



DATE: 15<sup>th</sup> September 2022

REQUEST FOR PROPOSAL: No. WIU/RFP/SERVICE/2022/005

FOR PROVISION OF INSURANCE SERVICES FOR WIU/UNHCR PROJECT STAFF, STUDENTS,  
MOVABLE AND NON-MOVEABLE ASSETS FOR A PERIOD OF ONE YEAR UNDER FOUR  
DIFFERENT CATEGORIES

Bidding for:

1. Lot 1: The provision of medical insurance services for staff in Kampala and refugee settlements.
2. Lot 2: The provision of medical insurance services for DAFI students at different universities within Uganda.
3. Lot 3: The provision of Group Personal Accident (GPA) insurance services for staff in Kampala and refugee settlements.
4. Lot 4: The provision of insurance services for both moveable and non-moveable assets in Kampala and refugee settlements.

**Bid Closing Date & Time: Tuesday 4<sup>th</sup> October 2022 at 12:00 Hrs. Mid-day (Local Time)**

**Bid Opening Date & Time: Tuesday 4<sup>th</sup> October 2022 at 14:00 Hrs. (02:00 pm) (Local Time)**

**Due to COVID-19 pandemic, Bids Opening Session is not open to Bidders**

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INTRODUCTION

Windle International Uganda (WIU) is a Non-Governmental Organization whose mission is to promote peace and development in communities through provision and coordination of Education and training for Refugees and people affected by conflict.

Windle International Uganda (WIU) is a UNHCR Implementing Partner for Education Sector across the country and specifically responsible for Primary, Secondary and Vocational Education Management in the refugee settlements of; Nakivale, Oruchinga, Kyaka II, Rwamwanja, Kiryandongo, Kyangwali, Rhino Camp-Arua, Adjumani, Moyo, Yumbe, Omugo, Imvepi and Lamwo Refugee Settlements.

## **1. REQUIREMENTS**

WIU with both her funding and from UNHCR invites qualified Insurance Companies to make a firm offer for Provision of Insurance Services for its employees, students, moveable and non-moveable assets for the period of one year, (referred to hereinafter as *Services*).

WIU may award contract with initial duration of one (1) year with possibility to extend the term subject to satisfactory performance, for a maximum of two (2) additional periods of one (1) year each. The successful bidder(s) will be requested to maintain their quoted price model for the duration of the contract.

### **Note:**

1. This document is not construed in any way as an offer to contract with your firm.
2. When Contract is awarded, either party can terminate the agreement only upon 60 days (2 months) notice, in writing to the other party.

## **2. BIDDING INFORMATION:**

### **2.1. RFP DOCUMENTS**

The following annexes form integral part of this Request For Proposal (RFP):

Annex A: Financial Proposal Form

Annex B: WIU General Conditions of Contract for the Provision of Services

Annex C: Submission Form

Annex D: Prequalification Form

### **2.2 REQUESTS FOR CLARIFICATION**

Bidders are required to submit any request for clarification in respect of this RFP by e-mail to [wiu.procurement@windle.org](mailto:wiu.procurement@windle.org) The deadline for receipt of questions is 17:00 hrs. (Local time) on Thursday 29<sup>th</sup> September 2022

### **IMPORTANT:**

Bid Submissions through the email address will result into disqualification of offer. Therefore, all bid documents should be hand delivered to WIU Head Office - Plot. 726 Mawanda Road, Mulago Hill, Kamwokya

WIU will compile the questions received and reply to a particular question to all other invited bidders at once.

## 2.3 YOUR OFFER

Your offer shall be prepared in English.

Please submit your offer in the form of the Annexes provided.

Your offer shall comprise the following two sets of documents:

- Technical Offer
- Financial Offer

### 2.3.1 Content of the TECHNICAL OFFER

#### **IMPORTANT:**

No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The Technical Offer should contain all the information required. Only Technically responsive bidders will have their financial offers evaluated.

Your technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

#### **a) References**

Please provide at least 5 recent references (i.e., Client's names and contact details) to whom you have provided Insurance coverage in Lot(s) being bidden for.

#### **b) Description of Company and the Company's Profile with the following information:**

A description of your Company with the following documents

- Name of the Company
- Company line of business and year founded

#### **c) Minimum Requirements:**

- i. Regulatory
  - Must have a Current Insurance Regulatory Authority Certificate
- ii. Statutory
  - Certificate of Registration or Incorporation
  - Articles and Memorandum of Association
  - Valid trading License 2022

- Current Tax Compliance Certificate
- Tax Registration Certificate
- Power of Attorney
- Bank statement for the last 4 months
- Audited books of accounts for the last 2 years
- VAT certificate

d) Please describe the scope of Insurance Cover in each of the Lot being bidden for and should include as a minimum the following provisions:

- Lot 1:** In-Patient Cover (Overall Annual Limit per Family, Hospital Accommodation per Night, Congenital & Hereditary Conditions, Psychiatry & Psychotherapy, Pre-existing conditions including cancer and HIV, AID, In-patient dental and Optical treatments - and others, ...) Out-patient Cover - (Annual limit per family with all possible options), Annual limit per person for Dental Cover, Optical Cover per person, Maternity Cover, Funeral Expenses - and Others . . . Number of staff is about 260.
- Lot 2:** In-Patient Cover (Overall Annual Limit per Family, Hospital Accommodation per Night, Congenital & Hereditary Conditions, Psychiatry & Psychotherapy, Pre-existing conditions including cancer and HIV, AID, In-patient dental and Optical treatments - and others, ...) Out-patient Cover - (Annual limit per family with all possible options), Annual limit per person for Dental Cover, Optical Cover per person, Maternity Cover, Funeral Expenses - and Others, ... Number of students is about 256.
- Lot 3:** Death benefit, Funeral cover, Permanent total disability, Temporary total disability, Critical illness, medical reimbursements, Policy exclusions, claim settlement Retrenchment benefits, Geographic limits, Funeral expense, Death claim – and others . . . . .The staff number is about 3,400.
- Lot 4:** Number of Motorcycles – 24; Number of Vehicles – 6; Number of Buildings – 1; Office Equipment and Furniture (Desktops, Printers, Copiers, Laptops, Cameras,) – 138; Goods in Transit (Textbooks, Laboratory items, Scholastic, Sanitation Items, Visibility Items,)

### 2.3.2 Content of the FINANCIAL OFFER

Your **Financial offer** (Premium) must contain an overall offer in Uganda Shillings (UGX) inclusive of all applicable taxes.

The Financial offer must cover all the services to be provided (price “all inclusive”) and include the following:

- a. An all-inclusive price with 18% VAT - where applicable
- b. Other costs, indicating nature and breakdown
- c. Any assumptions made for the provision of the estimates without compromising the delivery of the services
- d. A proposed schedule of payment, all of which must be clearly expressed and will be paid in Uganda Shillings.

You are requested to hold your offer **valid for 90 days** from the deadline for submission. WIU will make its best effort to select a company within this period. The pricing model quoted in the offer will remain valid for this duration. **WIU’s standard payment terms is within 30 days after satisfactory implementation and receipt of documents in order.**

The cost of preparing a bid and of negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. **WIU will not provide any advance payments or payments by letter of credit. The standard payment terms are by EFT within 30 days after acceptance of provider’s e-invoice and delivery of service as per the agreed standards.**

## **2.4 EVALUATION CRITERIA AND SUBMISSION REQUIREMENTS:**

WIU will accept the proposal that presents the best value for money. All proposals will be evaluated against the Benefits offered as indicated in Section 2.3.1 (d) of this document and Premium as per financial offers.

Each Proposal must contain the items as listed in the Submission Requirements section below.

### **SUBMISSION REQUIREMENTS**

The proposal will be submitted as follows

#### **Format:**

One Proposal per Lot (One Technical; One Financial = 2 enveloped documents) and the Bidder is free to bid for all the Lots

Mark with the reference tender notice number and Lot number.

**Note:** WIU reserves the right to reject all proposals, in whole or in part, enter into negotiations with any party, and/or award multiple contracts.

**2.5 KEY CONTRACT TERMS:**

The anticipated contract type is fixed price per service with option for further one year of extension at the WIU's discretion. The initial anticipated contract period is January 2023 through to December 2023.

**2.6 BID ACCEPTANCE:**

WIU reserves the right to accept the whole or part of your bid.

WIU may at its discretion increase or decrease the proposed content when awarding the contract and would not expect any variation of the rate submitted.

**2.7 CURRENCY AND PAYMENT TERMS FOR PURCHASE ORDERS**

Any Purchase Order (PO) issued as a result of this RFP will be made in Uganda Shillings (UGX). Payment will be made in accordance to the General Conditions for the Purchase of Services and in the currency in which the PO is issued. Payments shall only be initiated after confirmation of successful completion of Service deliveries by WIU.

**2.8 WIU GENERAL CONDITIONS OF CONTRACTS FOR THE PROVISION OF SERVICES**

Please note that the General Conditions of Services (**Annex B**) will be strictly adhered to for the purpose of any future contract. The Bidder must confirm the acceptance of these terms and conditions in writing.



Prepared by: Geoffrey Olwoch Ongom

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