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Approved
Labour HQ
S. H. S.

REQUEST FOR QUATATION (RFQ) FOR AVSI FOUNDATION STAFF MEDICAL INSURANCE COVER. EXPECTED COMMENCEMENT DATE 1st JANUARY 2025 FOR (12) MONTH. (RFQ Number-AVSI-001-2024)

1.0 AVSI foundation organization background.

AVSI Foundation (AVSI), an international NGO founded in 1972, with headquarters in Italy, implementing cooperation projects in emergency and development contexts across 39 countries. The mission of AVSI is to work towards development that is sustainable and capable of responding to the real needs of people. To this end, it works on projects focused on the challenge of education, in which the individual is accompanied and becomes the central character of their own development and invests a lot of energy in promoting organizations within civil society.

AVSI Foundation has been active in South Sudan since 2005 and currently implements post-conflict recovery and resilience building projects in the States of Central Equatoria, Eastern Equatoria and Lakes in the thematic areas of Education, Nutrition, Agriculture and Food Security, Livelihoods and Peacebuilding with climate change action and gender mainstreaming as crosscutting themes.

1.1 Scope of service.

AVSI foundation subject of contract is the provision of staff medical insurance for AVSI foundation staff and their dependents spread across south sudan and within the East Africa region i.e. Kenya, Uganda etc.

1.2 Application requirements

The submitted proposal shall include the following information. Failure to supply all requested information or comply with the specified formats will disqualify the bidder from consideration.

- Completed bidder response document, including the following attachment.
- List of NGO or UN clients plus any recommendations
- Detailed list of services and network of service providers that meets or exceeds our criteria
- Copy of business registration documents (proof of legal operation in South Sudan.)
- Pricing proposal inclusive of tax based on the details provided in this request for proposal (RFP)



- AVSI foundation reserves the right to accept or reject any or all bids, and to accept the bid deemed to be in the best interest of the organisation, and is not bound to accept the lowest priced bid submitted.
- The award criteria shall be based on the proposal overall response and value for money while taking into consideration donor and internal requirements and required upon agreement of both parties.
- The language for communications and required documents in English.

1.3 Technical requirements.

- Full coverage for 140 staff as per the Annex1
- Vendor must detail the health coverage package for both in-patient and out-patient benefits to be provided to include maternity, dental, vision (optical), medical evaluation, funeral expenses etc.
- Vender must detail any exclusions
- Vender must detail payments terms and flexibility.

Below is an example for the proposal required from venders.

OPTION ONE (FAMILY SHARED BENEFITS) ANNEX1			
OUT PATIENT USD 1200 IN PATIENT USD 12,000			
Family size limit	No. of staff	Premium per staff (USD)	Basic premium (USD)
M+0	140		
M+1			
M+2			
M+3			
M+4			
M+5			
BASIC PREMIUM			
		TAXES	
PREMIUM PAYABLE USD			



1.4 Clarifications

Venders may submit questions in writing at the latest on the date specified in the application deadline, specifying the tender number as part of the subject line. Information regarding interpretation of this invitation to the tender must be requested in writing to the contracting authority's contact details.

1.5 Bid Submission.

Interested Vendor should submit their proposals online: including technical and financial proposals, relevant documents by 26th November 2024 via email to Aziz.musema@avsi.org CC loku.peter@avsi.org CC sarah.muthoni@avsi.org and addressed to the attention of the **Human Resources department (HRD), AVSI Foundation**: in a zipped folder or deposit hard copies at the National Office located at: Jerusalem House, opposite All Saints Church along Unity Avenue, Juba City, Republic of South Sudan.

