

REQUEST FOR PROPOSALS FOR PROVISION OF HEALTH 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

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 is intended to provide health insurance service for 2017/2018 financial year. The health insurance service is for all EGPAF Tanzania eligible staff and their dependents which is approximately more than 400 people. The health insurance coverage will comprises all required insurance services as per scope mentioned in this TOR.

PURPOSE/SCOPE OF WORK

1. EGPAF now invites eligible service providers to submit sealed price quotations for provision of health insurance service for one year for its staff and dependents (total of approximately 400 people)
2. Evaluation will be conducted based on EGPAF procurement policies, EGPAF is not bound to accept any higher or lower quotation
3. Bidders *must* EITHER submit their priced quotations, properly filled in, enclosed in plain **wax- sealed** envelope and be delivered by hand/ currier/ 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, 4th 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 by **Friday November 3, 2017 before 11.00 am.**
4. Bidders are allowed to seek clarification from 23rd to 27th October 2017 through our email procurement-tz@pedaids.org and all the answers will be posted on our website before the submission date.

5. Late/ portion bids, electronic bids, and bids not opened by committee shall not be accepted for evaluation irrespective of the circumstance

6. Contracting Authority

Country Director
Elizabeth Glaser Pediatric AIDS Foundation, Tanzania.
P. O. Box 1628, Ursino 395, Mwai Kibaki Road, Morocco,
Kinondoni North, Dar es Salaam

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.

S/No	CRITERIA	SUBMISSION REQUIREMENT	WEIGHT %
1	Experience in similar Business for minimum of 3 years and wide coverage in Tanzania	<ul style="list-style-type: none"> • List of at least 3 customers serviced for the past 3 years—in each year with contractual amount. For reference purposes. • List of regions covered should also include Tabora, Manyara, Dodoma, Kilimanjaro, Arusha, Singida, Dar es Salaam and all of its Districts 	30%
2	Linkage with other hospitals	List of hospitals & pharmacies in contract with bidding firm for provision of health service in the country	20 %
3	Services to be covered & capacity	<ul style="list-style-type: none"> • Written confirmation to cover all required health services plus any other services that are provided by the insurer • Written confirmation to provide services to approximately 400 people 	30%
4	Price	Total annual premium charges with a detailed monthly breakdown for the initial year with an option year quote for proceeding with the contract for the next 3 years subject to EGPAF written approval on such an arrangement	20%
		TOTAL	100%

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 10 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. Pay necessary, customary and reasonable expenses up to an overall annual maximum limit of USD100,000/- per member per year
2. Maternity cover up to a limit of USD 2500 per year
3. Dental cover up to a limit of USD 300 per year
4. Optical cover up to a limit of USD 300 per year
5. Chronic illness covered
6. Overseas referral in cases that are better treated outside Tanzania.
7. Emergency and Accident hospitalization when travelling outside of Tanzania
8. Rescue and evacuation
9. Health Tips & Education for employees
10. Access to Gym services

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.

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 [dhorer\[at\]pedaids.org](mailto:dhorer[at]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.