

Request for Proposal (RFP)

Commodity/Service Required:	Group Personal Accidental (GPA) and Medical Insurance Service for Nepal EGRP and ENVISION Projects
Type of Procurement:	Multi-year GPA\Medical Insurance Service Agreement
Type of Contract:	Fixed Price
Term of Contract:	One year term with two 1 year renewal options subject to supplier performance satisfaction Period of Performance: June 19, 2018 to March 01, 2020
Contract Funding:	AID-367-TO-15-00002 & AID-OAA-A-11-00048
This Procurement supports:	Early Grade Reading Program and ENVISION projects
Submit Proposal to:	The Selection Committee RTI- USAID Early Grade Reading Program P.O. Box 14417 House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.
Date of Issue of RFP:	Monday, April 23, 2018
Date Questions from Supplier Due:	Friday, April 27, 2018 12:00 Noon Nepal Standard Time at procurement@np-egrp.rti.org
Date Proposal Due:	Tuesday, May 22, 2018, 11:00 AM Nepal Standard Time
Approximate Date Purchase Order Issued to Successful Bidder(s):	June 19, 2018

Method of Submittal: Hard copy and soft copy on a flash drive or CD.

Bid documents should be submitted in a sealed envelope clearly marked with the solicitation number to the following address:

The Selection Committee
RTI-USAID Early Grade Reading Program
P.O. Box 14417
House no. 46/64, Uttar Dhoka, Lazimpat,
Kathmandu, Nepal.

Bidder's quote must be signed, printed on company letterhead, and must include all items and/or services in order to be considered for evaluation.

The Bidder/Seller agrees to hold the rate per plan in its offer firm through the end of the first year of performance, based on plan participant, unless another time is specified in the addendum of the RFP.

Solicitation Number:

RTI Nepal-RFP-FY18-001

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at forth at:
<http://www.rti.org/POterms>, http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items: http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms"). Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

Attachment A

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI International is a leading nonprofit research and development organization that has supported governments, foundations, and private-sector clients working across Asia for more than 35 years.

We currently have 2 (two) active projects working under RTI International Nepal (EGRP and ENVISION) with about 75 full time employees for GPA and total 226 for medical insurance (male-69, female-67, children-90) including spouse and dependents with office location spreading throughout Nepal.

As the current period of GPA and Medical Insurance is expiring on June 18, 2018, we are going to market to solicit for GPA and Medical Insurance service for the next year with two - one year option extension subject to performance assessment.

Product or Service Expectations (both if applicable):

- 1) The successful bidder is to provide full time 24 hour/365 day Group Personal Accidental Insurance services to full time eligible employees of RTI International Nepal.
- 2) Medical Insurance Service coverage to eligible employees of RTI International Nepal and their spouse and child/children.

Scope of cover for medical insurances are:

- In-Patient
- Out-Patient
- Dental
- Maternity
- Optical
- Pathology
- Electrical Treatment/Investigation
- General Check-up to include preventive Pap-smear check for female employees, preventive cancer prostate check for male employees and regular checkup for Pressure, Thyroid, Sugar test charges and medicine for Diabetes patient. For the age of children coverage is from the day of inception.

(Please see Annex A for detail scale of benefits)

- 3) The successful bidder is responsible for all administrative requirements of contract, including supplying all necessary forms, employee sign up, claims processing, submission quarterly of claims experience, etc. On site administrative support, as necessary, is requested.

- 4) The successful bidder is to hold the same premium rate and given same Terms and Conditions to any additional project won by RTI International Nepal.

Deliverables, Timelines, Special Terms and Conditions:

Group Personal Accidental and Medical Insurance Service for Nepal EGRP and ENVISION Projects is for period from June 19, 2018 to March 01, 2020, renewed annually with the possibility of two 1 year extensions subject to performance assessment.

Minimum Eligibility Requirements:

The interested suppliers are expected to submit copies of the following document for minimum eligibility requirements:

- a. Documentation/Certification of Non-Brokerage
- b. Financial capacity
 - Audited Financial Statement (previous 2 years)
- c. Legal Registration
 - Registration Certificate
 - Company Profile
 - VAT Registration Certificate
 - Company Tax clearance certificate of the year B.S. 2073/74
- d. Experience/Reference
 - Furnish at least 3 (three) references of other business organization for whom the bidder is providing similar services

Annex A

Required scale of medical benefits:

Sr. No.	Benefits	Maximum Amount Payable (Rs.)650,000
1	Private Doctor's Fee - Consultation at Clinic - Consultation at Home PER ANNUM	Per Visit 1,000/- Per Visit 1,300/- 30,000/-
2	Electrical Treatment/ Investigation - Charges for X-ray, Ultrasonic, ECG, - Endoscopy MRI etc - Domiciliary - Hospitalization - C. T. Scan /MRI PER ANNUM	Per Illness 20,000/- Per Illness 22,000/- Per Illness 15,000/- 70,000/-
3	Pathologist's Fee - Domiciliary - Hospitalization PER ANNUM	Per Illness 14,000/- Per Illness 20,000/- 60,000/-
4	<u>Medicines and Drugs</u> - Domiciliary - Hospitalization PER ANNUM LIMIT	Per Illness 18,000/- Per Illness 25,000/- 70,000/-
5	Surgeon & Anesthetist's Fee including and Anesthetists free and <u>Charge for Operating theatre including assistant and service charges and materials</u> - Per Illness PER ANNUM	175,000/- 207,000/-
6	Room & Nursing Expenses - Per day PER ANNUM	7,500/- 75,000/-
7	Acupuncture & Physiotherapy - Per Illness PER ANNUM	10,000/- 15,000/-
8	Plaster/ Bandage/ Dressing Charges - Per Illness PER ANNUM	7,000/- 18,000/-

9	Eye Treatment - Per Illness PER ANNUM	7,000/- 20,000/-
10	Dental Treatment - Per Illness PER ANNUM	7,000/- 35,000/-
11	Overall Maternity Benefit - - Normal & Cesarean Delivery PER ANNUM The above maternity benefits are subject to two maximum living children.	50,000/-
Total		650,000

Additional Benefits for e.g.:

- General Check-up to include preventive Pap-smear check for female employees, preventive cancer prostate check for male employees and regular checkup for Pressure, Thyroid, Sugar test charges and medicine for Diabetes patient. For the age of children coverage is from the day of inception.

Pricing

PREMIUM CALCULATION

Item #	Type of Insurance	Maximum Limit (in NPR)	No. of person	Premium per person (in NPR)	Total Premium	Remarks
1	Group Personal Accidental (GPA) Insurance	4,000,000.00	75			
2	Medical Insurance for female	650,000.00	67			
3	Medical Insurance for male	650,000.00	69			
4	Medical insurance for child	650,000.00	90			

	Sub- total		
	Stamp-duty		
	Total		
	VAT @ 13%		
	Grand Total		

Claim processes

- Group Accidental Insurance (GPA) for staff [..... days]
- Medical Insurance for staffs [..... days]

Note: Bidders must submit the following for evaluation purposes:

- Agreed and signed Annex A-Terms and Conditions. The interested supplier is to read carefully Terms and Conditions (T&C) and indicate if the health plan will (yes) or will not (no) agree to each of mentioned T&C.
- Completed Premium Calculation

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment ‘B’
Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI- USAID Early Grade Reading Program
P.O. Box 14417
House no. 46/64, Uttar Dhoka, Lazimpat, Kathmandu, Nepal.

who has a purchase requirement in support of a project funded by

USAID

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFP by the time and date specified in the RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:
 - (a) The solicitation number: RTI Nepal-RFP-FY18-001
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

- (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) “EAR99” of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller’s representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFP and accompanying signatures, confirms that the terms and conditions associated with this RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment “A”. Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFP to be

directed to

The Selection Committee
RTI-USAID EGRP

at this email address:

procurement@np-egrp.rti.org

The cut-off date for questions is:

Friday, April 27, 2018 12:00 Noon Nepal Standard Time

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in www.rti.org/potermis, <http://www.rti.org/POterms>, [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers.

Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation process will be conducted in 2 (two) phases.

1. Phase 1- Eligibility Check:

Documents submitted for minimum eligibility will be checked for eligibility. Only bidders meeting the minimum eligibility will be considered for second phase of evaluation.

2. Phase 2 -Proposal Evaluation

The evaluation factors will be comprised of the following criteria:

- a) **Responsiveness to the RFP** – max weight – 10 points
- b) **Experience and past performance of the service provider** – max weight – 35 points
- c) **Price** - max weight – 40 points
- d) **Additional benefit of the service provider** – max weight – 15 points

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.

13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid through the end of the first year of performance, based on plan participants, unless another time is specified in the addendum of the RFP.

14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.

15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: