



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Group Health Insurance Service for Philippines
Type of Procurement:	Multi-year Medical Insurance Service Agreement
Type of Contract:	Cost Not to Exceed (NTE) Ceiling Price
Term of Contract:	One year term, with two 1-year renewal options subject to supplier performance satisfaction Period of Performance: 16 September 2022 to 15 September 2023
Contract Funding:	US Government, Commercial, and Indirect Projects
This Procurement supports:	Staff in RTI Projects in the Philippines
Submit Proposal to:	RTI International – ReachHealth Project Unit A,B,C,D 16th Floor Strata 2000 Bldg. F. Ortigas Jr. Road Ortigas Center, Pasig City Email: RTIPH_Operations@rti.org
Date of Issue of RFP:	1 August 2022
Date Questions from Supplier Due:	5 August 2022, 5:00 PM
Date Proposal Due:	12 August 2022, 5:00 PM
Approximate Date Purchase Order Issued to Successful Bidder(s):	12 September 2022

Method of Submittal:	
Softcopy submission	
Respond the bid proposal to RTI International with document in MS Word or and pdf format by email and share link of Google drive, if exceeding maximum of 20MB to: RTIPH_Operations@rti.org	
RTI International – ReachHealth Project	
Unit A, B, C, D 16th Floor Strata 2000 Bldg. F. Ortigas Jr. Road Ortigas Center Pasig City	
The instruction for proposal submission explains in Annex 1. Of this RFP.	
The Bidder/Seller agrees to hold the prices in its offer firm for 60 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	
Solicitation Number:	RFP-PHIL-2022-001

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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:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
[http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:
[http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](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.

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Attachment A Commodity Specifications or Statement of Work

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.

RTI is currently implementing six (6) active small to large-scale projects in the Philippines with estimated 330 full time employees and dependents onboard, stationed in different cities and provinces across Luzon, Visayas and Mindanao. If RTI in the Philippines is awarded additional projects in the future, the staff member base will keep growing as well.

As the current annual period of health insurance for staff expires on 15 September 2022, the RTI group of projects in the Philippines is issuing this Request for Proposal (RFP) to solicit Group Health Care Insurance Provider proposal to benefits and services outlined and described under Section A: Product or Service Expectations.

Given continuously developing situations brought about by the COVID-19 pandemic, the Philippines group feels strongly about the need to ensure that our PMI plan and our medical reimbursement benefits are up-to-date, able to address current situations and be prepared for emerging conditions. This RFP will allow us to know and consider innovative terms that Group Health Care Insurance Provider can offer in addition to current benefits and services coverage.

Product or Service Expectations (both if applicable):

- A. Our healthcare provider is to provide full time 24 hour/365 days Group Health Insurance coverage to eligible full-time employees of RTI in the Philippines and their identified eligible dependents.

Key Scopes of Cover:

- 1) For Principal members (Employees up to and over 65 y.o; Employees 66-70 years old):
Minimum room rate – Regular Private; Maximum Benefit Limit (MBL) at:
 - PHP300,000 per illness per year
- 2) For Dependent members (Spouse up to 65 y.o., Children up to 21 y.o., Parents up to 65 y.o.):
Minimum room rate – Regular Private; MBL of:
 - PHP225,000 per illness per year
- 3) Special Benefit Layer to be applied to COVID-19-related treatment, including but not limited to, laboratory exams, emergency care and confinement, of the same benefit limits

as above MBL

- 4) Inpatient, Outpatient, Emergency Room (ER) services, Dental services, Annual Check-up Benefits (ACU) for all Principals and Dependents, Executive Check-Up (ECU) for twelve (12) Principals as endorsed
 - 5) Abdominal Ultrasound to be included in the Annual Check-up (ACU), without additional cost
 - 6) Professional Fee of Neurologist up to PhP1,500 for Outpatient and PhP3,000 for In-patient per Member per year via reimbursement basis
 - 7) No pre-defined limit on pre-existing conditions; MBL applies
 - 8) All dreaded diseases are covered up to MBL
 - 9) All Inpatient (IP) and Outpatient (OP) care - diagnostic procedures, therapeutic procedures and additional procedures
 - 10) All new modalities are covered up to MBL
 - 11) Other covered medical conditions: animal bites and scratches, cataract up to MBL, congenital conditions, physical therapy sessions
 - 12) Enhanced Dental Package (inclusion of Dental Panoramic X-ray)
 - 13) Wellness sessions annually for each of the 6 projects
 - 14) Access to nine major hospitals – Asian hospital, Cardinal Santos, Makati Medical, St. Luke's QC and Global City, The Medical City, Cebu Doctors, Chong Hua hospital, Davao Doctors, and Healthway and other mall-based clinics
 - 15) Widest network of accredited hospitals, clinics, dental and other allied medical facilities nationwide, including government-run hospitals and other public medical facilities
 - 16) Point of service (POS) reimbursement of 100% based on HMO rates for availments (OP and IP) made outside of network
 - 17) Additional Inclusions such as:
 - Cost of vaccines up to 5,000 for Hepa B, Pneumococcal, Cervical Cancer, Influenza and Chicken pox
 - Increase of accredited hospitals and clinics for Annual Check-up, i.e. Puerto Princessa, Palawan, Masinloc, Iloilo and Legazpi
 - Other outpatient cost due to pandemic, symptomatic or asymptomatic - PPE and Swab Test
 - Increase ambulance reimbursement coverage and include current location to hospital coverage instead of just hospital to hospital coverage
 - Purchase or lease of durable medical equipment, oxygen dispensing equipment, and oxygen coverage while doing home care now that accredited hospitals are in full capacity from time to time
- B. 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.
- C. The successful bidder is to hold the same premium rate and same Terms and Conditions to any additional project won by RTI International in the Philippines.
- D. Provide a dedicated point person who is customer-oriented and has strong product knowledge.
- E. Provide clear guidelines for claim management and high standards of service level agreement.

Deliverables, Timelines, Special Terms and Conditions:

The Health Insurance coverage is for period from 16 September 2022 to 15 September 2023, renewed annually.

Eligibility Requirements:

Only supplier/s that submitted the following requirements are eligible for proposal opening :

- 1) Documentation/Certification of Non-Brokerage
- 2) Financial capacity, copy for Audited Financial Statement (the last 2 years)
- 3) Legal Registration

	ABC+	Act EAST	ACR PH	ESP	ReachHealth	Sibol	SSES c/o ABC+
Employee							
Age 18-65	47	1	3	38	130	33	1
Overage 66-70				2	3	2	
Dependents							
Spouse: Age 18-65	20	1	1	16	59	15	1
Children: Age up to 21	33	2	2	26	69	28	2
Parent: Age up to 65	10			10	79	13	
TOTAL	110	4	6	92	340	91	4

Pricing

Supplier/s will submit pricing options of premium other than the premium required by RTI.

A. INPATIENT, OUTPATIENT, ER, DENTAL, ACU/ ECU, (100% OF MBL), 2 nd layer ABL				
Status	ANNUAL PREMIUM		QUARTER PREMIUM	
	Unit	Total	Unit	Total
	PHP	PHP	PHP	PHP
Employee				
Age 18-65				
Overage 66-70				
Dependent				
Spouse: Age 18-65				
Children: Age up to 21				
Parent: Age up to 65				
Total				

B. Vaccination Package			
Status	PACKAGE 1	PACKAGE 2	PACKAGE 3
	PHP	PHP	PHP
Employee			
Dependent			

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 RFQ/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 International – Philippines

c/o ReachHealth Project, Unit A,B,C,D 16th Floor Strata 2000 Bldg. F. Ortigas Jr. Road Ortigas Center Pasig City Philippines

(insert full address of the office)

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

US Government, Commercial and Indirect Projects

(insert client’s name)

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 RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/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 RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/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:
 - (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 RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/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 RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

Dennis De Guzman, Procurement Manager, ABC+
Alyse Lopez, HR Manager, SIBOL
(insert name of procurement officer)

at this email address:

RTIPH_Operations@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

5 August 2021, 5:00 PM

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 RFQ/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 <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , http://www.rti.org/files/PO_FAR_Clauses.pdf, or 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 RFQ/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 RFQ/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.
12. The evaluation factors will be comprised of the following criteria:
 - (a) **PRICE - 40 points.** Lowest evaluated ceiling price (inclusive of option quantities) .
 - (b) **TECHNICAL- 40 point.** Items/Services shall satisfy or exceed the specifications described in RFP Attachment A and demonstrate capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner and evidences that provide services
 - (c) **EXPERIENCE PAST PERFORMANCE - 20 Points** - Seller can demonstrate his/her positive performance from the other clients.
13. **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.

14. **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 for 120 days after submission.
15. **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.
16. **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.
17. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

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: