



Version 3
Last Updated on Sept 2022
Owner: Grants & Contracts

REQUEST FOR PROPOSALS – PROVISION OF MEDICAL HEALTH INSURANCE COVER FOR PACT ZAMBIA STAFF AND REGISTERED DEPENDANTS

RFQ number: **3255_FY24_5033**

Date of Solicitation: **19th September 2024**

Submission Date and time: **30th September 2024, 17:00 Hrs. Zambian Time**

Questions and Clarifications Due by: **23rd September 2024, 17:00HRS Zambian Time**

Estimated Delivery/ Performance Date: **15th November 2024 to 15th September 2025**

Submission email: procurement-integratedhealth@pactworld.org

Request for Proposal (RFP) for the provision of medical health insurance cover for pact Zambia for the period of one (1) year from Insurance Companies.

A. Introduction

Pact is an International NGO with offices throughout the world with a mission to enable systematic solutions that allow those who are poor and marginalized to earn a dignified living, be healthy and take part in the benefits that nature provides. Pact accomplishes this by strengthening local capacity, forging effective governance systems and transforming markets into a force for development.

Pact Zambia is working with five other NGO partners is implementing the Zambia Integrated HIV and Health activity. Zambia Integrated Health is a five-year (2023-2028), USAID-funded mechanism with the goal of improving health outcomes of Zambians through equitable access to high-quality health services in the areas of client-centered HIV, Tuberculosis; Maternal; Newborn and Child Health, Family Planning and Reproductive Health.

Integrated Health will reduce mortality, morbidity, and HIV transmission for sub-populations in Northwestern, Copperbelt, and Central Provinces.

Pact Zambia therefore requires purchasing of the service to provide medical health insurance cover for a period starting 15th November 2024 to 14th November 2025

Requirement/ Technical Specification

The detailed requirements are as tabulated below:

Line Item	Description and Specifications	Items and Specifications Offered. Must specify delivery time for each item	Unit Price (excluding VAT) ZMW	Total Price (excluding VAT) ZMW
1	Medical Insurance Cover: Medical Insurance for 1,753 Pact Zambia staff and Registered Dependents for the Period: one (1) year: November 15, 2024 – September 14, 2024	- 553 Main Members - 345 Spouses - 855 Children		
2	Out-Patient			
3	In- Patient			
4	Chronic Disease Management			
5	Other 1. <i>Dental</i> 2. <i>Optical</i> 3. <i>Ante-natal and post-natal care</i> 4. <i>Evacuation</i> — <i>Ambulance services</i> — <i>Area of coverage</i> 5. <i>Other Specialized Services</i> 6. <i>Psychiatric care</i> 7. <i>List of Service providers and area of coverage</i>			
6	After Life Benefits			
Subtotal:				
Other Costs (Describe):				
GRAND TOTAL (ZMW) VAT Exclusive:				

Please take note of the following requirements and conditions pertaining to the provision of the above-mentioned supplies or services:

All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Latest Expected Delivery Date and Time (If delivery time exceeds this, quote may be rejected by Pact)	15 th November 2024 to 14 th November, 2025
Exact Address of Delivery Location	Pact Office, Plot 2374, Piziya Park, Thabo Mbeki Road Lusaka, Province, Zambia
Taxes	The vendor is responsible for managing the full import, customs/tax clearance, and delivery process, and providing all applicable

	documentation for delivery of the proposed items to the delivery location stated above.
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B. Eligibility

In order to be considered for award, Vendors, while not required to be based in Zambia, must be currently operating legally in Zambia, selling commodities which are same or similar to those proposed, and the quotation must include all of the following information:

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items/services specified in Section B no later than the date(s) required.

C. Submission Instructions

The following information to be included by vendor in quotation:

1	A completed copy of the coversheet attached to this RFQ
2	Quoted price in for each item or service specified in Zambian kwacha. The premiums for each beneficiary exclusive of VAT
3	Validity period of offer (Offer should be valid for at least 60 days).
4	Payment Term: Pact's preferred payment terms is 30 days after receipt and acceptance of goods or services.
5	Indicate onboarding period from date of award.
6	Your quotation must be on the official letter head with authorized signature and stamp.
7	List of health facility providers per province
8	Comprehensive list of all benefits to be offered on the scheme
8	Vendor's company registration and tax clearance certificates as well as valid Pensions and Insurance license as an insurance company
9	Proof of past performance in similar goods from at least 3 clients

Electronic submissions must be received at the address specified by **30th September 2024, 17:00 Hrs. Zambian Standard Time** and please make sure that the submission is titled with the exact same RFQ title stated above.

Submissions must be forwarded in electronic format only (either PDF or Microsoft Word

and Excel) to procurement-integratedhealth@pactworld.org . Quotations should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Vendors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

- Quotes must contain a completed quote cover sheet (Attachment 1)
- Proposals submitted through hard copy will not be considered.
- Quotations received after that time or at a different address may not be accepted
- All quotations and delivery dates shall be valid for a period of at least thirty 30 days following the submission due date mentioned above.

D. Evaluation Criteria

Pact will award a contract resulting from this solicitation to the responsible vendor based on the following evaluation method:

- Best Value using the following evaluation criteria:
 - Best Price (Premium) – 30%
 - Specifications of services/benefits provided – 20%
 - Past performance– 20%
 - On boarding period/commencement of cover from date of award-30%

E. Terms and Conditions

A. Disclaimers

- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. Pact may cancel the solicitation at any time
- Pact may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any quotation based on vendor's failure to follow solicitation instructions.
- Pact will not compensate vendors for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.
- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact vendors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the vendor. Pact also reserves the right to contact other past performance information sources that the vendor did not list in the proposal.

- By submitting a proposal, the vendor confirms they understand the terms and conditions.
- Information pertaining to and obtained from the vendor as a result of participation in this solicitation is confidential. The vendor consents to the disclosure of the documents submitted by the vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non- disclosure agreements.
- The resultant award will be governed by Pact's standard terms and conditions and any applicable funder requirements.

Attachment 1: Quotation Cover Sheet

Instructions: Fill in the information requested highlighted in yellow below and include it in your submission.

Pact RFQ No.:			RFQ Number		
RFQ Title:			The title of the activity of the RFQ		
Submission Date:			Month/Day/Year -Time AM/PM – Time Zone		
Vendor Contact information	Name		Insert here		
	Title		Insert here		
	Email		Insert here		
	Phone		Insert here		
	Address		Insert here		
	Type of Entity		Insert here		
	Persons authorized to negotiate for Vendor		Insert Name, title, and contact information		
Line Item NO.	Product or Service	Specifications (attach full specifications and warranty information)	Unit	Qty	Quoted Price
1	Insert here	Insert here	Insert here	Insert here	Insert here
2	Insert here	Insert here	Insert here	Insert here	Insert here
Validity Period of Offer		Insert here			
Credit Payment Term Offered		Insert here			
Estimated Delivery Date		Insert here			
Vendor Agreement					
By signing this Quotation, Vendor hereby certifies to the currency, accuracy and completeness of all pricing information, technical data, delivery dates, representations and certifications included in their quotation as well the acceptance of all of the terms and conditions set forth in this RFQ/Solicitation. Pact reserves the right to make an award on the basis of this information and proposal without further discussions.					
Signature:					
Name and Title:					
Date:					