

REQUEST FOR PROPOSALS (RFP-040417)

PROVISION OF GROUP LIFE INSURANCE

in support of

ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)

*Close to the Belgian Embassy,
P.O Box 35620 Bastos, Yaoundé*

Firm Deadline: April 18, 2017

The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF), 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. EGPAF operates in more than 19 countries in the world, including Cameroon. For more information, please visit <http://www.pedaids.org>.

PURPOSE/SCOPE OF SERVICES

The purpose of this RFP is to obtain proposals to enter into a contract to provide for group life insurance for EGPAF employees in Cameroon.

For the purposes of this RFP, bidders are requested to assume 105 members. All full time and part time staff will be eligible to enroll in the proposed insurance plan.

The scope of services must include as a minimum:

1) GROUP LIFE COVER

Group Life Cover shall provide a benefit payable in the event of death of a staff member still in the service of the employer from all causes during work, at home, or holiday and leisure, to include death as a result of terrorism & political violence or HIV/AIDS - related conditions

2) FREE COVER LIMIT:

Free cover limit shall provide for cover up to a certain threshold without medical examination.

3) SUPPLEMENTARY BENEFITS (RIDERS)

a) CRITICAL ILLNESS OR INJURY COVER

Critical illness or injury coverage shall provide a benefit payable to the insured should they become seriously ill or injured within the currency of the policy. Critical illnesses covered shall include, but are not limited to, heart disease, cancer, stroke, organ failure, organ transplant, coronary artery bypass surgery, serious burns, disfigurement, paraplegia, or other temporary or permanent paralysis or disablement.

This benefit shall be calculated as percentage of the Group Life Sum Assured, up to a specified maximum. Once paid; the Group Life Sum Assured shall remain constant until death.

b) FUNERAL EXPENSE

Shall provide a benefit for a member's funeral expenses, payable within 48 hours from the time of death notification, or sooner as needed for religious or other reasons.

CONTRACTOR DELIVERABLES

Vendors will provide the services described to the Foundation's Cameroon Office staff for a period of 12 months, with an anticipated coverage date of 1 May 2017. The Foundation reserves the right to renew the awarded contract annually for up to 4 option years by agreement of both parties as specified by any written contract agreement.

KEY CONTRACT TERMS

The Foundation will provide a 12 month service contract to the winning bidder with the option to exercise additional 1 year option periods by agreement of both parties. The service contract will be a fixed price per unit award, the "unit" being the premium per person.

If the services provided to the Foundation are deemed unacceptable or fail to meet any of the conditions or specifications described in the submitted proposal, the Foundation will have the opportunity to cancel the service contract with 30 day's notice without penalty.

ADDITIONAL INFORMATION

The Foundation will accept the proposal from the qualified vendor that is the Best Value to the Foundation. This RFP is not an offer to enter into agreement with any party, but rather a request to receive proposals from organizations interested in providing the services outlined in this RFP. Such quotations shall be considered and treated by the Foundation as offers to enter into an agreement. The Foundation reserves the right to reject all quotations, in whole or in part, enter into negotiations with any party, and/or award multiple contracts. Any exceptions to the requirements or terms of the RFP must be noted in the quotation. The Foundation reserves the right to consider any exceptions to the RFP to be non-responsive.

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.

ETHICAL BEHAVIOR

EGPAF shall use its best endeavors to ensure that funds provided under this tender does not provide direct or indirect support or resources to organizations and individuals associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking and assistance to drug traffickers. If, during the course of this tender, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the tendering process.

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 or suspect unethical behavior by a Foundation employee, please contact our Fraud Investigations team at fraud@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.

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

SUBMISSION REQUIREMENTS & EVALUATION CRITERIA

Failure to provide any of the following Submission Requirements may be considered non-responsive and disqualify the applicant from final selection.

An RFP selection committee will evaluate all proposals received and will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria:

Evaluation Criteria	Submission Requirements (Bidders must submit the following as part of their proposal)	Weight
1) Business Documentation	Please provide copies of the following documents: <ul style="list-style-type: none"> a) Valid Business License b) VAT Registration Certificate c) Company Certificate of Registration/Incorporation 	Pass/Fail
2) Description of the benefits offered	Proposal that clearly demonstrates an understanding of our requirement, and offers quality coverage and benefits.	35%
3) Member services, vendor competence & financial capability	Vendor demonstrated competence, including availability of adequate personnel (to include location and business hours), response timelines for member questions and claims, financial responsibility and stability of vendor,	20%
4) Fixed pricing and costs	Fixed price per unit, (with the “unit” being the fixed price per member) AND total proposed fixed price for all coverage / limitation of coverage. If available, provide clear cut methodologies of calculation; substantiating same with examples.	25%
5) Past experience	Past record of professional accomplishments, established track record in providing high quality services validated by four (4) contactable and reputable references. Please include the following for each of four (4) references: <ul style="list-style-type: none"> a) point of contact, with current contact information (phone number and/or email address) b) company name c) services provided to that company 	20%
Total		100%

PROPOSED TIMELINE (Please note it is our best intent to comply with the following timeline, but unavoidable delays may occur).

12th April 2017 – Submission of Contractual and Technical Inquiries: cameroonprocurement@pedaids.org. **No phone calls or office visits please.**

18th April 2017 - Completed proposals must be delivered electronically by the deadline mentioned on page one to: cameroonprocurement@pedaids.org

21st April 2017 - Final decision announced and Offerors notified