



Monrovia, 28/06/2023

Supplier: _____

Subject: Request for tender_ Staff Health Insurance

Project: CAD-L

Ref. project: 14819

Reference: 01D/2023_QR_CAD-L 14819

1. BACKGROUND:

AIFO Liberia is a professional non-profit health and development organization that enables opportunities for persons affected by leprosy, persons with disabilities, women, children and members of poor and vulnerable groups, through focused healthcare, education and economic empowerment initiatives in Liberia with the aim of providing a better quality of life and creating large scale positive change.

2. PURPOSE:

With reference to the above mentioned project, AIFO Liberia is seeking a comprehensive health insurance plan for our 22 staff members and their dependents, we are looking for a plan that provides the best possible coverage at an affordable cost.

3. SCOPE OF SERVICES:

- Coverage for a wide range of medical services, including preventative care, hospitalization, emergency services, prescription drugs, and mental health care.
- Access to a large network of healthcare providers, including primary care physicians, specialists, and hospitals.
- Affordable premiums and low out-of-pocket costs for our staff and their dependents.
- Flexibility in plan design to meet the diverse needs of our employees, including options for different deductibles, copayments, and coinsurance levels.
- Easy administration and customer service, with a dedicated account manager and online tools for our staff to manage their benefits.

4. SUBMISSION REQUIREMENT:

- Detailed economic offer specifying all the service and the costs as follow:
 - a) Full insurance for medical services, including preventative care, hospitalization, emergency services, prescription drugs, and mental health care staff only;
 - b) Full insurance for staff member plus family members (and specify if there is any kind of offer based on number of dependents)
- Supplier Declaration (Annex1);
- General information about the Bidder (Annex2);
- Quotation for the Service;
- Valid Business Registration;
- c) Tax Clearance up to date;



NOTE: All the required documents should be signed and stamped in all pages.

d) EVALUATION CRITERIA:

- e) The procedure will be carried out according to the principles of transparency, proportionality, equality of treatment, traceability equal treatment and non-discrimination.
- f) The selection will be based according to the best value for money principle.

Further information (will be considered in the evaluation process):

- Price in USD;
- Duration of the offer for 12 months;
- Time of delivery of the service;
- Every supplementary cost/taxes must be evidenced separately;
- The payment will be done by Cheque of bank transfer Or Mobile Money transfer;
- **No cash payment are allowed;**
- No advance payment will be made;

g) SUBMISSION DEADLINE:

All submissions must be sent to AIFO Liberia via email to procurement.liberia@aifo.it by Wednesday 12th July, 2023, 16:00 PM. And hard copies in close envelope to:

AIFO Liberia Office
Opposite Joy of Learning International School
Jallah Town Road, Sinkor, Monrovia-Liberia
Monrovia, Liberia

If preferable, please advise on whether AIFO should pick up your quotation from your office.

NOTE: Late submissions will not be considered.

h) CONTACT INFORMATION:

For any inquiries regarding this tender, please contact:

Name: Willie Dada Peters
Email: willie.peters@aifo.it
Phone: 0775-269-125/0770-541-719/0886-541-719

Note: The offer must be released to the kind attention of:

AIFO Liberia
Adminstartion Department
Opposite Joy of Learning International School
Jallah Town Road, Sinkor, Monrovia-Liberia



Monrovia, Liberia

Annex 1

Exclusion criteria in the Contract Award procedures

I, undersigned....., declare under my responsibility that the company I legally represent is not in any of the situations listed below:

- 1) Bankrupt, liquidation or insolvency proceeding;
- 2) Final judgment, for not complying with the legal obligations related to the payment of taxes (General revenue) and/or social contributions (NASSCORP)
- 3) Final judgement for any violation of the law concerning deontological or professional regulations
- 4) Final judgement concerning any of the following charges:
 - Fraud
 - Corruption
 - Participation in Criminal organizations
 - Illicit funds clening or terrorism funding
 - Child labour or human trafficking

Yours faithfully

Place.....date/...../.....



Annex 2

GENERAL INFORMATION ABOUT THE BIDDER

(To be submitted attached to the quotation)

1 - Company Name

2 – Company Business

3 - Representative Name

4 - ID card number (Attach the copy)

5 - Address

6 - Contact Number (mobile)

7 - Email address