



**REQUEST FOR PROPOSAL FOR EMPLOYEE MEDICAL INSURANCE COVER
SERVICE.**

REF: SYPD/RFP-002 MGQ/BLW/BIO-21/11/2021

Date Submitted: 23 November, 2021

Closing on 12st December, 2021 at 23:59 hours (East Africa Time)

SECTION 1: LETTER INVITATION

Dear Sir/Madam,

Sustainable Development and Peace-building Initiatives (SYPD) a non-profit, non-governmental, non-partisan organization based in Somalia invites your submission of a bid for the Provision of Medical Insurance Cover for its staff in Somalia, Kenya and Ethiopia. Therefore, through this tender process, SYPD Evaluation Committee hopes to select one Service Provider with whom to sign a contract for the provision of the above-mentioned service. The bid documents must be received in the format and conditions stated in the Invitation to Bid call. Any offer that does not comply with the requirements outlined below may be considered invalid.

Thank you for your interest and we look forward to receiving your bid.

Yours Sincerely,

Procurement,

Sustainable Development and Peace-building Initiatives (SYPD)

SECTION 2: TENDER INFORMATION

1. INTRODUCTION

Sustainable Development and Peace-building Initiatives (SYPD) is a non-profit, non-governmental, non-partisan organization that was formally registered in Somalia in August, 2004. In addition to humanitarian aid and emergency relief, SYPD strives to promote peace in Somalia, neighboring countries and Africa through sustainable development programs that enable communities to have permanent access to basic human needs, and by addressing the root causes that drive conflict in the region. Since its inception SYPD has implemented over 100 projects in different regions of Somalia, reaching hundreds of thousands of beneficiaries from the most vulnerable communities.

For more information, please visit www.sypd.org

1.1 BACKGROUND

Sustainable Development and Peace-building Initiative (SYPD) is implementing a multi-sectoral and integrated humanitarian response in Beledweyne and Baidoa Districts in Somalia in partnership with Diakonie Katastrophenhilfe (DKH). The project is designed to enhance food security and livelihood for conflict and climatic shocks that affected vulnerable communities in Somalia with the comprehensive agricultural support package that includes; land preparation, provision of quality seeds, construction/rehabilitation of agricultural infrastructures (culverts, sluice gates, water basins and canals), installation of water pump machine irrigation system as well as construction of emergency latrines with hand-washing facilities and rehabilitation of shallow wells. The project caters for the provision of clean water and water containers (Jerry cans) through voucher approaches. It aims to improve the living conditions of the target communities through Cash for Assets (CfA) to inject cash into the community in order to empower them to purchase and build their capacity to boost and encourage local production as well provision of Multi-Purpose Cash Transfer (MPCT). The project also assists to improve infrastructure in the IDPs Camps by enhancing drainage systems, Camp settlement layouts and capacity building for the Camp leaders. Moreover, it will provide a combined Emergency shelter kits and Non-Food items to the flood and drought affected people through voucher approaches. Hence, SYPD is inviting eligible potential suppliers to bid for the provision of medical insurance cover for its staff with the specifications below.

1.2 DESCRIPTION OF SERVICE

- i. **TITLE:** Tender for Provision of Medical Insurance Cover for Staff.
- ii. **OBJECTIVE:** To provide Medical Insurance Cover to SYPD staff based in Somalia and Kenya.
- iii. **SERVICE:** Provide Full Medical Cover - Inpatient, Outpatient, Dental, Optical and Maternity services. Provide psychosocial counselling/support for staff (stress and trauma and health education seminars for staff (field-based staff).
- iv. **CONTRACT PERIOD:** The insurance cover shall run for **one (1) year**, with possible extension but subject to satisfactory performance.

1.3 MEDICAL COVER SPECIFICATIONS

1.3.1 INPATIENT MEDICAL COVER

The service should provide comprehensive and flexible hospitalization inpatient cover, which includes and not limited to the following services:

- Hospital Accommodation Charges.
- Doctor's (Physician, Surgeon and Anesthetist) fees.
- ICU/HDU and Theatre charges.
- Drugs/Medicines, Dressings and Internal Surgical appliances.
- Pathology, X-ray, Ultrasound, ECG and Computerized Tomography, MRI Scans.
- Radiotherapy and Chemotherapy.
- Inpatient Physiotherapy.
- Inpatient Ophthalmology.
- Inpatient Dental.
- Maternity both Normal and Caesarean.
- Day care surgery.
- Critical illnesses including Covid-19 treatment.
- Emergency Rescue/Evacuations subject to overall cover limit.
- Pre-existing chronic conditions.
- Pre term (term baby of 32 weeks), congenital conditions and ailments.
- Post hospitalization.
- Psychological Counselling (Stress, Trauma and other).

1.3.2 OUTPATIENT MEDICAL COVER

The service should provide comprehensive and flexible Outpatient cover, which includes and not limited to the following services:

- Routine outpatient consultation.
- Diagnostic Laboratory and Radiology services.
- Prescribed physiotherapy.
- Prescribed drugs and dressings.
- Ante-natal and post-natal care (including congenital conditions and neo-natal illnesses).
- Routine Ante-natal check-ups (including Ultra Sounds).
- PAP smear, PSA and mammogram once per year.
- Wellness check-ups once per year.
- Ambulance Services

1.3.3 SPECIALIZED OUTPATIENT MEDICAL COVERS

- Outpatient Dental
- Outpatient Optical
- Covid-19 Testing

Use the below table or your own template to submit the breakdown costs for options (medical available)

Family size	# Of Staff	Staff Plus Family	In patient	Out Patient	Maternity	Total
M+0	18					
M+1	18					

SECTION 3: TENDERING PROCESS

2.1 APPLICATION PROCESS

The Tender forms are available on the website Somalijobs.net through the link in advertisement or you can request for a softcopy of the form from procurement@sypd.org. For queries and clarifications, please contact: procurement@sypd.org and Tel: +252615221100 or + 252619999640.

2.2 BID SUBMISSION DETAILS

Due to the prevailing COVID-19 pandemic, bids must be submitted electronically. All the completed tender/bid documents should be sent via email to procurement@sypd.org with a copy to abdullahi.aliyow@sypdsomalia.org and ahmet.husseyen@sypdsomalia.org. The email subject must indicate the tender/bid reference “The Provision of Medical Insurance Cover for SYPD Staff Tender REF NO. SYPD/ITB-009MGQ/BLW/BIO-23/11/2021”. The deadline for the submission of the bids to SYPD is on Thursday 12nd December 2021 by 23:59 hours East African Time (EAT). Any bid submitted after the deadline will not be accepted.

2.3 BIDDING DOCUMENTS REQUIREMENT

- Cover Letter
- Company Profile with clear physical address.
- Commercial license/Business permit
- Certificate of registration/incorporation
- Valid Tax Compliance Certificate
- List of current clients.
- Company Bank Statements for past 6 months.
- Provide evidence, past experience that the company has been registered and in operation for at least three (3) years.
- Completed Supplier Registration Form.
- Completed ‘Tenderers Relevant Experience Form’ & Evidence.
- Provide Financial auditing report for the last 2 years.
- Provide evidence of being able to provide country-wide medical coverage in Somalia, Kenya and Ethiopia.
- Signed Annexes for Invitation Declaration, SYPD General Terms and Conditions and SYPD Code of Conduct and Associate Policies.

2.4 EVALUATION OF BIDS

All valid bids will be evaluated by the Evaluation Committee team from SYPD who will assess the bids based on technical competence (experience and operational coverage) and Cost-effective/financial criteria, using the information provided by the bidder. SYPD reserves the right to request for proof of past work experience and to visit the premises of bidders if this is deemed necessary to complete the evaluation.

2.5 ALTERNATIVE BID/OFFER

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SYPD's Specification) these may, at SYPD's discretion, be considered as an Alternative Bid/Offer. The Bidder must make any Alternative Bid/Offer in a separate letter to accompany the Tender. However, SYPD is under no obligation to accept Alternative Bid/Offers.

2.6 AWARD CRITERIA

SYPD will award the contract to the **lowest competent bidder** with highest combined score in both the technical and cost-effective/financial evaluation.

2.7 VETTING

Prior to bidder providing any service, they must first be vetted and cleared to work with SYPD. This comprises checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. The vetting of the bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SYPD has the right to cancel their award decision.

2.8 BID LANGUAGE

All bid documents should be written in English.

2.9 BID CURRENCY

The costing/financial offer should be in USD dollars.

2.10 PROVISIONAL TIMETABLE

Activity Description	Date
Invitation To Bid	23 rd November, 2021
Deadline for the bid Clarification	08 th December, 2021
Closing/Deadline for submission`	12 nd December, 2021. 23:59 PM (EAT).
Bid Opening	TBD
Award Contract	TBD

SECTION 4: COMPANY INFORMATION FORM

3.1 BUSINESS PROFILE

Name of the Company:	
Physical Address:	
Telephone Number:	
Email:	
Contact Person Name: Title: Telephone Number:	
Type of business (plc/limited company/partnership etc...)	
Years in operation:	
Number of employees	
Provide information on any relationships that you have with SYPD staff? – Friends/family/business partners etc.	

3.2 BANK DETAILS

Bank Name:	
Bank Address:	
Bank Account Name:	
Bank Account Number:	
How long has this Account been open?	

3.3 PAYMENT TERMS

Number of days Credit	
Preferred Payment Method (Electronic/Cheque)	

3.4 GROUNDS FOR MANDATORY REJECTION

Please state 'Yes' or 'No' to each question.

If the answer to any of the following 9 questions is yes, then please explain on a separate paper.

1. Has the Company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations?

☐	Yes	☐	No
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2. Has the Company ever been convicted of an offence concerning its professional conduct by a judgment, which has the force of *res judicata*?

☐	Yes	☐	No
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3. Has the Company ever been guilty of grave professional misconduct proven by any means?

☐	Yes	☐	No
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4. Has the Company ever not fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or those of the country where the contract is to be performed?

☐	Yes	☐	No
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5. Has the Company ever been the subject of a judgment, which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the International/European Communities' financial interests?

☐	Yes	☐	No
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6. Has the Company ever been declared to be in serious breach of contract for failure to comply with our contractual obligations, following another procurement procedure or grant award procedure financed by the European Community budget?

☐ Yes	☐ No
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7. Has the Company ever been in any disputes with any Government Agency, the UN, or International Aid Organizations?

☐ Yes	☐ No
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8. List any National or International Trade or Professional Organizations which your Company is a member of: _____

9. When registering as a vendor with SYPD, should the above details be used to conduct due diligence checks on financial information and to confirm that the vendor is not listed in any sanction lists.

☐ Yes	☐ No
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10. The data will be kept for 3 years. Do you agree that SYPD, or an external party on behalf of SYPD, carries out such checks?

☐ Yes	☐ No
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SECTION 5: REFERENCE OF PROVIDING SIMILAR SERVICES IN THE PAST

4.1 RELEVANT EXPERIENCE

Please complete the table below using the format to summarize the **major relevant items/services/works** carried out in the course of the past 3 years by your company, by location. Please provide proof e.g. copy of LPO/Contract; please also provide details on additional pages, if needed.

No	International NGO/UN Organization	Contact Name and Phone Number

4.2 PREVIOUS EXPERIENCE WITH SUSTAINABLE DEVELOPMENT AND PEACE BUILDING INITIATIVES (SYPD)

Name of contact person in SYPD	Details of previous experience	Date of last contract/LPO

SECTION 6: SYPD GENERAL TERMS AND CONDITIONS

5.1 SYPD PURCHASING TERMS AND CONDITIONS

Unless the context indicates otherwise, the term “Client” refers to SYPD. The term “Service Provider” refers to the entity named on the order and contracting with the Client. The term “Contract” can be taken to mean either (a) the purchase order or (b) the supply agreement, whichever is in place.

5.2 GENERAL TERMS AND CONDITIONS

1) Price: Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

2) Source of Instructions: The Service Provider shall not seek nor accept instructions from any source external to SYPD in relation to the performance of the contract.

3) Assignment: The Service Provider shall not assign, transfer, sublet or subcontract the contract or any part thereof without the prior written consent of the Client.

4) Corruption: The Service Provider shall not give, nor offer to give, anyone employed by the Client an inducement or gift that could be perceived by others to be a bribe. The Service Provider agrees that a breach of this provision may lead to an immediate end to business relationships and termination of existing contracts.

5) Confidentiality: All data, including but not limited to, maps, drawings, photographs, estimates, plans, reports and budgets that has been compiled by or received by the Service Provider under the contract shall be the property of SYPD and shall be treated as confidential. All such data should be delivered to the authorized officials representing the Client upon request.

5.1) The Service Provider may not communicate at any time to any other person, government or authority external to SYPD, any information that has been compiled through association with SYPD which has not been made public except with written authorization from the Client. These obligations do not lapse upon termination of the contract.

6) Use of Emblem or Name: Unless otherwise agreed in writing; the Service Provider shall not advertise nor make public the fact that it is supplying goods or services to the Client, nor shall the Service Provider in any way whatsoever use the name or emblem of SYPD in connection with its business or otherwise.

7) Observance of Law: The Service Provider shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the contract.

8) Force Majeure: The meaning of the term can be taken to mean acts of God, war (declared or not), invasion, revolution, insurrection or acts similar in nature or force.

8.1) In the event of and as soon as possible after the occurrence of any cause deemed *force majeure*, the Service Provider must inform the Client of the full particulars in writing. If the Service Provider is rendered unable either in part or in whole to perform its obligations then the Client shall take such action as it considers, in its sole discretion, to be appropriate or necessary in the circumstances.

8.2) If the Service Provider is permanently rendered incapable in whole or part by reason of force majeure to complete its obligations and responsibilities under the contract then the Client will have the right to suspend or terminate the contract on the same terms and conditions laid out in section 9, Cancellation.

9) Cancellation: The Client reserves the right to cancel the contract should it suspend its activities or through changes to its mandate by virtue of the Board of SYPD and/or lack of funding. In such a case the Service Provider shall be reimbursed by SYPD for all reasonable costs incurred by the Service Provider, including all materials satisfactorily delivered and confirming to specification and terms of the contract, prior to receipt of the termination notice.

9.1) Should the Service Provider encounter solvency problems including, but not limited to, bankruptcy, liquidation, receivership and similar, the Client reserves the right to terminate the contract immediately without prejudice to any other right or remedy it may have under the terms of these conditions.

10) Warranty: The Service Provider shall provide the Client with all manufacturers' warranties. The Service Provider warrants that all goods supplied in relation to the contract meets specification, is defect free and is fit for the purpose of the intended use. If, during the warranty period, the goods are found to be defective or non-conforming to specification, the Service Provider shall promptly rectify the defect. If the defect is permanent then at the choice of the Client the Service Provider will either replace the item at their cost or reimburse the Client.

11) Inspection and Test: The Service Provider must inspect the goods prior to dispatch to ensure conformance to specification and/or any other provisions of the contract. The Client reserves the right to inspect the goods for compliance with specifications and provisions of the contract. If, in the Client's opinion, the goods and/or services do not comply with the specification, the Client will inform the Service Provider in writing. In such a case the Service Provider shall take the necessary action to ensure compliance, liability for any additional cost incurred in rectifying compliance will rest with the Service Provider.

12) Changes: The Client reserves the right to make reasonable changes at any time to the specification, drawings, plans, quantity, packing instructions, destination or delivery instruction. If any such change affects the price of the goods or performance of service the Service Provider and Client may negotiate an equitable adjustment to the contract, provided that the Service Provider claims for adjustments in writing to the Client within 30 days from being notified of any change.

13) Export License: If an export license or licenses are required for the goods, the Service Provider has the responsibility to obtain that license or licenses.

14) Payment Terms: Unless otherwise agreed, payment terms will be net 5 working days from receipt of a correctly prepared invoice.

15) Ethics: The Conduct to which SYPD expects all of its Service Providers to respect is as follows:

1. Service providers must adhere to International Labour Organisation (ILO) labour conventions, particularly international labor standards, social protection and work opportunities for all
2. Employment is freely chosen.
3. The rights of staff to freedom of association and to collective bargaining are respected.
4. Working conditions are safe and hygienic.
5. No exploitation of children is tolerated.
6. Wages paid are adequate to cover the cost of a reasonable living.
7. Working hours are not excessive.
8. No discrimination is practiced.
9. Regular employment is provided.
10. No harsh or inhumane treatment of staff is tolerated.
11. Local labour laws are complied with.
12. Social rights are respected.

Additionally, by acceptance by a supplier, service provider or contractor of a SYPD supply, service or works contract, they understand and agreed to abide by the terms of the SYPD Code of Conduct and associated policies (Programme Participant Protection Policy, Child Safeguarding Policy and Anti- Trafficking in Persons Policy).

16) Rights of SYPD: Should the Service Provider fail to perform under the terms and conditions of the contract, including but not limited to failing to obtain export licenses or to make delivery of all or part of the goods by the agreed delivery date(s), the Client may, after giving reasonable notice to the Service Provider, exercise one or more of the following rights:

- Procure all or part of the service from an alternate source, in which event the Client may hold the Service Provider liable for additional costs incurred.
- Refuse to accept all or part of the goods.
- Terminate the contract.

16.1) The contract will be terminated in the event of corrupt, fraudulent, collusive and/or coercive practices and the donor will be informed where such practices may affect their financial interests.

17) Rights of access for test purposes: SYPD is contractually obliged to facilitate certain donor's direct access to Service Providers for test purposes. This obligation is extended to all SYPD Service Providers.

18) No Agency: This order does not create a partnership between the Client and Service Provider or make one party the agent for the other for any purpose.

SECTION 7: SYPD CODE OF CONDUCT AND ASSOCIATED POLICIES

6.1 CODE OF CONDUCT AND ASSOCIATED POLICIES

SYPD has an organizational Code of Conduct with Associated Policies; the Conflict of Interest, Anti-Fraud and whistle blowing policy.

These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of SYPD staff, consultants, visitors to the programme and partner organization, and the standards of behavior expected of them.

SYPD strives to ensure that all procurement activities are fully transparent to all stakeholders in the process such as suppliers, donors and beneficiaries. Transparency can be defined as openness and visibility in all procurement transactions and information availability relating to procurement processes, procedures and opportunities.

Any Service Provider engaged by SYPD will be expected to read and sign copies of these, which will be made available to all shortlisted Service Provider. Any Service Provider interested in having a copy before we shortlist can request them by contacting procurement@sypd.org

We do hereby confirm that the prices quoted are valid formonths.

Name:

Signature:

Date:

Official stamp:

SECTION 8: SUBMISSION CHECKLIST

Are you including the following with your submission?

Item	Yes/No
Company Profile with clear physical address	
Commercial license	
Registrations Both Federal and States (BANADIR REGION, HIRSHABELE & SOUTH WEST STATES OF SOMALIA)	
Valid Tax Compliance, VAT Registration & TIN Valid Tax both Federal and States (HIRSHABELE & SOUTH WEST)	
Company Bank Statements for past 6 months.	
Three references from current & past clients	
Other important documents which Bidder attaches to support its bid.	
Audited accounts for 2019 or 2020	
Completed Supplier Registration Form	
Signed Annexes for Invitation Declaration, SYPD General Terms and Conditions,	