



**Elizabeth Glaser  
Pediatric AIDS Foundation**  
Fighting for an AIDS-free generation

**REQUEST FOR PROPOSALS #S026170**

**Request for Proposal for Provision of Medical Cover, GIA/GPA/WIBA” .**

**in support of**

**ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION (EGPAF)**

**Nairobi Office**

**(Fidelity Insurance Centre, Mezzanine Floor; Waridi Lane, Off Mahiga Mairu Avenue, Waiyaki Way; P. O. Box 13612, Nairobi, Kenya, 800)**

**Firm Deadline: Friday, September 2, 2022**

The Elizabeth Glaser Pediatric AIDS Foundation, a non-profit organization, is the world leader in the fight to eliminate pediatric AIDS. Our mission is to prevent pediatric HIV infection and to eliminate pediatric AIDS through research, advocacy, and prevention and treatment programs. For more information, please visit <http://www.pedaids.org>.

**SCOPE OF WORK AND CONTRACTOR DELIVERABLES**

**The Scope of Work and Contractor Deliverables for this Request for Proposals are found in Attachment A.**

**KEY CONTRACT TERMS:**

The anticipated contract type is Firm Fixed Price Contract. Unless stated otherwise in the statement of the work, the Contractor is responsible for providing equipment and/or supplies required to perform the services.

**OPTIONAL WORK:**

The Foundation also anticipates a need to potentially extend this scope of work for an additional 1 option periods. The anticipated duration of each option period is 12 months. Please indicate any pricing changes for the option periods in response to this RFP.

**EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

The Foundation will accept the proposal that presents the best value. All proposals will be evaluated against the following Evaluation Criteria. Each proposal must contain the items listed in the Submission Requirements column in the following chart. Please submit your Submission Requirements in the order that they appear below.

<b>Evaluation Criteria</b>	<b>Submission Requirements</b>	<b>Weight</b>
Organization & Staff capacity and management plan	Refers to the capacity of the organization to handle the contract, this include financial capacity based on the audited accounts, staff	25.00 %



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	capacity based on experience of individuals who are assigned to the delivery of goods/service. Management structure, relevant certification of key staff, training programmes for staff and proof of ongoing refresher programmes will be accessed. 1. Audited financial statement for the last 3 years (2019,2020,2021) 2. Proposed Management structure & Escalation matrix for the contract 3. CV for the staff supporting the contract. state the role they will play in the contract. 4. Available and ongoing training programmes for staff 5. Relevant Certification of organization and individuals	
Past performance of similar work	3List of top 3 clients in the last 3 years (Name, amounts & service rendered, duration of engagement List of at least 2 contact references of current clients you are serving.	20.00 %
Contractor's proposed process and approach to meet our needs efficiently	1. Key services that will be provided as per the scope and list all policy enhancements value add included to the standard cover. 2. Scope mapping and respective service offering 3. Geographical coverage of all services as per the schedule of requirement. 4. Administration of the contract protocol, calls, emails, process flow charts of issue resolutions, monitoring performance and information flow between the client and the insurance. 5. Methodology of delivery to ensure the cover is delivered in the most cost-effective manner. 6. Proposed Service level catalogue and how the services will be managed (. The document will include claims procedures, underwriting procedures, details of penalties and/or compensation/rebates that will be provided if the performance levels are not maintained.) 4. Any innovations on management of contracts, e.g. applications, notifications, technology enhance service delivery model etc..Provide samples of reports available on utilization	30.00 %
Total fixed price	Total fixed price to complete all of the deliverables, including a breakdown by deliverable. (See attached schedule for Financial proposal).	25.00 %
Total		100.00%

All applicants are required to be registered and authorized to perform the scope of work in the place of performance. A copy of valid registration must be submitted with each proposal.



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**Additional Instructions:**

**Special conditions to be met by the Underwriting Insurance Company:**

1. Must be registered with the Insurance Regulatory Authority (IRA) for the current year and a copy of the license be submitted.
2. Must be a member of Association of Kenya Insurers (AKI)
3. Must have paid up capital of at least Kshs. 1B (One Billion).
4. Must give a list of 3 (three) reputable clients and the total clients premiums for the previous year of Kshs 35 million each and submit evidence signed by the clients.
5. Must submit copies of Audited accounts for the previous three year 2019, 2020, 2021 .
6. Must submit copies of the following documents;
  - Valid Tax Compliance Certificate
  - Certificate of Registration/Incorporation from Registrar of Companies
  - Business permit from your relevant county government.
  - Company Profile (Maximum 3 pages)

**PROPOSED TIMELINE:**

DATE	ACTIVITY
8/19/2022	Release of RFP
8/23/2022	Submission of Inquiries directed to: Procurement Department , <a href="mailto:nairobiprocurement@pedaids.org">nairobiprocurement@pedaids.org</a> Any form of canvassing will lead to automatic disqualification of the firm  No phone calls please.
8/25/2022	Question and Answer Response Document posted on EGPAF website at <a href="http://www.pedaids.org/pages/contracting-opportunities">http://www.pedaids.org/pages/contracting-opportunities</a>



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**9/2/2022**

Completed proposals must be delivered electronically by the deadline mentioned on page one to: ,  
[nairobiprocurement@pedaids.org](mailto:nairobiprocurement@pedaids.org)

**9/20/2022**

Final decision announced and Offerors notified

**10/1/2022**

Contract executed and Services begin.

**Please note it is our best intent to comply with the above timeline but unavoidable delays may occur.**

**KEY SOLICITATION TERMS AND CONDITIONS**

The following terms and conditions apply to this solicitation. Preference will be given to bidders who can meet EGPAF terms. Any exceptions to the requirements or terms of the solicitation must be noted in your submission.

1. All submissions and/or communications should be identified by the unique RFQ or RFP Reference Number reflected on the first page of the solicitation document. Failure to comply with this requirement may result in non-consideration of your submission. Late quotes/proposals may be rejected without being considered.
2. Participation in this solicitation is open to all legal vendors that are registered and comply with the laws of doing business in the applicable country where services will be rendered. To be eligible for participation in the bidding procedure, bidders must prove to the satisfaction of EGPAF that they comply with necessary legal, commercial, technical, and financial requirements and are able to carry out the resulting work effectively. EGPAF may, at its discretion, require the presumed winner of the procurement to provide a copy of a valid registration certification and/or tax compliance (i.e. VAT) prior to awarding of the final procurement. Failure to provide this information at that time may automatically disqualify a bidder from selection.
3. EGPAF shall use its best endeavors to ensure that funds provided under this solicitation do not provide direct or indirect support or resources to organizations and individuals that are associated with terrorism, promote or advocate the legalization or practice of prostitution or sex trafficking, or provide assistance to drug traffickers. If, during the course of this solicitation, EGPAF discovers any link whatsoever with any organization or individual associated with any or all of these, they shall be excluded or disqualified from the bidding process.
4. EGPAF reserves the right to terminate the final contract should the selected bidder be unable to fulfill its expected obligations.
5. By submitting a bid, you certify that the person(s) involved in the preparation and collation of quotes/proposals were or are in no way associated or have any Conflict of Interests with the initial preparation of the solicitation, the tender documentation, or



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- the subsequent evaluation, assessment, analysis, management, and decision-making process of this solicitation.
6. The solicitation is not an offer to enter into agreement with any party, but rather a request to receive proposals or quotations from person(s) interested in providing the goods/services outlined in the released solicitation document. Such submissions shall be considered and treated by EGPAF as offers to enter into an agreement.
  7. Any quotations or proposals not addressing each of the submission requirements listed in the solicitation may be considered non-responsive and disqualify the applicant from final selection. Any exceptions to the requirements or terms of the solicitation must be noted in the final submission. EGPAF reserves the right to consider any exceptions to be non-responsive. EGPAF reserves the right to reject all submissions, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.
  8. EGPAF shall not be obligated for the payment of any sums whatsoever to any recipient of the solicitation until and unless a written contract between the parties is executed.
  9. **Equal Opportunity Notice.** The Elizabeth Glaser Pediatric AIDS EGPAF is an Equal Employment Opportunity employer and represents that all qualified bidders will receive consideration without regard to race, color, religion, sex, or national origin.
  10. All items or deliverables provided to EGPAF must be furnished for the use of EGPAF without royalties or any additional fees. All Materials will be owned exclusively by EGPAF. Bidder will not use or allow the use of the Materials for any purpose other than bidder's performance of the Contract without the prior written consent of EGPAF.
  11. **ETHICAL BEHAVIOR:** As a core value to help achieve our mission, EGPAF embraces a culture of honesty, integrity, and ethical business practices and expects its business partners to do the same. Specifically, our procurement processes are fair and open and allow all vendors/consultants equal opportunity to win our business. We will not tolerate fraud or corruption, including kickbacks, bribes, undisclosed familial or close personal relationships between vendors and EGPAF employees, or other unethical practices. If you experience or suspect unethical behavior by an EGPAF employee, please contact our Fraud Investigations team at [fraud@pedaids.org](mailto:fraud@pedaids.org) or EGPAF's Ethics Hotline at [www.reportlineweb.com/PedAids](http://www.reportlineweb.com/PedAids). Any vendor or consultant who attempts to engage, or engages, in corrupt practices with EGPAF will have their bid disqualified and will not be solicited for future work.
  12. **Prohibition on Contracting for Certain Telecommunications and Video Surveillance Services or Equipment:**

In accordance with Section 889 of the National Defense Authorization Act for Fiscal Year 2019, supplier understands and agrees that if awarded a contract as result of this solicitation, it will not procure or use any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system under the resulting contract. "Covered telecommunications equipment or services" includes telecommunications or video surveillance equipment or services (including, but not limited to, cell phones, security cameras, network switches, and routers) manufactured by or with components from these Chinese companies or their subsidiaries or affiliates: (1) Huawei Technologies Company; (2) ZTE Corporation; (3) Hytera Communications Corporation; (4) Hangzhou Hikvision Digital Technology Company; or (5) Dahua Technology Company. In the event the supplier identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, for performance of this



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**agreement for EGPAF, the supplier will notify EGPAF immediately and will be guided to provide the information required by FAR 52.204-25. The supplier agrees to insert the substance of this clause in all of its subcontracts or purchase orders funded by EGPAF.**

# ELIZABETH GLASER PEDIATRIC AIDS FOUNDATION

## SCHEDULE OF SERVICES

### 1.0 Staff Medical Scheme

The following are the specifications for the Staff Medical Cover:

*Current membership scope for,*

Members: **124**

Dependents: **339**

Benefit	Inpatient	Outpatient	Maternity	Last Expense	Accommodation
Family/Person	Family	Family	Family	Person	Person
Family	3,000,0000	250,000	200,000	100,000	SPR Kshs. 18,000

Benefit cover Summary	Limit of Cover	Sublimit/Stand Alone
Inpatient overall cover limit	As per table above.	Stand alone
Outpatient	As per table above.	Stand alone
Maternity Inpatient maternity complications	As per table above. This will cover delivery and any complications arising that result to an admission.	Stand alone
1 <sup>st</sup> Emergency Caesarian	First Emergency operation for caesarean section up to 320,000/= within inpatient and 2 <sup>nd</sup> CS under 3 years to be treated as 1 <sup>st</sup> Emergency	Sublimit of inpatient
Antenatal and postnatal	Covered within the outpatient up to the full limit.	Sub limit of outpatient
Covid 19	Outpatient Services covered within limit of Outpatient	Sub limit of outpatient
	C19 hospitalization- covered up to 1 million per family within the Inpatient Limit.	Sublimit of inpatient
Inpatient pre-existing Conditions/pre-existing Chronic conditions	Up to Kes. 2,000,000 per family. <b>Newly diagnosed to be covered up to the full limit.</b>	Sublimit of inpatient
Inpatient Non Accidental Dental Cover	Kes. 400,000 per family	Sublimit of inpatient
Non-Accidental Ophthalmological Cover	Kes. 400,000 per family	Sublimit of inpatient

Accidental Dental Surgery & Ophthalmological cover	Covered within the inpatient up to the full limit	Sublimit of inpatient
External Aids on prescription	Up to Kes. 120,000 per family	Sublimit of inpatient
Congenital and Prematurity conditions	Up to Kes. 1,000,000 per family	Sublimit of inpatient
Prematurity conditions	Up to Kes. 800,000 per family	Sublimit of inpatient
Accommodation/Bed Capacity	As per table above not necessarily net of NHIF	Sublimit of inpatient
Last Expense	KES 100,000 per person.	Stand alone
Inpatient psychiatry	Kes. 600,000 of overall inpatient cover	Sublimit of inpatient
Terrorism, Political war and Violence	Covered up to the full limit subject to the claimant not being an active participant	Sublimit of both inpatient and outpatient.
Vaccines	KEPI & KEPI baby friendly vaccines for babies from Birth to 5 years as listed below BCG-Tuberculosis HEP B- Hepatitis B HIB-Menegitis (Haemophilus influenza type B) OPV-Oral Polio Vaccine MMR-Measles Mumps Rubella IPV-Injectable Polio Vaccine D Tap-Diphtheria Tetanus cellular pertussis DT-Diphtheria Tetanus, ROTA Virus	Sub limit of outpatient
Travel Vaccines	Travel vaccines covered up to KES 8,000 within outpatient. Other private vaccines shall not be covered.	Sublimit of outpatient
Outpatient Chronic conditions	Travel vaccines covered up to KES 8,000 within outpatient. Other private vaccines shall not be covered	Sublimit of outpatient
Outpatient congenital conditions	Covered within the outpatient up to the full limit.	Sublimit of outpatient
Outpatient HIV/AIDS and related conditions	Covered within the outpatient up to the full limit.	Sublimit of outpatient
Family Planning	This will be covered up to a limit of Kes. 10,000 within the outpatient cover for the principal member and the spouse	Sublimit of outpatient
Lodger fees	Payable up to 12 years	Inpatient
Road & Air evacuation leading to admission	Covered with inpatient cover	Sublimit of outpatient



Outpatient Ambulance services	Covered within outpatient up to Kes 10,000	Sublimit of outpatient
Health Check-up	Covered up to a limit of Kes. 20,000 per family for Principal Member/Spouse.	Sublimit of outpatient
Medical Appliances	Covered up to referral (Hearing aids, Glucometer, Insulin delivery devices, Urine catheters& Accessories etc)	Sublimit of outpatient
Joining age	38 weeks subject to discharge	N/A
Overseas referral	Available, credit facilities with selected hospitals in India. Excludes Western Europe, Canada, USA and Australia. Travel and accommodation costs are not covered	Sublimit of outpatient

### **Special Terms**

1. All waiting periods are waived.
2. Eligible age for Children from birth (born at full term of 38 weeks) to 18 years; 19 years up to 25 years subject to proof of full time learning with proof from the learning institution.
3. Eligible age for Principle member and spouse – up to 70 years
4. Geographical limit is East Africa (Kenya ,Uganda, Tanzania, Rwanda, and South Sudan)
5. Specialists (except for the appointed Pediatricians and Obstetricians) will only be seen on referral from General Practitioners for outpatient services up to the specialist's charges as recommended by the KMPDB covered up to kes 4,000
6. Consultation with a general practitioner covered up to kes 3,000
7. Cover also includes direct access to specialists
8. Lodging facilities for parent accompanying a child below 12 years being admitted
9. Scheme members will be issued with smart cards. Any lost or spoilt cards shall be replaced at Kes. 500 per card.
10. Home nursing care shall be provided for within the inpatient cover at no additional premium.
11. Organ transplant shall be catered for under the policy subject to sublimit applicable.
12. Rehabilitation and post hospitalization shall be catered for up to Kshs. 50,000 within the first 30 days after discharge on reimbursement.
13. Admission in NHIF Accredited hospital covered
14. Doctor's fee, laboratory investigations and prescribed medicines covered
15. Theatre including surgeon's and anesthetist's fee covered
16. Intensive care unit/ High dependency unit.
17. Outpatient procedures eg dressings and minor theatre operations and physiotherapists fees
18. Counselling on referral by a general practitioner
19. Re-imbursements at 100% subject to reasonable and customary charges outpatient re-imbursements are as below;

General Practitioners – up to kes 3,000

Specialists – up to kes 4000

### **Overseas Referral Policy(As per each underwriter)**

## **2. Group Life & Group Personal Accident/WIBA/EL Benefits Scheme as per the applicable law.**

3.2.1 Geographic Limits: Worldwide, 24 Hours

3.2.2 The estimated annual salary is KES 390m/year.

3.2.3 Scope/Structure of Benefits Medical Reimbursement Funeral Benefit Critical Illness Free Cover Limit Group life (Illness Only) Accidental Death Illness & Accidental Permanent & Total Disability Accidental Disability Income. Provide several variations for GLA and GPA (3/5 yrs)

### **Membership Scope;**

GPA and GLA members : 124

**Financial proposal**

From the analysis of the EGPAF requirements, please provide the best quotation Your quotation per category should be in the format of the table below with a breakdown

Group Medical Insurance			
Description of Cost	Unit of Measure	Unit Rate	Proposed Cost (Option 1)
PLAN 1			Ksh
Total Cost			

GPA, GLA & WIBA				
Description of service to be covered	Unit of Measure	Unit Rate	Total Extended Price	Additional Notes If any
Group Personal Accident Cover	Cost / Staff			
WIBA as per minimal requirement by Law.	Cost / Staff			
Group Life Assurance Cover.	Cost / Staff			
Total cost / Unit				