

**REQUEST FOR PROPOSALS FOR PROVISION OF GROUP LIFE INSURANCE**  
SERVICE in support of  
ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)  
Elizabeth Glaser Pediatric AIDS Foundation  
Plot 395, Mwai Kibaki Rd., Ursino North, Kinondoni  
P. O. Box 1628, Dar es Salaam  
Tel: +255 746 780 001/ 746 780 217  
Web: [www.pedaids.org](http://www.pedaids.org)

**BACKGROUND**

*"Sometimes in life there is that moment when it's possible to make a change for the better. This is one of those moments."*

*-Elizabeth Glaser*

EGPAF Tanzania intends to provide group life insurance service to its staff approximately for the next 2017/2018 financial year. The life insurance service will fall into four (4) categories i.e. Funeral, Death compensation, temporary disability and permanent disabilities coverage for the entire year.

**PURPOSE/SCOPE OF WORK**

1. To provide funeral service
2. To provide death compensation
3. To provide temporary disability coverage
4. To provide permanent disability coverage
  
5. Bidders **must** EITHER submit their priced quotations, properly filled in, enclosed in plain **wax- sealed** envelope and be delivered by hand/ courier/ post to the address: **Procurement and Logistics Manager, Elizabeth Glaser Pediatric Aids Foundation, P. O. Box 1628, Ursino 395, Mwai Kibaki Road, Morocco, Kinondoni North, Dar es Salam Tanzania, 4<sup>th</sup> floor at the front office desk on Friday November 3, 2017 before 11.00 a.m.** Clearly marked: PROPOSAL FOR PROVISION OF GROUP LIFE INSURANCE FOR 2017/18  

**OR**

Send electronic copies to [procurement-tz@pedaids.org](mailto:procurement-tz@pedaids.org) by **Friday November 3, 2017 before 11.00 am.**
  
6. Bidders are allowed to seek clarification from 23<sup>rd</sup> to 27<sup>th</sup> October 2017 through our email [procurement-tz@pedaids.org](mailto:procurement-tz@pedaids.org) and all the answers will be posted on our website before the submission date.
  
7. Late/ portion bids, shall not be accepted for evaluation irrespective of the circumstance

## **CONTRACTOR DELIVERABLES**

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.

## **MINIMUM REQUIREMENTS:**

1. A firm must be registered in the field of insurance business
2. Minimum experience of 3 years in similar business
3. Should at least be serving more than 5 reputable organizations
4. Reference of current customers
5. TIN registration
6. Audited and certified Bank financial statements for the recent two years
7. The quotation must be filled, dully signed and stamped by the authorized personnel
8. EGPAF will do verification to the selected firm prior signing of the contract
9. The firm should indicate the minimum period for payment of claims
10. The bidding firm should show the breakdown of the amount quoted basing on service to be provided as per their insurance policy.
11. Anti-bribery policy signed by the authorized personnel.
12. The bidding firm should state clearly all other areas which will be covered by their Insurance policy for the employees which will make difference from other insurance firms which may be an advantage for selection.
13. EGPAF will not engage barred firm by the Government of the United Republic of Tanzania or the United States of America

## **FOUNDATION RESPONSIBILITIES:**

**N/A**

## **LOGISTICS:**

Health insurance policy should cover the following services:

1. Funeral
2. Death compensation
3. Temporary disability and
4. Permanent disabilities coverage for the entire year

## **KEY CONTRACT TERMS:**

The anticipated contract type *is* **(1) firm fixed price** with the option to invoke additional years.

**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.

All applicants are required to be registered and authorized to perform the scope of work in the place of performance.

<b>S/No</b>	<b>CRITERIA</b>	<b>SUBMISSION REQUIREMENT</b>	<b>WEIGHT %</b>
1	Experience in a similar assignment with a reputable organizations with a minimum of three (3) years.	List of active strong organizations , at least 4 with their contacts for verification purpose	30%
2	Coverage of services	Complete set of services as per scope of work with breakdown of compensation amounts	30%
3	Services to be covered & capacity	Written confirmation to cover all required life insurance services plus any other service that is provided by the insurer	20%
4	Cost	Overall total cost of the cover for the initial year <b>with an option year quote for proceeding with the contract for the next 3 years subject to EGPAF written approval on such an arrangement</b>	20%
<b>Total</b>			<b>100%</b>

## **ADDITIONAL INFORMATION**

**All proposals and communications must be identified by the unique RFP# reflected on the first page of this document. Failure to comply with this requirement may result in non-consideration of your proposal.**

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-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 reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

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.

### **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 or suspect unethical behavior by a Foundation employee, please contact Doug Horner, Vice President, Awards, Compliance & International Operations, at [dhorner\[at\]pedaids.org](mailto:dhorner[at]pedaids.org) or the Foundation's Ethics Hotline at [www.reportlineweb.com/PedAids/](http://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.