



International Rescue Committee

(IRC KENYA PROGRAM AND iHUB OFFICE)

REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF:-

1. INSURANCE BROKERAGE SERVICES- include your underwriter.
OR
2. INSURANCE AS UNDERWRITER

Ref NO.	Request for proposal Tittle
Ref. #: 2KEN/iHUB- 01-26	Provision of Staff Medical Insurance Cover (Inpatient & Out-Patient)
	Provision of Group life Assurance (GLA) and WIBA Plus schemes

Planned Timetable	
Issue ITT	<i>27th August 2025</i>
Questions from Supplier due date	<i>1st September 2025</i>
Deadline for IRC to reply to supplier Questions	<i>2nd September 2025</i>
Deadline for submission of Bids	<i>18th September 2025</i>
Evaluation of ITT	<i>TBC</i>
Supplier Presentations	<i>TBC</i>
Supplier visit	<i>TBC</i>
Award of Contracts	<i>TBC</i>
Contract start	<i>1st January 2026</i>

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A. INTRODUCTION

1. *The International Rescue committee*

The International Rescue Committee, hereinafter referred to as “the IRC”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC was established in 1933 and began programming in Kenya in 1993. The IRC initially established programming in Kenya to serve the refugees in the Kakuma Refugee camp. The IRC now runs Programs in Greater Turkana, the refugees in Kakuma and programs for the Turkana Community operated from Lodwar. The IRC also runs programs in Nairobi, Kajiado and Dadaab refugee camp. In addition, IRC hosts the International Hub Office (IHUB) in Kenya supporting the country offices in East and Central Africa.

2. *The Purpose of this Request for Proposal (RFP)*

It is the intent of this RFP to secure competitive proposals to select Supplier(s) for the International Rescue Committee (IRC KENYA PROGRAM AND IHUB OFFICE) to provide

1. INSURANCE BROKERAGE SERVICES- include your underwriter.

OR

2. INSURANCE AS UNDERWRITER

for all its staff and dependents based in Kenya. All qualified and interested Suppliers are invited to submit their proposals.

The winning Bidder(s) will enter into a fixed price Master Service Agreement (/MSA) for one (1) year, renewable on yearly basis depending on performance for a maximum of Three (3) years. Bidders shall be domiciled in and shall comply with all Government Regulations to operate in (Kenya). Bidders shall be regular tax-payers, and shall furnish a copy of their operating license/certificate of registration valid for the fiscal year (2025/2026). Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

3. *Cost of Bidding*

The Bidder shall be responsible for all costs associated with the preparation and submission of its bid, and IRC hereinafter referred to as “the Purchaser”, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. *The Bidding Documents*

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers. Failure to furnish all information required as per the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (applied to this document)*

- **Annex 1A Terms of Reference (TOR)- Group Life and WIBA plus**(service requirements)
- **Annex 1B Terms of Reference (TOR)- Medical Cover** (service requirements)
- **Annex 2 Price schedule**
- **Annex 3 Intent to Bid**
- **Annex 4 Vendor Information Form**
- **NOTE.** *The documents should be arranged and clearly labelled in the order in which they appear and presented as one package.*

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at Confirm.Tenders@rescue.org. The request for clarification must reach the purchaser not later than **(1st September 2025)**. The Purchaser shall respond by e-mail providing clarification on the bid documents no later than **(2nd September 2025)**. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders which express an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in **(English)**.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

Eligibility and Technical documents

Below documents apply to Underwriter and Insurance Brokers

- ▮ *A Bid detailing the unit price only in the sheet given for the purpose- Annex 2*
- ▮ *Valid Certificate of Business registration or Trading License in Kenya*
- ▮ *Profile of the company including CR12 (Maximum 5 pages)*
- ▮ *Taxpayers' documents in Kenya i.e. Valid Tax compliance certificate.*
- ▮ *Bank statements for the last three months (May, June, July 2025)*
- ▮ *Certified Audited accounts for last 3 years (2022, 2023, 2024)*
- ▮ *Cover letter explaining interest in being a contracted vendor or supplier*
- ▮ *Submit list of at least five reputable corporate clients and preferably Non-Governmental Organizations offering staff medical insurance business with a contract sum of at least Ksh.80 million each for a period from (2023 to2024) with the exception of IRC -**At least 3 recommendation letters***
- ▮ *Membership of Medical Insurance Provider Association (MIPAK)/ Association of Kenya Insurance AKI. **Submit membership certificate.***

Additional Documents to be provided by the Underwriter

- ▢ *Must be registered with the Insurance Regulatory Authority for the current year --(Copy of the current license).*
- ▢ *Must have achieved an average annual gross premiums turnover in the previous two (2) years of Kshs.2,000,000,000 (Two billion) under general insurance business, and minimum Kshs.1,000,000,000/= (Kshs.1 billion) in the preceding two years. - **copies/excerpts of books of accounts***
- ▢ *Must have paid up capital of at least Kshs. 300 million (Three Hundred Million)-**copies/excerpts of books of accounts.***
- ▢ *Must have total number of management staff of at least 5 senior managers and Qualifications and experience of key technical staff (**submit evidence e.g. Curriculum Vitae and professional certificates**).*
- ▢ *Adequacy of medical service providers in all county headquarters in Kenya and other countries. (Submit a list)*
- ▢ *A draft copy of Service Level Agreement (SLA) acceptable within the requirements/guidelines of the Insurance Regulatory Authority.*

Additional Documents to be provided by the Insurance Broker.

- ▢ *Must have a Bank or insurance guarantee of Kshs. 3 million (Three million) deposited with the Central Bank of Kenya on behalf of the Insurance Regulatory Authority*
- ▢ *Must have a Professional Indemnity Insurance Cover of at least Kshs.100 million (one hundred million)-*
- ▢ *Must be a current member of the Association of Insurance Brokers of Kenya (AIBK).*
- ▢ *Premium turnover of at least Ksh 500 million (Five Hundred Million) – **copies/excerpts of books of accounts***
- ▢ *Original quotations from the underwriters with duly signed letters from the proposed underwriters which must clearly state the rates used to calculate the premiums for all policies*
- ▢ *Provide Current License from the Insurance Regulatory Authority (IRA)*

8. Bid Prices.

The Bidder shall clearly indicate the unit price of the goods it proposes to supply. All unit prices shall be clearly indicated in the space provided in the price schedule, and all unit prices quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the contract is executed, with the exception of products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price fluctuation during the first twelve (12) months of the agreement. The Bidder shall sign the price schedule, and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. Bid Currencies

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations pertaining to this tender shall be expressed in **(Kenya Shillings)**

10. Document Establishing Goods Eligibility and Conformity to Bidding Documents

Pursuant to Clause 7, the Bidder shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply under the Contract.

The Documentary evidence of the goods' and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data (tables, graphs etc.), and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand-names and/or catalogue numbers in its bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. Bid Security

For the Purpose of this Tender Process, Bid Security or Bond is not applicable.

12. Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the period of validity. The request and the responses thereto shall be made in writing by letter or e-mail. A bidder agreeing to the request will not be required nor permitted to modify his bid.

13. Format and Signing

The original bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the contract. Financial proposal pages of the bid shall be initialed by the person or persons signing the bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

Please note: A single bidder may not bid on the same tender via more than one company under his or her ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to

constitute collusive behavior, will lead to the bidder(s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidders shall submit two zipped folders through **Online application** to the email address indicated below

Confirm.Tenders@rescue.org

email subject - **Ref. #:2KEN/IHUB-01-26**

On or before 18th September 2025

Bids submitted after the deadline will not be accepted.

The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will be applicable to the new deadline.

Format

The Bidder's proposal shall include a **technical proposal** and a **financial proposal**, in separate Zipped folders clearly named (1. Technical proposal and 2. Financial Proposal) and sent to Confirm.Tenders@rescue.org

Please refer to list of items in clause 7

1. **Technical proposal** (inclusive of documents as articulated in clause 7 of this RFP i.e. Eligibility and Technical documents)
2. **Financial proposal**,
A bid detailing the unit price only as indicated in price schedule - **Annex 1**

The two zipped folders/proposals shall be shared online in separate compressed folders (Financial proposal shall be submitted as PDF format and MS excel) and submitted to IRC address - Confirm.Tenders@rescue.org

How to Zip a folder

Right-click the folder: Use your mouse and right-click on the folder you want to compress.

Select "Send to" and "Compressed (zipped) folder": A menu will pop up. Hover your cursor over "Send to" and then select "Compressed (zipped) folder" from the submenu.

This will automatically create a new zipped folder containing all the files from the original folder. The new zipped folder will have the same name as the original folder with ".zip" added to the end.

Prices must be in Kenya Shilling , inclusive of VAT and other taxes payable.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

16. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser prior to the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

17. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether bids are generally in order.

18. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

Evaluation Criteria for Staff Medical Insurance Cover (Inpatient & Out-Patient)

Evaluation CRITERIA	Description	Weight (%)	Scoring Metrix
Eligibility	Refers to Bidder's ability to demonstrate that they have all documents as stipulated in clause 7 above	Yes or No:	All documents are Mandatory
Scope of the cover	Refers to Extent / Depth of the Insurance cover as stated in the schedule of requirements, consideration will be given to superior packages with greater concessions. This will include the suitability of the proposed scheme, extensiveness, flexibility and convenience.	10%	Scoring points are 0-4, with score 4 attaining the full 10%. If the bidder has provided full package for both options = 1 If the bidder has provided List of medical

	List of medical Service providers, Affiliated hospitals, Auxiliary services to support scheme, Support service such as 24 hrs call Centre.		<p>service providers and affiliated hospitals = 1</p> <p>If Bidder has provided auxiliary services (Member education, Newsletters, evacuations = 1</p> <p>If the bidder has provided details of physical call center= 1</p> <p>If Bidder proposal is missing all of the four components = 0</p>
Past experience	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required, experience. Submit list of at least five reputable corporate clients and preferably Non-Governmental Organizations offering staff medical insurance business with a contract sum of at least Ksh.80 million each for a period (2023-2024) with the exception of IRC -Attach proof documents as requested in clause 7 of this document.	10%	<p>Scoring points are 0-4, with score 4 attaining the full 10%.</p> <p>2 NGOs+1 reputable organization =1</p> <p>1 NGO/1 reputable organization =0.5</p> <p>5 year and above experience = 1</p> <p>Have 5 Contracts that have a sum of 80m and above each = 1.5 with supporting proof documents.</p>
Case Management	<p>A detailed description on how the cover is going to be administered. This should cover delivery approach, description of client onboarding process and quality of service provision. Quality of technological enhancement in place e.g. Mobile, web-based applications, Biometric systems in delivering service will be highly considered.</p> <p>Provide details of technological enhancement in place.</p> <p>Provide detailed narration on delivery approach, on how the proposed IRC account will be managed.</p> <p>Claim reimbursement processes and percentage.</p> <p>Provide detailed workflow and narration on claim reimbursement process</p>	20%	<p>Scoring points are 0-4, with score 4 attaining the full 20%.</p> <p>If the bidder has provided a detailed-on onboarding process (Admission of members into cover/newborns /Pre-existing conditions etc.)= 0.5</p> <p>If Bidder has provided procedure for overseas treatment = 0.5</p> <p>If Bidder has provided technological Advancement (Real Time communication-mobile bill updates, Biometric cards, e-delivery) =2</p> <p>If Bidder has provided claim reimbursement process (1- 10 days)= 1</p>
Network Coverage	<p>Refers to Extensive and Comprehensive Network of Service Providers (Hospitals and Doctors network) within the East African Region and Asia. -</p> <p>Provide full details of counties where the insurance company or brokerage is represented-</p> <p>Provide appointed hospitals, clinics and doctors all over the country that can be accessed by employees and their dependents.</p> <p>Provide full details of the medical cover outside Kenya and all exclusions that are applicable.</p>	10%	<p>Scoring points are 0-4, with score 4 attaining the full 10%.</p> <p>If bidder has provided list/ evidence of facilities in E.A region& Asia (at least 2 countries) =1</p> <p>If bidder has Country wide coverage (minimum of 40 counties in Kenya) = 2</p> <p>If bidder has service providers in Garissa/Lodwar/Kakuma/Dadaab = 1</p>
Customer Care and Staff capacity	Refers to the experience and qualifications of key individuals who is assigned to the delivery of the scheme. 24/7 dedication, hotline services, Complaint resolution timelines and procedures,	10%	<p>Scoring points are 0-4, with score 4 attaining the full 10%.</p> <p>If the bidder has provided with an Organogram</p>

	account manager and relationship manager, Case manager and customer service)-Provide curriculum vitae (CVs) supported by Certificates-		and escalation matrix= 1 if bidder has medical professional in case management team = 2- attach CVs and certificates If proposed bidder has an account manager and relationship manager with 7-yr experience = 1 attach CVs and certificates
Financial proposal	Provide a Bid detailing the unit and total prices for - in format provided in Annex 2 inclusive of all relevant taxes and duties. (This should be submitted as part of the Financial Proposal in a separate zipped folder, as per instructions in Clause 14. Submission and Marking of Bids)	40%	This shall be weighed against the lowest evaluated bid attaining the highest scores 40%) after technical evaluation [lowest evaluated bidder/tender bid] x 40%

Evaluation Criteria for Group life Assurance (GLA) and WIBA Plus schemes

EVALUATION CRITERIA	Description	Weight (%)	Scoring Metrix
Eligibility	Refers to Bidder's ability to demonstrate that they have all documents as stipulated in clause 7 above.	Yes or No:	All documents are mandatory
Past experience	Refers to Bidders ability to demonstrate relevant experience and technical knowledge of the services required, experience. Submit list of at least five reputable corporate clients and preferably Non-Governmental Organizations offering staff medical insurance business with a contract sum of at least Ksh.50 million each for a period e (2023- 2024) with the exception of IRC -Attach prove document	20%	Scoring points are 0-4, with score 4 attaining the full 20% .2 NGOs+1 reputable organization =1 1 NGO/1 reputable organization =0.5 5 year and above experience = 1 Have 5 Contracts that have a sum of 50m and above= 1.5 with prove document.
Case Management	A detailed description on how the cover is going to be administered. This should cover onboarding process and quality of service provision. <ul style="list-style-type: none"> Provide methodology of managing claims. Turnaround time in processing the claims Reporting of claims Processing of last expense Share any provision of ex-gratia 	25%	Scoring points are 0-4, with score 4 attaining the full 25%. Has provided methodology of managing claims=1. Has provided Turnaround time in processing the claims/Processing of last expense of 48hrs=1 Have shared detailed Reporting of claims process=1 Shared evidence for provision of ex-gratia=1
Customer Care and Staff capacity	Refers to the experience and qualifications of key individuals who is assigned to the delivery of the scheme. 24/7 dedication, Complaint resolution	15%	Scoring points are 0-4, with score 4 attaining the full 15%.

	timelines and procedures, account manager and relationship manager, Case manager and customer service)-Provide curriculum vitae (CVs) supported by Certificates.		If the bidder has provided with an Organogram and escalation matrix= 2 If proposed bidder account manager, and relationship manager has 7-yrs experience = 2 attach CVs and certificates
Financial proposal	Provide a Bid detailing the unit and total prices for - in format provided in Annex 2 inclusive of all relevant taxes and duties. (This should be submitted as part of the Financial Proposal in a separate zipped folder, as per instructions in Clause 14. Submission and Marking of Bids)	40%	This shall be weighed against the lowest evaluated bid attaining the highest scores 40%) after technical evaluation [lowest evaluated bidder/tender bid] x 40%

19. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded or the selected qualified supplier is announced.

20. Notification of Award

Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful bidder in writing or where necessary by telephone that his or her bid has been accepted and, selected for Master Purchase Agreement for the specific goods and/or services. At this stage IRC may also choose to negotiate with the selected bidder to finalize the offer.

F. CONTRACTING

21. Contract award and notification

The Purchaser shall award the Contract to the notified successful Bidder(s) whose bid has been determined to be substantially responsive and has been determined to be the best evaluated bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into a Master Purchase Agreement and perform its obligations satisfactorily.

22. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products), and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the supplier in the Bid and this warranty period shall be considered as one of the bid advantages, and shall in no case be less than that which is provided for by (Kenya) Law if any.

23. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

24. Price Schedules and Location

Vendors interested in the provision of proposed service to IRC Country offices should NOTE that all services apply to IRC KENYA PROGRAM AND iHUB OFFICE.

Services required for Master Service Agreement as per Annex 1A & 1B-Terms of Reference TOR and Annex 2- price schedule attached.

25. Service or consultant agreements

For service or consultant agreements time and material awards are not authorized unless it is the only suitable award and a ceiling is established.

26. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1mapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and

- (ii) reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

Find below List of all the Annexes referenced in this RFP: -

Annex 1A Terms of Reference (TOR)- Group Life and WIBA plus (provided in a separate folder)

Annex 1B Terms of Reference (TOR)- Medical Cover (provided in a separate folder)

Annex 2 Price Schedule as per format given

Annex 3: Intent to bid

Annex 4. Vendor Information form

Annex 2 Price schedule(Prices quoted shall be inclusive of all taxes where applicable).

Cost structure Option 1					
	Description of Preferred medical cover Option	Unit of Measure	Unit Rate	Total Extended Price	Additional Notes If any
	Inpatient services	Cost /Family			
	Outpatient Benefit	Cost /Family			
	Maternity	Cost /Family			
	Dental	Cost / Staff			
	Optical	Cost / Staff			
	Total cost / Unit (Fully Insured)				
Cost Structure Option 2					
	Description of Preferred medical cover option	Unit of Measure	Unit Rate	Total Extended Price	Additional Notes If any
	Fully Insured				
	Inpatient services	Cost /Family			
	Outpatient Benefit	Cost /Family			
	Total cost / Unit (Fully Insured)				
	Self-Funded option.	Actual / (%)			
	Maternity	Management fee			
	Dental	Management fee			
	Optical	Management fee			
	Total Management cost				

GPA, GLA & WIBA PLUS				
Explanation of service to be covered	Unit Measure of	Unit Rate	Total Price	Additional Remarks
Group Personal Accident Cover	Cost / Staff			
WIBA as per minimal requirement by Law.	Cost / Staff			
Group Life Assurance Cover.	Cost / Staff			
Total Cost				

NOTE: Total current staff is 520 and total annual gross income is 1,979,979,541

Annex 3: Intend to Bid



International Rescue Committee, Inc. Intent to Bid

Ref. #: 2KEN/IHUB- 01-26

Company Name _____

(Please indicate #1 or #2 below)

1. ☐ It is the intent of this company to submit a response to the Renovation Services **Request** for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. ☐ This Company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) _____

Email _____

Annex 4: Vendor Information form:



INTERNATIONAL RESCUE COMMITTEE Vendor Information Form

The information provided will be used to evaluate the Company before contracting with the IRC.

Please complete all fields.

Fields marked (*) are mandatory.

Vendor Information

*Company\Organization Name			
*For individual consultants, provide legal first and last name			
*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any			
*Previous names of the company			
*Address			
*Website			
*Phone/Fax Numbers	Phone:	Fax:	
*Primary Contact	First Name:	Last Name:	
	Phone Number:	Email Address:	
*Email address of Accounts Receivable person or team			
*Number of Staff			
Number of Locations			
Avg. \$ Value of Stock on Hand			
*Name(s) of Company Owner(s) or Board of Directors or CEO			
*Parent companies, if any			

*Subsidiary or affiliate companies, if any	
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Financial Information

*Bank Name and Address	
*Name under which company is registered at bank	<u>This field is mandatory if Wire Transfer is the selected payment method</u>
*Specify Standard Payment Terms (Net, 15, 30 days etc.)	
*Payment Method (select all that applies)	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No <u>Cash</u> Yes No
*Name under which company is registered at bank	
*Bank account number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Routing Number	<u>This field is to be completed upon notification of awarding of order\contract</u>
Swift code (if applicable)	<u>This field is to be completed upon notification of awarding of order\contract</u>

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

Documentations as applicable:

*Registration	Provided ____ Not provided: ____ Reasons: ____
*Tax ID (W9, Tax exempt certificate. etc.)	Provided ____
US Vendors only *Do you require a Form 1099?	Yes____ No____

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Vendor Self-Certification of Eligibility

Company certifies that:

1. They are not debarred, suspended, or otherwise precluded from participating in major donor (e.g. European Union, European and United States Government, United Nations) competitive bid opportunities.
2. They are not bankrupt or being wound up, are having their affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
3. They have not been convicted of an offense concerning their professional conduct.
4. They have not been guilty of grave professional misconduct proven by any means that the contracting authority can justify or been declared to be in serious breach of contract for failure to comply with their contractual obligations towards any contracts awarded in the normal course of business.
5. They have fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country where the contract is to be performed.
6. They have not been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity.
7. They maintain high ethical and social operating standards, including:
 - Working conditions and social rights: Avoidance of Child Labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and the IRC's beneficiaries.
 - Environmental aspects: Provision of goods and services with the least negative impact on the environment.
 - Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
 - Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

8. Company warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Company's business activities, nor is any IRC employee related to principals or owners of the company. Discovery of an undisclosed Conflict of Interest situation will result in immediate revocation of the Company's Authorized Vendor status and disqualification of Company from participation in future IRC procurement.
9. Vendor hereby confirms that the organization is not conducting business under other names or alias's that have not been declared to IRC.
10. Vendor hereby confirms it does not engage in theft, corrupt practices, collusion, nepotism, bribery, or trade in illicit substances.

By signing the Vendor Information Form you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

IRC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor's employees and subcontractors, if any, shall abide by and follow all established written policies of IRC related to work conduct, including, but not limited to, The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's Combating Trafficking in Persons Policy, which can be found here: <https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>.

The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings. Vendor acknowledges that all IRC employees and independent contractors are expected to apply these core values and follow these undertakings in carrying out work on behalf of IRC. It is a point of pride for IRC to apply these behavioral standards in IRC's everyday operations.

Integrity - At IRC, we are open, honest and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, IRC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.
- We refrain from all practices that undermine the integrity of the organization including any form of exploitation, discrimination, harassment, retaliation or abuse of colleagues, beneficiaries, and the communities in which we work.
- We do not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.

- We accept funds and donations only from sources whose aims are consistent with our mission, objectives, and capacity, and which do not undermine our independence and identity.
- We support human rights consistent with the UN Universal Declaration of Human Rights and The Convention on the Rights of the Child.
- We rigorously enforce the UN Secretary General's Bulletin on the Protection from Sexual Exploitation and Abuse of Beneficiaries.
- IRC recognizes its obligation of care for all IRC staff and assumes their loyalty and cooperation.

Service - At IRC, our primary responsibility is to the people we serve.

- As a guiding principle of our work, IRC encourages self-reliance and supports the right of people to fully participate in decisions that affect their lives.
- We create durable solutions and conditions that foster peace, stability and social, economic, and political development in communities where we work.
- We design programs to respond to beneficiaries' needs including emergency relief, rehabilitation, and protection of human rights, post-conflict development, resettlement, and advocacy on their behalf.
- We seek to adopt best practices and evidence-based indicators that demonstrate the quality of our work.
- We endorse the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief.

Accountability - At IRC, we are accountable – individually and collectively – for our behaviors, actions and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff through the use of performance evaluations.
- We utilize the resources available to our organization in order to pursue our mission and strategic objectives in cost effective ways.
- We strive to eliminate waste and unnecessary expense, and to direct all possible resources to the people we serve

Conflict of Interest and Legal Compliance

- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a financial interest in the Vendor's business activities.
- Vendor hereby warrants that, to the best of its knowledge, no IRC employee, officer, consultant or other party related to IRC has a family relationship with the vendor's owners.

- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future IRC activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias's that have not been declared to IRC.
- Vendor hereby warrants that it does not engage in theft, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.
- Vendor hereby warrants that it complies with all applicable laws, statutes and regulations, including, but not limited to, export controls, import controls, customs regulations, trade embargoes and other trade sanctions and laws governing unlawful boycotts and payments to foreign government officials.

Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and IRC's beneficiaries; prohibition of trafficking in persons.
- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Humanitarian neutrality: Endeavoring to ensure that activities do not render civilians more vulnerable to attack, or bring unintended advantage to any military actors or other combatants.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Disclosures of conflict of interest shall be made in writing to the IRC Supply Chain Coordinator or Deputy Director of Operations in your country. For global procurement, please write to GSCQA. Email: GSCQA@rescue.org.

These IRC officials shall then determine whether a conflict exists and is material, and whether the contemplated transaction may be authorized as just, fair, and reasonable. If conflict exists, then the vendor with such a conflict shall be prohibited from participating in the transaction.

If you believe that any IRC employee, volunteer or intern is acting in a manner that is inconsistent with these Standards, please notify a supervisor or the confidential helpline Ethics point, irc.ethicspoint.com or call Ethics point toll-free (866) 654-6461 in the U.S./call collect (503) 352-8177 outside the U.S. There will be no retaliation against any person who raises concerns that are based on good faith belief of improper conduct. An intentionally false report or a failure to report conduct that is known to violate these standards may result in disciplinary action.

By signing this statement vendor acknowledges any violation of the above IRC policies will result in immediate termination of any agreement in place and disqualification from participation in future IRC activities.

Vendor Name:
Signature:
Title:
Print Name:
Date:

