



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

REQUEST FOR PROPOSALS

Medical Insurance, GPA and WIBA FOR 2017-2018

In support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)
P. O. Box 13612 - 00800, Nairobi, Kenya
Tel: (+254 - 020) 4454081-3

Firm Deadline: 19th April 2017

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF-Kenya), a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

BACKGROUND

Elizabeth Glaser Pediatric AIDS Foundation- Kenya is soliciting for proposals from Insurance companies for Provision of **Medical Insurance, GL/GPA** for its employees for the period **1st May 2017-September 30th 2017** (5months) & **1st October 2017-September 30th 2018**. (1yr)

PURPOSE/SCOPE OF WORK

1. MEDICAL

Inpatient cover

■ Limit 3,000,000/- Per Family

- Bed limit – Standard Private Room up to a maximum Ksh 18,000/-
- Admission in an NHIF Accredited hospital, Doctors' fees, Laboratory Investigations and Prescribed medicines
- Theatre including surgeon's and anesthetist's fees
- Road and air evacuation in case of emergency
- Intensive care unit (ICU)/High Dependency unit (HDU)
- Overseas evacuation for treatment not locally available



- Added benefits as sub-limits within inpatient cover
 - Treatment for pre-existing, chronic, HIV/AIDS and related conditions up to Ksh 1,500,000/- within inpatient –
 - Treatment of congenital conditions up to Ksh 800,000/- - within inpatient limit
 - Pre maturity conditions covered up to Ksh 500,000/- - within inpatient limit
 - Road and air evacuation within Kenya
 - Inpatient ophthalmology and Inpatient Dental resulting from an illness up to Ksh 150, 000/- per family each (except eye laser surgery)
 - Inpatient ophthalmology and Dental resulting from an accident will be covered within the inpatient limit

First ever emergency operation for caesarean section up to Ksh 250,000/- within inpatient and 2nd CS under 3 years to be treated as 1st Emergency C/S.

- Psychiatric conditions up to Ksh 400,000/- of inpatient
- Post hospitalization benefit of Ksh 50,000/- up to 30 days after discharge for accident and surgical cases within inpatient
- Last expense cover of Ksh 100,000/- per life within inpatient

Outpatient benefits (insurance benefit)

- **Limit Ksh 200,000/- Per Family and an option of Ksh 250,000 per Family**
 - Consultation with a general practitioner(GP) up to the stated maximum amount
 - Consultation with a specialist upon referral by a GP up to the specialist's charges as recommended by the KMPDB.
 - Laboratory investigations and X-rays, Prescription medicines
 - Outpatient procedures e.g. dressings and minor theatre operations, and Physiotherapist's fees
 - Outpatient ambulance services payable up to Ksh 10,000
 - Counseling on referral by a General practitioner
 - KEPI Vaccination & Baby friendly for children up to 15 months covered **up to Ksh 20,000/- and an option of Ksh 40,000**
 - Annual Check Up per family up to Ksh 20,000/- for the below on credit at Insurer appointed provider, any other on reimbursement up to the limit
 - Treatment of chronic and pre-existing conditions up to full outpatient benefit.



Maternity

- Maternity benefit of Ksh. 200,000 for principal members and spouse per family per annum to cater for all pregnancy and confinement related hospitalization.

■ Salient features

- Eligible age: Children – From birth (born full term at 38 weeks) to 18 years; up to 25 years' subject to proof of full time learning
- Principle member and spouse – up to 70 years; last joining age – 65 years.
- Geographical limit – EAC and specify available credit arrangement abroad
- Mode of identification - Smart Card
- List of approved specialists and Hospital facilities across the country by County
- No Waiting period
- Lodging facilities for parent accompanying a child below 12 years being admitted
- *Reimbursement at 100% subject to reasonable and customary charges (Indicate the Outpatient reimbursement as below*
 - GP
 - Specialist
 - Diagnostics, lab, x-ray, and medicines

Outpatient Dental Cover

■ Limit Ksh 50,000/- Per Family

- All aspects of cosmetic Nature are not Payable

Outpatient Optical Cover

■ Limit Ksh 50,000/- Per Family

- All aspects of cosmetic Nature are not Payable.

Wellness Program

■ Limit Ksh 140,000/- Per Family

- Other general conditions
- Counselling
- Gym



2. Group Life Assurance, Group personal Accident/WIBA and Employer's Liability cover Summary

Group Life Assurance Accidental, Illness & Natural Risks	Death Benefit	5 Years' Salary
	Permanent & Total Disability	5 Years' Salary
	Funeral	KES 200,000
	Critical Illness	30% of Death Benefit
Group Personal Accident and WIBA Occupational and Accidental Risks	Death	3 Years' Salary
	Permanent & Total Disability	3 Years' Salary
	Disability Income (TTD)	104 Weeks' Salary
	Medical Reimbursement	KES 200,000
FCL (Free cover limit)- Ksh 20,000,000		
<i>Cover includes staff, casuals, interns, temporary staff and contractors</i>		

Minimum Requirements:

a) Regulatory

- Must have a current Insurance Regulatory Authority Certificate

b) Statutory

- Certificate of Registration
- Current trading License
- Current Tax Compliance Certificate

Note: Proposals from bidders that don't provide and meet the minimum requirements will be considered non-responsive hence will not be evaluated.

Procurement Method

Competitive Proposal

Selection Method

Best Value



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

Evaluation Criteria and Submission Requirements:

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

Medical

Evaluation Criteria	Submission Requirements	Weight
Additional features and Benefits	Provide the additional benefits/features that EGPAF would gain if we were to award the contract	25%
Past Performance	Provide references from five Organizations to whom you have provided similar services in the last three years, for two consecutive years – Include International NGOs if any	20%
Coverage	Provide a list of approved panel of provider's /hospital facilities and specialists by county A list of your contracted Road and Air Evacuation providers per county	30%
Price	<ul style="list-style-type: none">◦ Indicate the annual premiums for the 1st Oct 2017 to Sep 30th 2018◦ Indicated Prorated premium for the period 1st May 2017 to Sep 30th 2018◦ The annual escalation percent/flat premium if considered for the future two years after September 30th 2018	25%
Total		100%



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

GL, GPA/WIBA and Employer's Liability Cover Evaluation Criteria

<u>Evaluation Criteria</u>	<u>Submission Requirements</u>	<u>Weight</u>
Additional features/ Benefits	1. Provide the additional benefits that the Foundation would gain if we were to award the contract	35%
Past Performance	2. Provide references from five Organizations to whom you have provided similar services in the last three years, for two consecutive years	25%
Price	<ul style="list-style-type: none">◦ Indicate the annual premiums for the 1st Oct 2017 to Sep 30th 2018◦ Indicated Prorated premium for the period 1st May 2017 to Sep 30th 2018◦ The annual escalation percent/flat premium if considered for the future two years after September 30th 2018	40%
Total		100%

SUBMISSION REQUIREMENTS

The proposal will be submitted as follows

- ✓ **Requests, Inquiries, Questions, Clarification;**
 - This will be done via email to rmuthoni@pedaids.org, copy jmbitu@pedaids.org and mkioko@pedaids.org
 - This shall be open between 6th April 8.am to 10th April 5pm
 - Answers to all questions received will be distributed to all potential bidders
- ✓ **Format:**
 - One proposal should include cost for; Inpatient, Outpatient, Maternity, Outpatient Dental, Outpatient Optical and Wellness Program
 - One Proposal for GL, GPA/WIBA Cover



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

Note: The bidder is free to bid for either or both proposals. If bidding on both medical and GL, GPA/WIBA a separate proposal is required for each submission. EGPAF Kenya reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

- ✓ **Submission Form:** Soft copy (PDF) by E-mail to sgatura@pedaids.org and copy rmuthoni@pedaids.org, jmbitu@pedaids.org and mkioko@pedaids.org
- ✓ **Date:** 19th April 2017
- ✓ **Time:** On or before 12.00pm
- ✓ **Presentation:** Only the top three bidders will be invited to our Ariel house offices in Westlands, for a presentation after the evaluation

KEY CONTRACT TERMS:

The anticipated contract type is fixed price per **service *with options for further two (2) years at the EGPAF Kenya Discretion.*** The initial anticipated contract period is May 1, 2017 through September 30, 2018 with options to extend further for up to 2 years. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

All deliverables provided to the Foundation must be furnished for the use of the Foundation without royalty or any additional fees.

All Materials will be owned exclusively by the Foundation. Contractor will not use or allow the use of the Materials for any purpose other than Contractor's performance of the Contract without the prior written consent of the Foundation.

ADDITIONAL INFORMATION

Any proposal not addressing each of the foregoing items could be considered non-responsive. **Any exceptions to the requirements or terms of the RFP must be noted in the proposal. The Foundation reserves the right** to consider any exceptions to the RFP to be non-



Elizabeth Glaser
Pediatric AIDS
Foundation

*Until no
child has
AIDS.*

responsive.

Late proposals will be rejected without being considered.

This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from persons interested in providing the services outlined below. Such proposals shall be considered and treated by the Foundation as offers to enter into an agreement.

The Foundation shall not be obligated for the payment of any sums whatsoever to any recipient of this RFP until and unless a written contract between the parties is executed.

Equal Opportunity Notice. The Elizabeth Glaser Pediatric AIDS Foundation is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.

EGPAF Kenya has a broker

ETHICAL BEHAVIOR:

As a core value to help achieve our mission, the Foundation embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and Foundation employees, or other unethical practices. If you experience of suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at dhorner@pedaids.org; fraud@pedaids.org; emwangi@pedaids.org ,jmbitu@pedaids.org or the Foundation's Ethics Hotline at www.reportlineweb.com/PedAids/. Any vendor/consultant who attempts to engage, or engages, in corrupt practices with the Foundation will have their proposal disqualified and will not be solicited for future work.