



## REQUEST FOR PROPOSALS (RFP)

### Provision of Group Personal Accident (GPA) for Somalia National Staff.

**To** : Bidders  
**From** : Adeso - African Development Solutions

**Subject** : *Request for Proposal (RFP) No. A001/2017/2018*

**Performance Period** : 12 Calendar Months from Receiving Award

**RFP Issue Date** : 19<sup>th</sup> September 2017  
**RFP Closing Date** : 29<sup>th</sup> September 2017  
**RFP Closing Time** : 4:00 PM – Eastern African Time  
**Total Population** : 139 Staff

Enclosed is a Request for Proposals (RFP). Adeso invites qualified firms and organizations to submit a best-price proposal for the work as outlined in the **“Statement of Work”**. The Contract resulting from this award will be a single **firm fixed price purchase order**.

The requirements for this activity are described in the **“Statement of Work”** in Attachment I. Adeso encourages your organization to indicate its interest in this procurement by submitting a proposal according to the instructions in Attachment II **“Instructions to Bidders”**. Proposals will be evaluated based on the **“Evaluation Criteria”** in Attachment III. Adeso will make an award to the responsible Bidder submitting an offer which provides best value to the project: technical merit and price will be both considered.

To be considered, bidders should submit a complete proposal no later than the closing date and time indicated above. Bidders should ensure that the proposals are well-written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to [tenders@adesoafrica.org](mailto:tenders@adesoafrica.org) no later than **three days after** the issue date of this RFP. No questions will be entertained if they are received by means other than the specified email address.

Proposals must be comprised of **hard-copies** of the Technical Proposal and **one hard copy** of the Cost/Business proposal, sealed in envelopes labeled with the above-stated subject, sub project number and title, and delivered to:

Adeso - African Development Solutions, **(Head Office Reception)**  
Olenguruone Road, Lavington Nairobi,  
P.O.BOX 70331-00400, Nairobi, Kenya.  
M: +254 710 607368.

#### **Attachments:**

Attachment I : Statement of Work  
Attachment II : Instructions to Bidders  
Attachment III : Evaluation Criteria



**ATTACHMENT I**

**STATEMENT OF WORK  
For  
RFP No: A001/2016/2017**

**Provision of Group Personal Accident (GPA) For Somalia National Staff.**

**Summary:**

*Adeso is soliciting for Proposals for GPA cover for staff who are based in Somalia. The insurance should be able to cover all staff and should provide the benefits.*

***BENEFITS UNDER GPA***

- 1. Death benefits.*
- 2. Permanent Total Disability benefits.*
- 3. Temporary total Disability - Actual weekly earnings maximum.*
- 4. Critical Illness.*
- 5. Medical expenses.*
- 6. War, acts of foreign enemy, civil war, revolution and insurrection.*
- 7. Last expense.*

***MAXIMUM LIMITS OF LIABILITY:***

**Objectives of this Statement of Work:**

- 1. To provide reasonable, reliable and easily accessible GPA insurance services the staff*
- 2. The staff insured will be spread through the regions of Somalia*

**Deliverables:** The Service Provider should cover the above elements.

**Note:** Please provide all/any other benefits covered under your scheme.

## ATTACHMENT II

### INSTRUCTIONS TO BIDDERS

#### A. General Instructions

These Instructions to bidders will not form part of the offer or of the Contract. They are intended solely to aid bidders in the preparation of their proposals. **Read and follow these instructions carefully.**

1. The proposal, all corresponding and documents related to the proposal must be written in the English language, unless otherwise explicitly allowed.
2. Additionally, all proposals must:
  - Be written in 11-point, Calibri font, single-spaced with clear section headings.
  - Adhere to the page limit specifications mentioned in the Evaluation Criteria, below, and not exceed the maximum page limit.
  - Include one copy of the technical proposal and one hard copy of the cost/business proposal in a sealed, clearly-labeled envelopes.
  - Include all required documentation and information as specified in this RFP.
  - Include only your own work and no text copied from sources outside of your organization, unless those sources are adequately cited and credited.
3. Proposals and all cost and price figures must be presented in **Kenya Shillings and US dollars where applicable**. All prices should be tax inclusive
4. The Bidder must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **60 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. Adeso reserves the right not to make any award.
5. The Technical Proposal and Cost/Business Proposal must be kept separate from each other. Technical Proposal must not make reference to cost or pricing information **at any point**. This will enable in order the technical evaluation to be made strictly on the basis of technical merit.
6. **Bidders must be licensed and authorized to conduct business in Somalia evidenced by providing a valid registration licenses/certificates.**

**Failure to agree and comply with any of the above specification will result in the Bidder being considered unresponsive and the proposal rejected.**

#### B. Additional Requirements for Submission

7. No costs incurred by the Bidders in preparing and submitting the proposal are reimbursable by Adeso. All such costs will be at the Bidder's expense.
8. Responsibility Determination: Award shall only be made to, "responsible" subcontractors. To enable Adeso to make this determination, the Bidder must state in the cover letter of the proposal that it:
  - (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay;
  - (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints;
  - (c) has a satisfactory performance record;



- (d) has a satisfactory record of integrity and business ethics;
  - (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
  - (f) Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
9. Late Bids: Bidders are wholly responsible for ensuring that their bids are received in accordance with the instructions stated herein. A late bid will be recommended for rejection, even if it was late as a result of circumstances beyond the Bidder's control. Late offers will only be considered at the evaluation committee's discretion.
10. Modification/Withdrawal of Bids: Bidders have the right to withdraw, modify or correct their offer after it has been delivered to Adeso at the address stated above, and provided that the request is made before the RFP closing date.
11. Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Proposals received from all Bidders. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Bidder's proposal, the Bidder must alert Adeso and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
12. Clarifications and Amendment to the RFP: Any question raised regarding this solicitation must be **in writing** emailed to the email address specified in the RFP covering letter. No questions/clarifications will be entertained should they are received by another means. The solicitation number should be stated in the subject. Responses will be compiled and emailed to the requesting potential Bidder.
13. Adeso anticipates that discussions with Bidders will be conducted, however, Adeso reserves the right to make award without discussions. It is strongly recommended that Bidders present their best offer.
14. Adeso may waive informalities and minor irregularities in Proposals received at their discretion.
15. Eligibility of Firms – Source/Origin/Nationality: All Bidders are required to indicate with supporting documents the source, origin of the goods and services and for the nationality of the principle proprietors. Bidders whose proposals fail to meet the nationality requirements will be considered non-responsive.

### **C. Submission of Proposal:**

Proposals must be in English. Proposal must be delivered no later than the specified date/time to:

Adeso – Africa Development Solutions, **(Head Offices Reception)**  
Mijikenda Road, off Olenguruone Road, Lavington Nairobi,  
P.O.BOX 70331-00400, Nairobi, Kenya.  
M: +254 20 8000881, 8009268.

Please mark each envelope with the RFP number and Project Title, indicated on the RFP cover page. The CD-ROM version of each submission does not need to include signed and stamped versions. **The proposal must be submitted in two parts under separate, sealed envelope and clearly labeled:**

**A) Technical Proposal and B) Cost/Business proposal (1 hard copy).**

**Adeso reserves the right not to evaluate a non-responsive proposal.**

### ATTACHMENT III

#### EVALUATION CRITERIA

**Basis of Award:** The award will be made to the Bidder whose bid presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first. Only the Cost/Business proposals of those offers that surpass the minimum qualifying score of **70 points** in the technical evaluation will have their Cost/Business Proposal reviewed. Those that do not reach this qualifying score in the Technical Evaluation will be considered non-competitive and their Cost/Business proposals will not be considered.

#### 1. Technical Competence – presented in the Technical Proposal

##### A. Technical Approach

Provide a clear, specific and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below**:

Item	Requirement	Maximum Length	Points Available
1. Willingness to work	<p>Please state that you are willing and are able to implement the scope of work in ALL areas mentioned in the Statement of Work.</p> <p>A positive statement is required. Bidders that do not provide a positive statement will be automatically disqualified.</p>	1 sentence	
2. Problem statement and evidence of local knowledge	<p>Giving specific examples <u>from Somalia</u>, please describe <u>the problem</u> your organizational expertise will address through this project.</p> <p>A greater demonstrated understanding of the problem and ability to relate them to Adeso objectives and goals, will be scored higher.</p>	1 page	
3. Methodology	<p>Considering the Statement of Work in Attachment I, please describe in detail the following:</p> <p>a) The steps, in chronological order, that you will take to implement the Policy</p> <p>b) Give a clear outline how you will design the following:</p> <p>i). Describe your insurance company's Reimbursement of claims policy as you will be proposing to Adeso.</p> <p>Greater points will be awarded to methodologies that indicate a greater practical understanding of implementing the work, and more innovative but realistic ways of carrying out the work.</p>	2 pages	
4. Sample materials	<p>Provide examples of services you have provided before keeping in mind that some locations are inaccessible.</p>	1 page	



5.	<b>Please highlight how you manage cases in Somalia</b>	1 Page	
	<b>Total</b>	5 Pages	