboratory and treatment related costs and 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 including the timeline (reimbursement to staff and payment terms)
  5. Bidders must provide insurance Premium Plans for the medical insurance coverage (Outpatient, Inpatient, Optical, and Dental) per staff plus dependents per year.
  6. Successful bidders will be required to provide FHI**360** staff with Insurance Card within 15 days of contract signing date.
  7. Bidders must provide insurance Premium Plans for the life insurance coverage. A cover limit of 12 months base salary. Reach out to us through the email provided for more details on the population details.
  8. Successful bidders will be required to provide FHI**360** decease staff family member/benefiary funeral expense within 3 days (72 hours) from time/date staff died and paid life insurance package of 12 months of decease staff base salary to decease designated dependent/family member within 30 days.
  9. Bidders are required to submit Technical and Financial proposal through email or sealed envelope.
  10. Bid submitted after the deadline will NOT be considered.
  11. FHI**360** 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 & life insurance coverage for FHI**360** 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

**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 (Outpatient and Inpatient) plans
5. Business Registration and valid tax Clearance Certificates
6. List of medical clinics, hospitals, and pharmacies
7. Clients listing (NGOs, INGOs/UN agencies, 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 **April 2nd, 2021 at 5:00pm South Sudan time** to [southsudan.procurement@fhi360.org](mailto:southsudan.procurement@fhi360.org)or in sealed envelopes to FHI**360** office in **Afex River Camp, Juba**. 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 e.g., Technical, price, delivery period, legal requirements, and references. Proposals will be scored on factors listed above. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score in the evaluation will have their Cost/Business Proposal reviewed. Bidders whose proposals do not reach this qualifying score in the Evaluation criteria listed above 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 FHI**360** in the e-mail indicated above.

1. All proposals submitted will be acknowledged within three working (3) 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.**